




149 Wildlife Way * Santa Fe, NM 87506 * (505) 424-1850
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ADDENDUM No. 1
to
ITB No. '20/23/B

Date: July 10, 2020
To: All Interested Offerors
From: Randall Kippenbrock, P.E., Executive Director 
Re: ITB No. '20/23/B – Security Services for the Santa Fe Solid Waste Management Agency

The following clarifications and/or revisions to Invitation to Bid No. '20/23/B are hereby made a part of the ITB documents for the above referenced proposal as fully and as completely as though the same were included therein.

Questions/Clarifications:

1. *In the Resident Veteran Business section on page 4, when it asks for a certified letter showing revenues of up to 3M in the previous tax year, if we did not make over 3M would you like to see a letter from our CPA, from NM Tax and Rev or does it matter?*

No, the Agency does not need a letter from the CPA. However, to receive a Resident Veteran Business Preference pursuant to Section 13-1-22 NMSA 1978 the Bidder **must** submit a copy of a valid Resident Veteran Business certificate issued by the New Mexico Department of Taxation and Revenue.

2. *With the NM Minimum wage increasing over the next 3 years, Santa Fe's minimum wage will increase also but is not showing any projections for increases. On page 6 #16 Compliance with SF minimum wage, would you like to see the only base year wage?*

Prices quoted on the Bid Form are to be firm for the duration of the contract. Any request for a price adjustment is subject to approval by the Joint Powers Board. The Contractor must submit to the Agency sufficient justification to support the Contractor's request (e.g., an increase in Santa Fe Living Wage).

3. *Page 12 #4 Discounts it shows "payments will be made within 30 days of satisfactory receipt"; what are the invoicing terms and what is the definition of satisfactory receipt?*

The Agency makes every effort to process payments within 30 days of satisfactory receipt of goods or services. Satisfactory receipt of goods or services includes, but limited to, correct information for billing rates and actual hours worked.

4. *On page 14 #14 Price adjustments show no price increase allowed; Can the contract be set to increase in price in the optional years based on the NM minimum wage, SF minimum wage and cost of living adjustments without waiting on the Joint Powers Board approval?*

Any request for a price adjustment is subject to approval by the Joint Powers Board. The Agency, however, will work with the Contractor to ensure the approval by the Joint Powers Board is done in a timely manner.

5. *In the Sample contract #2 Standards can the verbiage be changed from applicable professional and business licenses to Current professional and business licenses according to NM RLD PI board Rules and Regulations Title 16 Chapter 48 parts 1-8 and NMSA 1978 61-27B-1 through 61-27B-36?*

Yes. However, any changes to the sample services agreement requires approval to form by the Agency's attorney.

6. *Scope of services: A. "Shall use employees that are familiar"; will there be a request from the agency to retain current contractor employees?*

The Agency will consider retaining current contractor employees to make the transition smoother for the new Contractor. However, the new Contractor must determine what is best for their company and the Agency.

7. *Scope of services: B. 4x4 vehicle, if the contractor uses a utility vehicle will there be a place to store it or is the agency specifically requesting a 4x4 street legal vehicle?*

A 4x4 vehicle for highway use is a requirement. Contractor must patrol two facilities that are 10 miles apart from each other continuously throughout the shift. Any other 4x4 motorized vehicle such as an ATV is not acceptable. Contractor may park the 4x4 vehicle at one of the Agency's facilities when not in use. The 4x4 vehicle must have a security beacon light bar and display company decals.

8. *Scope of Services: D. Contractor shall follow "Security Standards"... Which standards is the agency specifically requesting; Homeland security, ASIS, or NM RLD PI board?*

The Contractor must follow the NM RLD PI Board standards.

9. *Scope of services: N. Telephone inquiries in a "timely manner", what is the Agency's definition of timely manner?*

Guards should have a cell phone so that they can be reached anytime during their shift.

10. *Scope of services: O. Contractor shall provide investigative services; In accordance with NM RLD PI board 16.48.1.7 U Private investigator is a separate license from a security guard, does the*

agency require the contract to have a NM RLD Trade PPO (Security Company) and a NM RLD PI company or license?

Both.

11. *Scope of services: Q. states the contractor needs to let the agency know of a convicted felon working on contract, this is counter to Scope of Services "S. #1" based off of NMSA 1978 61-27B-26 D, should Q. be deleted?*

No. Paragraph Q of the scope of services will remain in the Services Agreement.

12. *Scope of services: S. #6 physical ability test. We use the "Best practices for Armed and unarmed security in Federal Facilities, April 2013 2nd Edition, DHS Interagency Security Committee, will this work?*

Yes.

13. *Scope of services: S. #8. Will the Agency require access badges?*

Yes.

14. *What was the actual total number of hours broken down by year on the last contract?*

The actual hours worked on the last contract was based upon 80 hours per week, for a total of 4,160 hours over 52 weeks in a year.

15. *The last contract shows a supervisor; does the agency require a supervisor? If so, does the agency want the supervisors pay to come out of overhead or a separate bill rate?*

The Bid Form states 80 hours per week, inclusive of ALL employees assigned and administration. The Bidder must decide if a supervisor is required for this bid.

16. *What are the physical addresses of the two locations?*

Caja del Rio Landfill
149 Wildlife Way
Santa Fe, NM 87506

Buckman Road Recycling and Transfer Station
2600 Buckman Road
Santa Fe, NM 87507

17. *I have downloaded the invitation to bid from https://www.santafenm.gov/media/rfps_docs/ITB_20-23-B_Security_Services_Final.pdf. Do we need to contact the purchasing office for a different Bid packet?*

No.

This Addendum must be signed and returned with your bid. Failure to do so may cause your bid to be considered non-responsive.

Receipt of Addendum No. 1 to ITB No. '20/23/B is hereby acknowledged



Authorized Signature



Date



Company Name