



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 7Ordinance/Resolution# 15-16-106For Meeting of _____
(Ordinance First Reading Date)For Meeting of June 20, 2016
(Adoption Date)

Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR SECURITY GUARD SERVICES FOR MESILLA VALLEY INTERMODAL TRANSIT TERMINAL (MVITT) TO SECURITY CONCEPTS, INC. OF LAS CRUCES, NEW MEXICO FOR THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

Award price agreement.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Joe Maez	<u>Department/Section:</u> Public Works/Facilities Management	<u>Phone:</u> 541-2902
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces (City) has an established price agreement for security guard services at various City facilities. However, in order to meet federal procurement requirements, a separate price agreement is required for MVITT, as a portion of transit operations is federally funded. It is in the best interest of the City to contract for armed and unarmed security guard services at MVITT to patrol the facility and ensure the safety of City staff, citizens and property.

The total expenditure proposed for security guard services will provide service for the remainder of Fiscal Year (FY) 2016; therefore, \$2,916.67 is required to cover services through the end of this fiscal year. Services were budgeted for FY 2017 with the Transit Section's budget.

In accordance with federal procurement requirements, City Purchasing staff solicited proposals for security guard services for MVITT, and received one proposal. The submittal was reviewed by staff and determined Security Concepts, Inc. of Las Cruces, New Mexico provided all required information.

At this time, staff recommends awarding the security guard services price agreement for MVITT services to Security Concepts, Inc. of Las Cruces, New Mexico for three years subject to approved budget appropriations and annual renewals.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Attachment "A", Request for Proposal.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Transit Operating	59323010-722190-24116	\$1,458.33	\$4,095.33	\$2,637.00	Other Transit purchased services
Transit Grant	59323100-722190-24116	\$1,458.34	\$10,286.54	\$8,828.20	Other Transit purchased services

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will award an indefinite cost and indefinite quantity price agreement for security guard services for MVITT.
2. Vote "No"; this will require staff to seek alternative sources and procurement methods to establish a price agreement for security guard services.
3. Vote to "Amend"; this will modify the resolution to reflect the recommendation of the City Council.
4. Vote to "Table"; this will delay procurement of security guard services and negatively impact the City's ability to ensure the safety of staff and citizens.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. N/A

7



City of Las Cruces®

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of June 20, 2016
(Adoption Date)

TITLE:

A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR SECURITY GUARD SERVICES FOR MESILLA VALLEY INTERMODAL TRANSIT TERMINAL (MVITT) TO SECURITY CONCEPTS, INC. OF LAS CRUCES, NEW MEXICO FOR THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>[Signature]</i>	541-2902	5-19-16
Department Director	<i>[Signature]</i>	528-3136	5-20-16
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>[Signature]</i>	541-2078 FA-2107	5/26/2016 5/24/16
Assistant City Manager/COO	<i>[Signature]</i>		5/26/16
City Attorney	<i>[Signature]</i>	Ext 2128	2 JUNE 2016
Deputy City Clerk	<i>[Signature]</i>	2118	6/2/16

RESOLUTION NO. 15-16-106

A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR SECURITY GUARD SERVICES FOR MESILLA VALLEY INTERMODAL TRANSIT TERMINAL (MVITT) TO SECURITY CONCEPTS, INC. OF LAS CRUCES, NEW MEXICO FOR THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, City of Las Cruces (City) staff has determined that armed and unarmed security guards at MVITT are required to patrol the facility and ensure the safety of City staff, citizens and property; and

WHEREAS, the City Purchasing Section solicited proposals for security services in accordance with federal procurement requirements and received one proposal; and

WHEREAS, upon review and evaluation of the proposal, staff recommends awarding the security guard services price agreement to Security Concepts, Inc. of Las Cruces, New Mexico; and

WHEREAS, the initial term of the agreement is for one year from the date of award with two one-year renewable options to be exercised at the discretion of the City upon written mutual consent and approved budget appropriations.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT City Council award an indefinite cost and indefinite quantity price agreement for security guard services to Las Cruces Security Concepts, Inc. of Las Cruces, New Mexico for three years, subject to approved budget appropriations and annual renewals.

(II)

THAT the Purchasing Manager is hereby authorized to contract with Las Cruces Security Concepts, Inc. of Las Cruces, New Mexico, as outlined in the Purchasing Manager's Request to Contract Form, attached hereto as Exhibit "A" and made part of this resolution.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

VOTE:

- Mayor Miyagishima: _____
- Councillor Gandara: _____
- Councillor Smith: _____
- Councillor Pedroza: _____
- Councillor Eakman: _____
- Councillor Sorg: _____
- Councillor Levatino: _____

99
CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: May 16, 2016

Resolution No.: 15-16-106

**Contract Purchase For
Security Services for the Transit Intermodal Center**

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

1. RFP No./ Due Date: **RFP No. 15-16-106 / February 9, 2016**
2. Description: **Security Services for the Transit Intermodal Center**
3. Using Department: **Transportation / Transit**
4. Number of Responses Solicited: **Nineteen (19)**
5. Number of Responses Accepted: **One (1)**
6. Award Recommendation To: **Security Concepts, Inc. of Las Cruces, NM**
7. Total Award Amount: **Indefinite Cost / Indefinite Quantity**
8. Contract Duration: **Three (3) years subject to annual renewals and approved budgets**

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No	X	LCMC §24-100 not applicable to this solicitation
	Yes		Made A Difference To Awards(s)
			Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

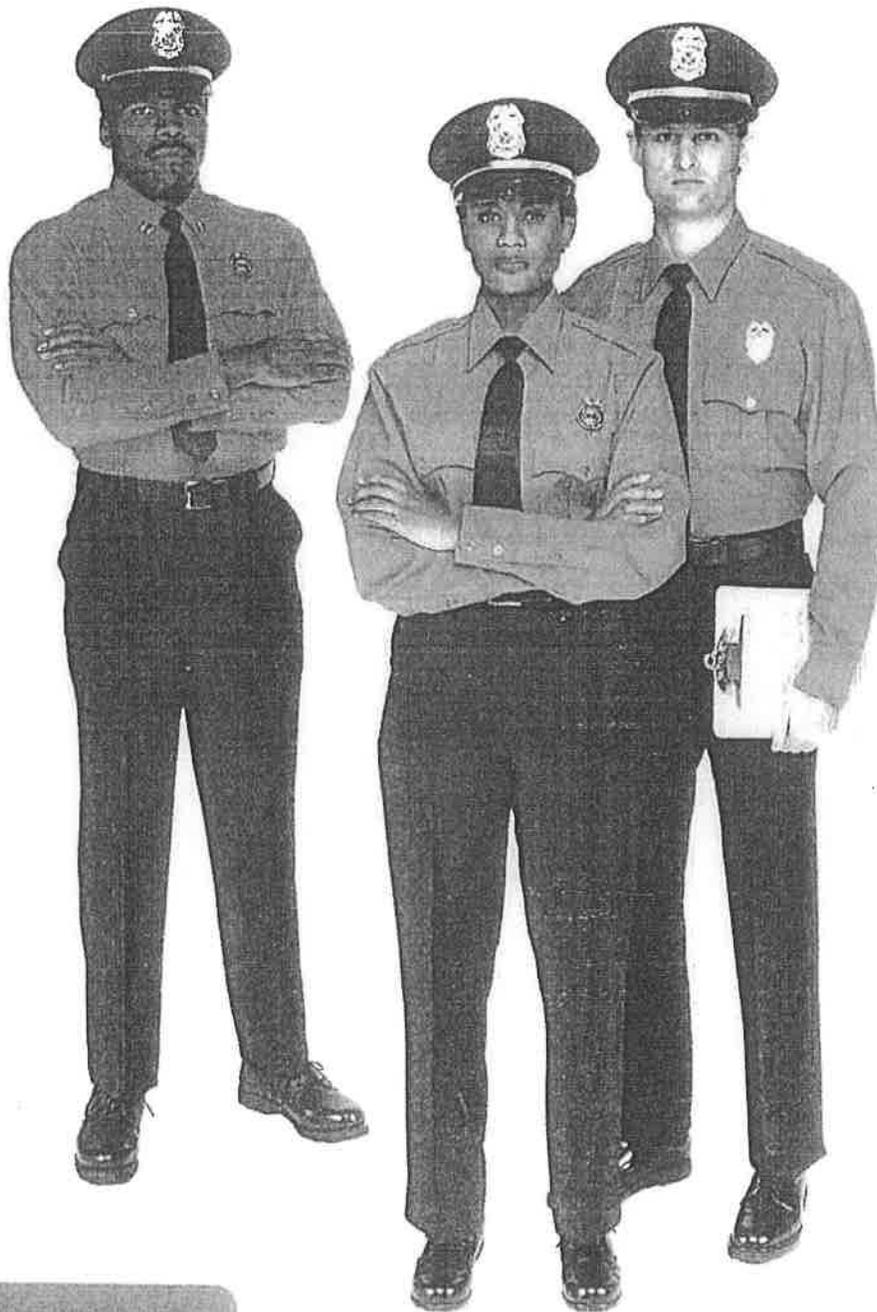
The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.

Deb Smith 4/19/16
Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
---------------------------------------	------------

SECURITY CONCEPTS



RFP No. 15-16-106

TRAINING ON DEMAND



RFP COMPLIANCE DECLARATION

RFP TITLE: Security Services for the Transit Intermodal Center
 RFP NO.: 15-16-106
 DUE DATE/TIME: February 9, 2016 / 2:00 pm

In compliance with the requirements of this RFP, I, the undersigned, offer and agree to furnish any or all materials and/or services to the City of Las Cruces within the time agreed.

I further certify that this company has not been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 Debarment and Suspension as described in the Federal Rules and Regulations.

Receipt of Addenda Nos.: 2 is hereby acknowledged (where none received, place a zero in this space)

Company Name and Address:

Security Concepts, Inc.

130 N. Solano Dr.

Las Cruces, NM 88001

Michael Gonzales
 Authorized Signature

Michael Gonzales
 Typed or Printed Name

Business Manager
 Title

sci_service@yahoo.com
 Email address

Telephone number (575) 526-4151 Fax number (575) 526-1073

NM Tax & Revenue Dept. CRS # 01-133992-00-6

Current NM Public Regulatory Commission Registration # 1082197 (corporations only)

Current CLC Business Registration # 5375 (respondents located in Las Cruces only)

Federal I.D. number 85-02285948 (mandatory for all respondents)

NM Resident Certificate from NM Tax and Revenue Department enclosed Yes No

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH PROPOSAL
 FAILURE TO INCLUDE WILL SUBJECT RESPONSE TO REJECTION**

SECURITY CONCEPTS, INC.

Letter of Transmittals
City of Las Cruces Transit Intermodal Center
RFP: Security Services # 15-16-106
Date: February 09, 2016 @ 02:00pm

Security Concepts, Inc. (SCI)
P.O. Box 536
Las Cruces, NM 88004
130 N. Solano
Las Cruces, NM 88001

Telephone: (575) 526-4151
Fax: (575) 526-1073
E-Mail: sci_service@yahoo.com

Presidents and Owners
Michael Gonzales Sr.
Yolanda Gonzales
Office: (575) 526-4151
Fax: (575) 526-1073

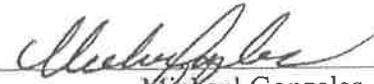
Authorized to make obligation for SCI
Including Contract Negotiation and Clarification/Employee Scheduling:

Michael James Gonzales
State of New Mexico Regulation & Licensing Department
Private Patrol Operator Manager License # 636
Cell: (575) 642-1555
Office: (575) 526-4151
Fax: (575) 526-1073

SCI has a 24-hour dispatcher on site to take calls and dispatch accordingly after hours.

Security Concepts, Inc. (SCI) accepts the condition stated in this proposal

Signature: _____


Michael Gonzales, Jr.
Business Manager

Date: _____

02/09/2016

PROPOSAL CONTENT

A. TECHNICAL PROPOSAL CONTENT

1. Provide pricing in the table provided under Section Iv. B below

ITEM	DESCRIPTION	HOURLY RATE
1	Unarmed Security Guard	\$15.00
2	Armed Security Guard	\$16.75

Security Concepts is currently the security contractor with City of Las Cruces. The above listed rates are the discounted rate given to every city site that Security Concepts provides security officer for. A Detailed bid of services is on file with City of Las Cruces purchasing.

Note: the above listed quote does not reflect any future increase in min wage.

2. Provide the names of Key Personnel who will be assigned to work on the project. For each person listed, a description of experience, areas of competence and percent of time assigned to the project shall be provided.

Ben Balderama- Level 3 / Armed Guard Site Supervisor- License # 37250. 45yrs Military, Law Enforcement, & Security Experience. In charge of supervising guards at City of Las Cruces site locations and communicating any issues or concerns to administration at SCI. Because of his experience, he has been placed 40 hours in the supervisory capacity of city projects. Ben is also CPI trained (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques.

Mike Starkey- Level 3/ Armed Guard Site Supervisor- State License #34003. 25yrs of Military and Security Experience. In charge of supervising guards at City site locations and communicating any issues or concerns to administration at SCI. Approximately 32 hours in the supervisory capacity of city projects. Mike is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques. Because Mike has over 25 years of training and practical experience, he is competent in handling multiple aspects of security and problem solving.

Leonard Montoya- Level 3 / Armed Guard- State License #42790. 25yrs of Military and Security Experience. Leonard is a senior officer who works numerous City of Las Cruces site locations. Leonard is also in charge of bank money escorts for numerous banks and ATM service calls. Leonard trains and supervises all stationary security personnel. Leonard works approximately 35hours for city projects. Leonard also is CPI Certified (Non-violent Crisis

SECURITY CONCEPTS, INC.

Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques.

Derrick Rodriguez- Level 3/ Armed Guard-State License #29914. Over 12yrs of Security Experience. Derrick is a senior officer who works numerous City of Las Cruces site locations. Derrick has been a patrol supervisor: checking business sites, apartments, liquor establishments, and responding to alarms calls. Derrick is in charge of training security personnel and supervision of night stationary security officers. Because of Derricks experience he is scheduled 40hours at city projects. Derrick is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques. Because Derrick has over 12 years of training and practical experience, he is competent in handling multiple aspects of security and problem solving.

Jose Hernandez- Level 3 Supervisor /Armed Guard- State License #48631

Jose has over 3yrs of Security Experience. Jose has moved up the ranks to supervisor. Jose was the Patrol supervisor of 3 nightly roving patrols and supervised all stationary guards nightly. Jose was relocated to be the swing shift supervisor of security for the Municipal Courts. Jose is a supervising officer who works numerous City of Las Cruces site locations. Jose has been a patrol supervisor checking business sites, apartments, liquor establishment and responding to alarm calls. Jose is in charge of training security personnel and supervision of all stationary security officers. Because of Jose's experience, he is scheduled to work 40 hours at city projects. Jose is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques. Because Jose has over 3 years of training and practical experience, he is competent in handling multiple aspects of security and problem solving.

Joseph Bartlow- Level 3 Supervisor- License #48028

Joseph has over 3yrs of Security Experience. Joseph is an NMSU computer science major. Joseph has moved up the ranks to become a supervisor. Joseph was the site supervisor of Mountain View Reginal Medical center, supervising all security personal at hospital. Joseph was relocated to be the head of security for the Municipal Courts. Joseph supervises officers who work all City of Las Cruces site locations. Because of Joseph's experience he is scheduled 40 hours at city contracts and supervision. Joseph once or twice a week is required to make a physical check of all the city contracts, evaluate the guards, and check with manager of each site. Joseph has been a patrol supervisor checking business sites, apartments, liquor establishment and responding to alarm calls. Joseph is in charge of training security personnel and the supervision of all stationary security officers. Joseph is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques.

Errol Lockett- Level 3 Armed Guard- License #48785

Errol has over 3yrs of Security and Military Experience. Errol is currently an active military reserve officer. Errol has worked numerous security sites including Joint Utilities, City Hall, Waste Water, Meerscheidt Recreation. Errol is scheduled to work at city project 40 hours. Errol also was stationed at Mountain View Reginal Medical Center for 2yrs; however, was relocated to work security for City of Las Cruces sites.

Errol is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques. Because Errol has over 3 years of training and practical experience, he is competent in handling multiple aspects of security and problem solving.

Jonathan Lenhardt-Level 3 Armed Guard- License #47408

Jonathan has over 3yrs of Security Experience. Jonathan has worked numerous security sites, including Municipal court, City Hall, Meerscheidt Recreation, and numerous other city sites. Jonathan also works at Mountain View Reginal Medical Center for 2years, but has been relocated to work security for city of Las Cruces sites. Jonathan is scheduled to work 40 hours at city project. Jonathan is trained in CPI (Non-violent Crisis Intervention), which makes him competent in verbal communication, public relations, and verbal de-escalation techniques. Because Jonathan has over 3 years of training and practical experience, he is competent in handling multiple aspects of security and problem solving.

3. A. Description of past contracts similar to the scope herein that have been completed by the firm.

City of Las Cruces Transit Intermodal Center: SCI provided security services for the City of Las Cruces for the Transit Center as a temporary Contract. Security personnel checked in with the Transit Center staff, having them sign their logs and would get briefed on a daily basis. Security Concepts issued a radio to security personnel as well as to Transit Intermodal staff member to ensure they would have radio communication with the guard while he was making his rounds outside the building complex. The guard would make regular checks of the interior and exterior of building, checking in with staff on duty. Guard would make an exterior check of the building to ensure all doors were secured. When the buses were in station the guard would check in with all bus drivers to see if they needed his services with disruptive or disorderly individuals. Guard would assist the bus driver as needed.

City of Las Cruces – City Hall & Utilities- SCI provides **armed** security officers in class “A” uniforms. Security personnel respond to all emergencies and maintain the integrity of the premises. A guard is posted in the front area to monitor the front lobby and cameras of the facilities. Another guard roves the inside office areas and the outside parking areas. Additional guard is posted in the utilities department. This guard signs people in to meet with city utility employees for billing issues, turning on their utilities and making payments. Security handles all aspects of security involved with City Hall and Utilities Department.

Rick Clark- Building Operations & Services Supervisor- (575) 541-2683

City of Las Cruces – Municipal Court- SCI provides two (2), **armed** security officers in class “A” uniforms. Security personnel are stationed at the front entrance to maintain the integrity of the facility. Guards check all people entering the courts with walk-thru body scanner and metal detector wands. All purses and bags are visually checked. Security personnel has to also be familiar with Court staff and utilize ID cards to determine the individuals that are exempt from metal detector scanning. All rules and policies of the courts are upheld. Guards are also placed in

SECURITY CONCEPTS, INC.

the court rooms to maintain the integrity, organization and peace. Such as, NO talking, chewing gum, wearing of hats or sunglasses, or any other disruptive or disrespectful behavior pertaining to court room etiquette. Security Concepts will not allow any disorganization of court room etiquette as demanded by the policy and or Presiding Judge. The guards work at the Judge's discretion with respect to how they maintain their court rooms. Security personnel will respond to all emergency situations and handles all aspects of security involved within the courts.

Lisa Almaguer- Municipal Court Manager- (575) 541-2227

City of Las Cruces—City Parks and Recreations- SCI provides numerous unarmed security officer in class "A" uniforms. Security personnel respond to all emergency situations. Security works all park functions and events that the city sponsors. Security handles all cities recreation facilities. Security maintains the integrity of these sites, and works with staff members at the individual sites to keep order, and ensure peaceful athletic events from getting out of hand. Security handles all aspects of security involved with the city's recreational facilities.

Pat Gomez- Director of Parks & Recreation - (575) 541-2575

Mountain View Regional Medical Center: Chris Chavez 575-556-7681. SCI provides 24 hour unarmed security officer in class "A" uniforms. Security personnel provide every aspect of security needed in a busy hospital environment, responding to all emergency code calls. Security handles all aspect of security involved with a hospital. Security Concepts currently has four 24hrs guards on staff to handle all the security needs of the hospital. At times we can have six plus guards on site to handle special emergency situations. Security Concepts is on call 24hrs a day to bring additional security to hospital for emergency situations or as needed.

Las Cruces Public Schools City Wide: Todd Gregory 575-635-5130. SCI provides stationary and mobile patrols for the schools. Stationary guard work in the schools working with in- house school security, staff and Police. Our guards handle all the construction and renovations security need for school and traffic control as needed. Our mobile patrol make checks of school campuses and properties, deterring possible break-ins and vandalisms.

Las Cruces Public School Athletics: Ernesto Viramontes 575-527-6653. SCI provides security at all school athletic function, such as football games at the field of dream. Security check control access into areas, crowd control and traffic control.

Space Port America, Fiore Industries, Tor C, NM: Paul Chavez 575-635-3581 and/or Jerald King 505-255-9797. SCI provided all aspect of security for Space Port America. Security controlled all access into the facilities, badging all visitors. Roving patrol security made hourly check of fence lines and buildings. During launches of rockets, security provided crowd control for all visitors who arrived to watch the launches. Contract ended 2013 **Security Concepts still trains existing and new employees who are placed at Space Port America.**

Gerald Martin Construction: Jeff Garcia (Asst. Superintendent) 505-401-4652 cell. SCI provided security for Gerald Martin during the construction of Centennial High School. Security controlled all access to the site. Logging in all employees and vehicles. Security did

SECURITY CONCEPTS, INC.

external and internal check of the site, maintaining all the OSHA requirements. Contract ended in 2013

Veterans Affairs Clinic (VA): Kathy Fernandez 915-564-6100. SCI provided unarmed security officer in Class "A" uniforms. This is a government contract in which all aspects of security are handled. Contract ended in 2012.

3. B. Security Concepts being the largest locally owned and operated security company in the SW part of New Mexico and Las Cruces employees over a hundred security officers and staff. Security Concepts has no need to subcontract.

3. C. Location of Office and Percent of Work to be performed

Security Concepts, Inc. home office is located in Las Cruces at 130 N. Solano Drive. Security Concepts has been established in Las Cruces since 1980. 100% of administrative and office work is conducted at the local home office. Security personnel provide 100% of their duties outside the office at specific job sites. Security Concepts office is open Monday thru Friday 8a-6p for general business. The office has 24 hour staff working. Security Concepts provides digital fingerprinting for the state of New Mexico. Security Concepts monitors and responds to alarm calls, client accounts, is subcontracted by other security companies and dispatches our patrols to respond 24hrs a day to any calls that come into our office. **Security Concepts can provide security on emergency basis within 1hr of being notified for our customer.**

Description of Additional Services Offered By Security Concepts

- Fingerprinting Services (ink and digital)
- Private Investigations
- Nonviolent Crisis Intervention (CPI) Training
- Process Services
- Personal Protections Training Services
- Guard Training School - Security Personnel
- 24 Hour Answering Service/Dispatch
- Alarm Response
- Bank Money Escorts

Security Concepts has its own in-house after hour Dispatch. Dispatcher is onsite to take calls and dispatch accordingly at all times.

4. A. Principle Contacts In Charge of Administration of Contract

Listed below are contacts that are authorized to make obligations for SCI in matters of supervision, clarification, employee scheduling, and billing of all city contracts.

Michael James Gonzales – Operations Manager/Contract Manager

SECURITY CONCEPTS, INC.

130 N. Solano Dr. Las Cruces NM 88001

Cell: (575) 642-1555

Office: (575) 526-4151

Fax: (575) 526-1073

Email: sci_service@yahoo.com

Belinda Galvez – Office Manager in charge of scheduling and billing

130 N. Solano Dr. Las Cruces NM 88001

Cell: (575) 805-1868

Office: (575) 526-4151

Fax: (575) 526- 1073

Email: sci_service@yahoo.com

Arianna Gonzales – Education, Licensing and Training Coordinator

130 N. Solano Dr. Las Cruces NM 88001

Cell: (575) 571-2576

Office: (575) 526-4151

Fax: (575) 526- 1073

Email: sci_service@yahoo.com

Security Concepts management can be contacted 24 hours a day/7days a week.**4. B.** Principle Contact In Direct Charge of Work**Michael James Gonzales** – Contract Manager /Operations Manager- PPO License #636

130 N. Solano Dr. Las Cruces, NM 88001

Cell: (575) 642-1555

Office: (575) 526-4151

Fax: (575) 526-1073

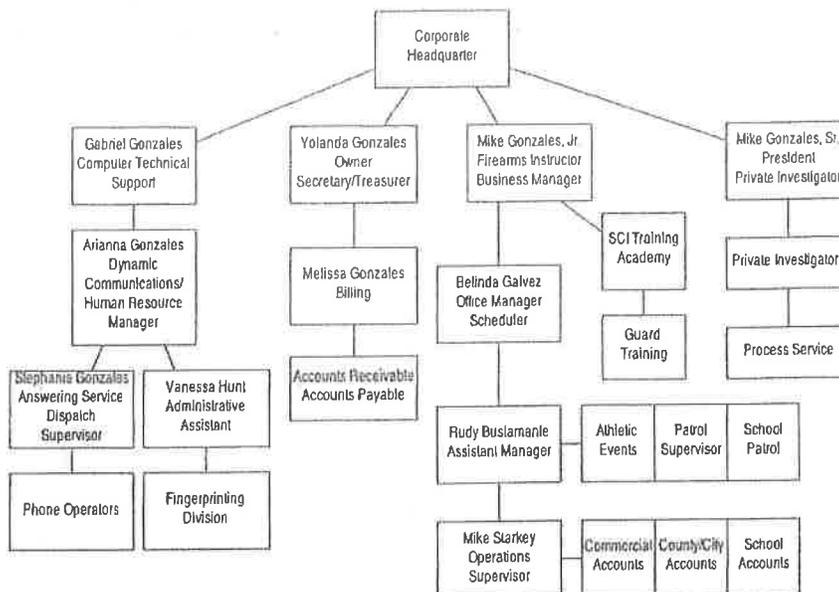
Email: sci_service@yahoo.com

4. C. Project Time Schedule, Operational/Management Approach, & Major Tasks

Phase in Plan and Time Schedule: SCI has successfully negotiated several transition or phase in plans for government contracts such as El Paso Intelligence Center (EPIC), Department of Energy (DOE) and Sandia Labs in Albuquerque NM. Large Private Contracts such as the Luna County Energy Facility in Deming and Mountain View Regional Medical Center in Las Cruces. City of Las Cruces sites (municipal court, waste water facility, joint utility, city museum), SunEdison Solar facilities 7 different sites in Chaparral, Las Cruces, Carlsbad, Jal and Hobbs NM

Organization Structure and Management Information

Company Diagram



SCI will utilize the same successful transition plan for City of Las Cruces and will initiate visits of all job sites with permission of site management. SCI management will introduce themselves to site manager/supervisor and staff. SCI (with site management) will take a site tour and will become familiar with all aspects of job sites. SCI will develop a SOP (Standard Operating Procedure) for each job site that will be approved by City of Las Cruces site management. We will allow all existing security personnel (at the approval of City management) to apply for job openings and will train all security personnel for each job site. Our company has security personnel ready to be implemented at any time. The phase in plan should take approximately one week depending on the immediate amount of personnel necessary and the amounts of existing security personnel that retain their positions.

Operation and Management approach and Tasks: We have been in business for over 30 years and our management has over 50 years of Law Enforcement and Security Experience. Our company currently employs approximately 85 security officers in Las Cruces. We are fully Licensed, Bonded and Insured. Management will have immediate contact with officers and site supervisors. Site security officers will be required to fill out hourly logs and incident reports as needed. Our supervisors will be in constant communication with site security and City of Las Cruces Transit Center Staff. Daily inspections will be made of the site. Security Concepts has a 24hour dispatcher who is in direct communication with supervisor and management. Our supervisors and managers can respond to any call within minutes. Security Officers are required to check in via radio with dispatcher every 30 minutes for officer safety and welfare.

A security supervisor will handle any complaint made about a Security Concepts guard immediately. Management will immediately take action to resolve complaint. Security Concepts policy is to defuse any situation(s) and remove the guard after any complaint has been made. By doing this, any further problems will be alleviated. Security Concepts also incorporates a supervised system. This system is called the "Guard Tour Tracking System" (optional) which consists of putting button sensors on our business accounts. Sensors are placed in areas of concern to our clients. For example: front doors, back doors, exits, gates, offices, etc. The Security officer utilizing a scanner will stop at all buttons and scans each sensor. This gives accurate location as well as dates and times that the security officers conducted a check of business.

Security Personnel Work Description and Tasks

Security Supervisor / Coordinator

This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.

Purpose of Classification:

Plans, organizes, oversees, and coordinates the security of a major organization or a smaller organization with multiple locations.

Standard Duties:

May provide supervision and management of security personnel, at multiple locations, to ensure compliance with established procedures. Develops security program that meet the needs of client. May establish and maintain security guard training in compliance with state, federal, and local law. Prepare incident reports for submission to regulating authority and administration. May coordinate security coverage schedules for day to day operation and special events for multiple locations. Must be able to carry a non-lethal weapon during performance of their duties. Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of federal, state, and local traffic laws and regulations governing the operation of a commercial passenger vehicle.

Skill in providing protection services to individuals; Skill in utilizing building security and lock systems and procedures.

Ability to resolve customer complaints and concerns; Ability to communicate effectively, both orally and in writing; Ability to gather data, compile information, and prepare reports; Ability to understand and follow specific instructions and procedures; Ability to drive motor vehicles; Ability to detect problems and report information to appropriate personnel; Ability to understand and follow safety procedures.

Minimum Qualifications:

Education- High School diploma or GED certificate.

Experience- Three (3) years of experience related to the standard duties as outlined.

Certifications/License-

Security Guard/Mobile Patrol

This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.

Purpose of Classification:

Under general supervision, responsible for guarding organization premises and property. On a routine basis, inspects grounds to ensure security requirements are met. Controls and monitors access to buildings. May be required to enforce parking regulations and report fire and safety hazards. Reports atypical situations to management. May use electronic surveillance equipment. Requires the ability to react quickly in sensitive situations. Frequently reports to a security supervisor or a security manager.

Standard Duties:

Patrols assigned areas on foot or in a vehicle to ensure personnel, building, and equipment security; Examines doors, windows, and gates to determine that they are secure; Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; Provides escort services for visitors, staff, and individuals responsible for transportation of monies to or from depositories as required; Provides public assistance, including lockout services and information; Watches for and reports irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked; sounds alarm in case of fire or presence of unauthorized persons; Performs periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports malfunctions as required; Prepares routine, standardized reports. May be required to have a valid firearms license and carry a firearm while on duty. May be required to drive a company vehicle, providing safe and efficient transportation; Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of federal, state, and local traffic laws and regulations governing the operation of a commercial passenger vehicle.

Skill in providing protection services to individuals; Skill in utilizing building security and lock systems and procedures.

Ability to resolve customer complaints and concerns; ability to communicate effectively, both orally and in writing; ability to gather data, compile information, and prepare reports; Ability to understand and follow specific instructions and procedures; ability to drive

motor vehicles; ability to detect problems and report information to appropriate personnel; ability to understand and follow safety procedures.

Minimum Qualifications:

Education- High School diploma or GED certificate.

Experience- 1yrs work experience and Security guard training

Equivalency- None

Certifications/License- Licensed Guard 1, 2 or 3 firearms.

5. Description and names of a minimum of 5 past contracts similar to the scope:

Mountain View Regional Medical Center: Chris Chavez 575-556-7681. SCI provides 24 hour unarmed security officer in class "A" uniforms. Security personnel provide every aspect of security needed in a busy hospital environment, responding to all emergency code calls. Security handles all aspects of security involved with a hospital.

Las Cruces Public Schools City Wide: Todd Gregory 575-635-5130. SCI provides stationary and mobile patrols for the schools. Stationary guards work in the schools working with in- house school security, staff and Police. Our guards handle all the construction and renovations security need for school and traffic control as needed. Our mobile patrol make checks of school campuses and properties, deterring possible break-ins and vandalisms.

Las Cruces Public School Athletics: Ernesto Viramontes 575-527-6653. SCI provides security at all school athletic function, such as football games at the Field of Dreams. Security check control access into areas, crowd control and traffic control.

Space Port America, Fiore Industries, Tor C, NM: Paul Chavez 575-635-3581 and/or Jerald King 505-255-9797. SCI provided all aspects of security for Space Port America. Security controlled all access into the facilities, badging all visitors. Roving patrol security made hourly checks of fence lines and buildings. During launches of rockets, security provided crowd control for all visitors who arrived to watch the launches. Contract ended 2013 **Security Concepts still trains existing and new employees who are placed at Space Port America**

Gerald Martin Construction: Jeff Garcia (Asst. Superintendent) 505-401-4652 cell. SCI provide security for Gerald Martin during the construction of Centennial High School. Security controlled all access to the site. Logging in all employees and vehicles. Security did external and internal check of the site, maintaining all the OSHA requirements. Contract ended in 2013.

Veterans Affairs Clinic (VA): Kathy Fernandez 915-564-6100. SCI provided unarmed security officers in Class "A" uniforms. This is a government contract in which all aspects of security are handled. Contract ended in 2012.

6. Professional, Technical, and Customary Work to be Performed

Security Concepts, Inc. (SCI) is committed to providing the highest level of security for the City of Las Cruces. We are confident that we have the highest quality of Security Officers on staff to meet all the security needs required of City of Las Cruces Transit Intermodal Center.

Our senior manager has over 20 years of law enforcement and security experience. He has been the contract manager for two government contracts. He is a graduate of NMSU with a BBA and completed all Masters required courses in Criminal Justice. He was the criminal investigator for the District Attorney's Office from August 1993 to September of 1998. He continued his career in law enforcement as a certified instructor specializing in firearm training, CPI (Nonviolent Crises Intervention), pepper spray and use of force. He maintains his certifications in order to meet accreditation of our U.S. Government service contracts.

Security Concepts, Inc. has on staff instructors in different areas of training such as Firearms Training (NRA and NMDPS), CPI (Non Violent Crises Intervention), CPR, Pepper Spray, First Aid and Fingerprinting. Security Concepts management instructs all employees in communication skills, public relations, conflict resolution, report writing, use of force, use of pepper spray, use of baton, legal issues and laws, search and seizure, arrest and detention, policy and procedure, emergency procedures, drug policies and dress codes.

Security Concepts, Inc. is licensed, bonded and insured in the state of New Mexico, certified by SBA as a8 (a) minority small business graduate. We are confident that we are the best trained, most experienced, and employ the highest quality of security personnel on staff. We have been providing security for the Las Cruces area for over 30 years. Security Concepts has been in business since 1980.

We feel having well equipped, professionally trained security guards and quality management enhances our ability to be the best Security Company in Las Cruces.

At Security Concepts, Inc. we ensure our security guards are fully trained, professional, and competent. This is especially necessary in a Transit Intermodal Center setting where there is consistent contact with the public. As such, we believe security guards should be well-mannered and exhibit effective communication skills in order to maintain daily contact with Transit Intermodal Center staff and general public in order to ensure satisfactory delivery of services. We believe that in order to provide the best quality of service, security guards should be in continual motion roving the premises unless they are stationed to a specific entrance or location as specified by scope of work or direction by Transit Intermodal Center personnel. In addition, we believe security guards should maintain a properly groomed and official appearance in order to uphold the orderly and professional environment of the Transit Intermodal Center. At Security Concepts, Inc. we understand that maintaining the safety of the public and staff is the overall goal, and because of this, we recognize it is of the utmost importance to follow City, State and Federal procedures exactly as stated in Standard Operating Procedures for the contract. Security Concepts also understands that it is necessary to keep consistent personnel that is familiar with City procedures and staff. In addition, we believe it is necessary for Security to be monitored by an on-site supervisor, as well as, by our management team. We hold a high standard for our

employees, and we employ regular evaluations in order to ensure these standards are met. Security Concepts, Inc. believes that our security guards do not only reflect on our company, but also as an extension of the Transit Intermodal Center and therefore, security guards must be of the highest quality.

Management Supervision/Inspection:

Security Concepts, Inc. Management is on call 24 hours a day, 7 days a week.

Management will make routine and random checks on site. Management will communicate with site guards and will respond to any problems or emergencies.

Management plans to be in constant communication with City of Las Cruces Transit Intermodal Center management to ensure a good working relationship. If at any time there is a problem of any kind concerning the site or guards, Security Concepts management will respond in one hour or less.

Security Concepts feels that good communication with City of Las Cruces Transit Intermodal Center management, and constant supervision of our personnel will ensure a good working environment.

Management will have immediate contact with officer. A site supervisor Michael Gonzales and/or Moses Barron will be supervising sites.

Site security officers will be required to fill out hourly logs and incident reports as needed. Our supervisors will be in constant communication with site security and City of Las Cruces Transit Intermodal Center.

Security Concepts has a 24hour dispatcher who is in direct communication with supervisor and management. Our supervisors and managers can respond to any call within minutes.

Any complaint made about a Security Concepts guard will be handled immediately by a security supervisor. Management will immediately take action to resolve complaint. Security Concepts policy is to defuse any situations and remove the guard after any complaint has been made. By doing this, any further problems will be alleviated.

Qualifications and Certifications

State/Local licenses and Certifications (See attached)

- City License
- State of NM License
- State of NM Bidders Preference

Certification #'s

- Dunns & Brad Street: # 147269302*
- CCR: Government Certified*
- Federal Id Number is: 85-02285948*
- New Mexico TIN number is: 01-1333992-006*
- New Mexico Vender number: 47767*
- State Purchasing Bidder Preference #: 08R68*
- Workforce Solutions Registration #: 0146192010619*

Insurance

Certificates of our workman's compensation and liability insurance are attached. We are proud to exceed the needs of our clients by currently carrying **TWO MILLION DOLLARS** of liability insurance.

Agent: Grindell and Romero Insurance Co.

Carriers: Scottsdale Insurance Co.

Argonaut Midwest Insurance

NM Mutual Casualty

As per RFP/Scope of Work.

General/Contractual Liability	\$1,000,000
Aggregate Limits	\$2,000,000
Auto Liability	\$1,000,000
Worker Compensation	\$1,000,000
Fidelity Employee Bonding	\$50,000 per employee

Describe the standards and method of maintaining documents of employment qualifications and training.

Security Concepts meets or exceeds the minimum training standards mandated by the State of New Mexico.

Security Concepts maintains personal records, personnel files, training logs, training certificates, daily logs, incident reports, and scanner reports in our office for a period of 3 years. After 3 years these files are kept in storage for a period of 10 years. These files are available upon request by our clients or as needed.

Qualifications and Training

All training specified in the scope of work, including, but not limited to:

- Firearms training twice a year conducted by SCI certified instructors NRA and NMDPS.
(Optional armed officer only)
- CPR Training once a year, conducted by Red Cross instructors
- Community Policing training, conducted by SCI instructors
- Verbal Communication /Verbal De-escalation
- Orientation Training
- Crisis management certification training / CPI (nonviolent crises prevention) Training.
- Conduction of a training class and administrating a written quiz on all training material, including, but not limited to report writing, use of force, arrest and detention, search and seizure, baton use, mace use, radio procedures, drug policy, dress codes, public relations, ext.
- Administration of a fire protection and basic first aid class on emergency procedures.
- All personnel are given an orientation on procedures and general conduct.

Health and Physical Requirements

Security Concepts will ensure that all employees assigned are well proportioned, and in good general health to perform all required duties. All Security Concepts personnel are physically,

SECURITY CONCEPTS, INC.

emotionally and intellectually capable to react and negotiate any threatening and/or stressful situations.

Background Checks

Local and NCIC Police records check conducted by Las Cruces Police Department

- Yearly updated background check on all employees, conducted by Las Cruces Police Department.
- Fingerprinting and photos
- Extensive 5-year reference check and employment history
- Different levels of management do multiple Interviews
- Three-hour orientation on rules, regulations, and procedures
- Sign drug & alcohol policy and release to have testing done at any time while employed by Security Concepts, Inc.
- I-9 form filled out completely including copies of birth certificate, Social Security Card/State issued driver's license to show citizenship

After the above internal background check has been completed, all above listed information is sent to Santa Fe to the Regulation and Licensing Department of Private Investigation and Polygraph Board for secondary background check.

Drug Testing

Each Security Officer will undergo a substance abuse screening. These tests are conducted on a continuous and random basis. As stated in our company policies, we also reserve the right to test any employee at any time or as requested by our clients. Policy available upon request.

City Business Certificate



CITY OF LAS CRUCES
P.O. BOX 20000
LAS CRUCES, NEW MEXICO 88004

2016 - 02

Type
SECURITY LICENSE

Number
5375

**** NOTICE ****

This license becomes null & void if ownership, business name or address is changed. Licensee must apply within 10 days of such changes for transfer. Fees may apply. All applicable building & zoning regulations pertaining to business location must be followed.

Issue Date
01/01/2015

Expires
02/29/2016

Business Name: SECURITY CONCEPTS
130 N SOLANO DR
LAS CRUCES NM 88001

State of NM Security License



State of NM Resident Business Certificate (Bidder's Preference)





ADDENDUM ONE
January 22, 2016

BID NUMBER: 15-16-106
BID TITLE: Security Services for Transit Intermodal Center
DUE DATE/TIME: February 9, 2016 / 2:00PM

The following clarifications/modifications/requirements are made part of the above referenced bid and shall be adhered to in responding to this solicitation.

This addendum is 170 pages including this cover sheet.

Q1: In completing our legal review of RFP 15-16-106, we see on page 13 the following:

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

On vetting, the solicitation references a Master Agreement (p. 13) and standard DOT terms & conditions which don't appear to be provided for review.

A1: To further clarify the attached agreement, the Federal Transit Administration (FTA) generally issues a new one each fiscal federal year (October 1 -- September 30 cycle); usually they come out in October or November. This year, the FY2015 Master Agreement continues to be current because FTA is still in the process of implementing a new grant management system.

Please see attached for Master Agreement.



ADDENDUM TWO

January 26, 2016

BID NUMBER: 15-16-106
BID TITLE: Security Services for Transit Intermodal
DUE DATE/TIME: February 9, 2016

The following clarifications/modifications/requirements are made part of the above referenced bid and shall be adhered to in responding to this solicitation.

This addendum is 1 pages including this cover sheet.

Q1: The question that I have is for the billing cycle. If there is a 30 day billing cycle in the proposal, we would be willing to negotiate a different billing cycle.

A1: The City would not negotiate a different payment schedule. We are not able to guarantee payment on specific dates.

END OF ADDENDUM TWO

NOTICE TO CONTRACTORS

This completed form is a MANDATORY SUBMITTAL with bid
(Submitting a blank form will render the bid non-compliant)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
RACE NEUTRAL

FORM: RN- 1 (DBE Utilization) Rev: October 26, 2012

RFP#: 15-16-106

PROJECT: Security Services for the Intermodal Transit Center

The undersigned has satisfied the requirements of the specifications in the following manner
(please check the appropriate space):

- The bidder is committed to a minimum of 1.8 % DBE utilization on this project.
- The bidder, if unable to meet the goal of 1.8 % DBE, is committed to a minimum of 0 % DBE utilization on this project. (Enter zero "0" if unable to commit to any DBE utilization) 02/12/16

02/12/16

~~N/A~~

The following must be completed fully and signed by bidder:

Prime Contractor: Security Concepts

Address: 130 N. Solano Dr.

City, State, Zip Las Cruces, NM 88001

State Registration No. See Attachment State Certificate

Contact E-mail: sci_service@yahoo.com

Phone No. (575) 526-4151

By: [Signature] 02/08/2016
Signature Date

MARCIAL GONZALES MANAGER
Printed Name Title