



Santa Fe Fiesta, Inc.

Post Office Box 4516 • Santa Fe, NM 87502

Please submit responses via e-mail only to: info@santafefiesta.org

Please submit by: [June 1, 2015](#)

Please put the project title (below) in the subject line of the e-mail.

Mailed submissions are allowed.

REQUEST FOR QUOTES

PROJECT: Security services for the Labor Day and Fiesta weekends

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

Santa Fe Fiesta, Inc. reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Santa Fe Fiesta, Inc. to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFQ does not obligate Santa Fe Fiesta, Inc. to accept or contract for any expressed or implied services.

Request for Quotes Information:		Submittals Delivered to:	
RFP Number	RFQ# 2015- ADM3	e-mail address:	info@santafefiesta.org
RFP Name:	Security Service	Subject line:	Security Services RFQ
Date Issued:	April 23, 2015		
Contact Person:	Vice President		
Phone #:	505-913-1517		
E-mail Address:	info@santafefiesta.org		
Submittals Accepted Until:	June 1, 2015		

General Information

PURPOSE/BACKGROUND: The Santa Fe Fiesta, Inc. is a volunteer organization created by the Official Fiesta Proclamation of our city forefathers on September 16, 1712. The Santa Fe Fiesta Council is comprised of 100 regular members and 20 representatives of civic organizations and businesses. This group of people has a common interest to promote, manage and perpetuate the annual Fiesta de Santa Fe for the benefit of the City of Santa Fe, its citizens and their descendants. The Fiesta Council enlists the cooperation of the local citizenry, the Catholic Church, the local business community and both the City and County of Santa Fe officials. To date, Santa Fe Fiesta, Inc. has nonprofit and tax-exempt status and a Board of Directors.

This project requires knowledge and expertise in the providing of security service for the 2015 Labor Day and Fiesta weekend celebrations. The project will require that the vendor be fully aware and in compliance with all Federal, State and local statutes, ordinances and requirements for the implementation of stated service.

BRIEF SCOPE OF SERVICES: Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Detailed number of units;
- An estimated proposed schedule (delivery, maintenance and removal timeline); and,
- Detailed cost estimates.

QUALIFICATIONS: This project will require the service provider to have the following qualifications:

- Licensed and certification with local government entities (if necessary);
- Experience working with non-profit or public entities; and,
- Familiarity with providing and maintaining portable latrine service.

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, as specifically mentioned in the attached scope.
- A description of the firm's experiences working with nonprofits or public markets.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and cost estimates.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, and phone and fax numbers.
- Responses must be limited to no more than five (5) sheets excluding specific project examples, references, resumes and covers.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Experience of proposed project team and key team members;
- Overall quality of statement of qualifications; and,
- Proposals within budget restrictions and timeframes.

QUESTIONS: Questions regarding this project may be submitted via e-mail at info@santafefiesta.org

CONTRACT NEGOTIATION: Santa Fe Fiesta, Inc. reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.

ATTACHMENT "A"

SECURITY SERVICES SCOPE OF SERVICES

PROJECT OBJECTIVE

This project will result providing security services during the Labor Day and Fiesta weekend celebrations. The service provider must be able and willing to provide security for the vendor booths as designated.

PROJECT DESCRIPTION

This project will require the following as minimum requirements during the weekend celebrations:

- Friday, September 4, 2015 – Two (2) guards 5:00 pm to midnight
- Saturday, September 5, 2015 – Three (3) guards 12:01 am – 6:00 am; two (2) guards 5:00 pm – midnight.
- Sunday, September 6, 2015 – Three (3) guards 12:01 am – 6:00 am; two (2) guards 5:00 pm – midnight.
- Monday, September 7, 2015 – Three (3) guards 12:01 am – 6:00 am.

- Thursday, September 10, 2015 – Two (2) guards 5:00 pm – midnight; three (3) guards 12:01 am – 6:00 am
- Friday, September 11, 2015 – Three (3) guards 12:01 am – 6:00 am; two guards 5:00 pm – midnight.
- Saturday, September 12, 2015 – Three (3) guards 12:01 am – 6:00 am; two guards 6:00 pm – midnight.
- Sunday, September 13, 2015 – Three (3) guards 12:01 am – 6:00 am.

ITEMS FURNISHED BY THE SANTA FE FIESTA, INC.:

- Contact information for designated personnel having oversight of services.
- Access to Santa Fe Fiesta, Inc. personnel to ask questions and gain insight on Labor Day and Fiesta weekend celebrations.