



County of Bernalillo

State of New Mexico

Procurement & Business Services

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www.bernco.gov

DATE: August 18, 2020
TO: All Prospective Offerors
FROM: Emily Maestas, Purchasing Administrator
RE: Request for Proposals (RFP) #03-21-EM
Security Guard and Screening Services

The Bernalillo County Purchasing Section of the Procurement and Business Services Department on behalf of the Bernalillo County Public Safety Division is currently soliciting Request for Proposals for Security Guard and Screening Services.

Pertinent RFP documents can be downloaded through the purchasing website, <http://www.bernco.gov/general-services/procurement-and-business-services.aspx> at no cost; vendors must be registered to download the document. If not registered, interested parties may register at <http://www.bernco.gov/finance/vendor-registration.aspx>. Vendors are also welcome to contact Emily McKenzie at (505) 468-7330, or by e-mail emckenzie@bernco.gov to request a hard copy document at a cost of 50 cents per page.

A Non-Mandatory Pre-proposal conference will be held on **Monday, August 31, 2020 (local time) at 9:00 a.m. by Skype only. To participate, join the meeting by phone, (Dial-in Number): 1-505-225-7962; Conference ID: 511316457.**

Due to COVID-19 restrictions enacted by Governor Michelle Lujan Grisham on March 23, 2020, Bernalillo County has now closed a majority of its facilities to the public until further notice. As a result the Purchasing Section will only be accepting responses to any formal solicitations via an electronic drop box.

Proposals will be received until **2:00 p.m. (local time) on September 28, 2020, via an electronic drop box**. Upload your proposal to the following Vendor Document Uploader Website: <http://bcapp.bernco.gov/VendorDocumentUploader>. Offerors must log in using its login and password that was used to download the RFP documents. Please note: the system does not allow an Offeror to upload a response if all documents associated with the solicitation have not been downloaded through Vendor Registration System. Proposal submittal must clearly identify RFP No. and Title: **RFP #03-21-EM, Security Guard and Screening Services.**

It is the responsibility of the Offeror to ensure that proposals are received in the drop box prior to the deadline; the upload will include a date and time stamp. Proposal received in the drop box with a time stamp after the 2:00 p.m. deadline will be rejected.

xc: File – RFP #03-21-EM