

# REQUEST FOR PROPOSAL (RFP)

## SECURITY SERVICE'S



**Issued: February 23, 2026**  
**Due: March 19, 2026**  
**at 3:00 P.M.**

**Deadline to Submit RFP Questions**  
**March 05, 2026 at 3:00 P.M.**

Zuni Housing Authority  
P.O. Box 710  
11 South "D" Avenue  
Zuni, New Mexico 87327

February 23, 2026  
Housing Maintenance Department

# **REQUEST FOR PROPOSALS**

## **SECURITY SERVICES**

The Zuni Housing Authority (ZHA), the Tribally Designated Housing Entity for the Zuni Tribe, is requesting proposals from qualified firms to provide security services (Security Services) for its housing projects in Zuni, which covers two administrative offices and related warehouse areas; four separate areas containing **228** ZHA rental housing units; four playground areas; and two community buildings (Project). Other housing areas may be added to the Project for Security Services during the term of the contract, subject to negotiated increase in compensation. Contract term is one year with additional two years being an option to extend contract term length.

### **Housing Sites and Facilities Location:**

#### **Site A – Black Rock Housing**

Approximately **146 rental units**, located at:

- NM 19-15 D.Y. Buffs – 34 units
- NM 19-13 Cottonwood Circle – 41 units
- NM 19-09 Black Rock – 71 units

#### **Site B – Black Rock Apartments**

Approximately **61 rental units**, located at:

- NM 19-08 – 50 units
- NM 19-28 – 9 units
- NM 19-29 – 2 units

#### **Site C – 1st & 2nd Street Mobile Home Community**

Approximately **eight (8) mobile home trailer lots**, including Lots #3, #6, #8, #10, #12, #14, #18, and #20.

#### **Site D – Bluebird Housing**

Approximately **13 rental units**, consisting of:

- Duplexes: #18 A & B, #23 A & B, #26 A & B, and #45 A & B
- Single-family units: #10, #11, #12, #13, and #14

#### **Site E – Administrative and Operational Facilities**

Includes approximately **four (4) office buildings and six (6) warehouse, storage, and equipment facilities**, including:

- Main Administrative Office
- Maintenance Yard
- Construction Yard and Office

**Scope of Work: The Security Services to be performed for the Project shall include:**

**1. Shift Coverage**

- a. Shifts shall be increments of 6 hours from 10 P.M. to 4:00 A.M.
- b. Shifts shall be Thursday through Sunday for each month.
  - One personnel total of 24 hrs. per week (4 days)
- c. Security guards shall be required to wear uniforms for easy identification.
- d. Security guards may carry flashlights, radios or cellular telephones and pepper spray or mace, but shall be prohibited from carrying weapons, tasers, handcuffs or batons.
- e. Patrol vehicles shall be marked for easy identification.
- f. Each Shift requires **two (2)** security personnel for nightly patrols.
- g. Contractor is responsible for personnel work schedule for all breaks, restroom facilities and offices.

**2. Shift Communication**

- a. Security guards shall be expected to communicate directly with the Zuni Tribal Police regarding any issues that arise, including those that involve physical altercations and drug- or alcohol-related issues; security guards should also be prepared to aid the Zuni Tribal Police upon request.
- b. Security guards should expect to be in regular communication with on-call ZHA management staff.

**3. Patrol Methodology**

- a. Security guards shall use real-time tracking for patrol hour monitoring
- b. Security guards shall be expected to physically check property versus checking property from patrol vehicles.
- c. Security guards may use patrol vehicles to move between locations, but security guards shall be expected to patrol on foot at such locations.

**4. Reporting**

- a. Security guards for each shift shall be required to log a Daily Activity Report which identifies the areas that they monitored; any incidents that they observed; any activities that they conducted; and any interactions that they had with tenants.
- b. The selected firm shall be required to share the log with ZHA on a weekly basis.

**Indian Preference Requirements**

The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5307(b)). Section 7(b) requires that, to the greatest extent feasible:

1. Preference and opportunities for training and employment shall be given to Indians; and
2. Preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.

All firms submitting proposals and claiming Indian Preference must provide documentation sufficient to demonstrate that the firm qualifies as an Indian-owned economic enterprise or Indian organization, as applicable.

#### Required RFP Response Information

Proposal submissions are due by 3:00 P.M. on **March 19, 2026** and should be submitted in PDF format via email to [dwaseta@pozha.org](mailto:dwaseta@pozha.org) or Zuni Housing Authority, Maintenance Director Office. Proposals received after this deadline, or in any format other than a PDF transmitted by email, will not be accepted. Please utilize the format below for your submission:

Proposals must meet the following minimum requirements to be considered responsive:

1. **Cover Letter of interest:**
2. **A Statement of Qualifications:** including relevant project history and summary of security services being offered
3. **Type of Service** to be provided to meet the proposal scope of work
4. **Company Personnel Plan:** Number of officers, supervision structure, shift coverage, and training protocols.
5. **Business Licensure:**  
The proposer must provide proof of all required and current licenses, including a valid Zuni Tribal Business License with number. The proposer must also be insurable and capable of meeting all insurance requirements.
6. **Business Reference:** a minimum of three references, including tribal references, for which you have completed similar services.
7. **Professional Liability Insurance:**  
The proposer must provide evidence of Workman Compensation and Professional Liability Insurance coverage in an amount acceptable to ZHA.
8. **Security Guard Licensing:**  
All security personnel assigned under the contract must possess a valid New Mexico Security Guard License (level 1 or 2 Preferred) or an equivalent credential recognized by the appropriate authority.
9. **Training and Certifications**  
Security personnel must possess current certification and/or documented training in CPR, First Aid, and basic self-defense.
10. **Indian Preference:** Please provide the following to qualify for Indian preference:
  - a. Evidence demonstrates that the firm is at least 51% owned by a member of a federally recognized tribe.
  - b. Evidence shows that the owners claiming tribal membership are actively involved in the management of the firm and participate proportionately in the firm's profits.
  - c. Evidence of structure, management and financing affecting the Indian character of the enterprise.

### 11. Complete Certification Forms:

Cost Fee Proposal Form No. 1, Debarment Form No. 2, Non-Collusive Affidavit Form No. 3  
Employment and Training Statement Form No. 4

**DEADLINE TO SUBMIT QUESTIONS** All questions regarding this RFP must be submitted in writing to the Maintenance Director no later than 3:00 PM (local time in Zuni, New Mexico) on March 05, 2026. Written responses to all submitted questions, along with any RFP amendments, will be issued in writing to all parties who have submitted questions to [dwaseta@pozha.org](mailto:dwaseta@pozha.org).

**Selection:** The selection of the successful firm will be based on the following evaluation criteria with established point rating for each category:

No.	Proposal Scoring for Selection	Max Points
1	Overall cost of proposal, all costs must be itemized:	20
2	Specialized experience and technical competence of the firm to include cost control, meeting budget constraints, quality of work, etc. The firm should have had a minimum of five years' experience with projects of this type.	20
3	Successful performance and experience with Indian entities within the past five years including past performance on contracts with federal and tribal government agencies	20
4	Volume and nature of present workload and staff quantity and availability of additional personnel to provide required services, and on a 24-hour basis if necessary	20
5	Familiarity or experience with the culture of the Zuni Reservation; Indian Preference or a commitment to hire Indians to fill vacancies; and Minority (non-Indian) Preference	10
6	Evidence of Workman Compression and Professional Liability Insurance coverage in an amount acceptable to ZHA.	5
7	Completed Forms; Certification Regarding Debarment, Non-Collusive Affidavit and Employment & Training Statement	5

# **COST PROPOSAL**

## **FORM No. 1**

**COST PROPOSAL FOR:** Security Service in Zuni, New Mexico

<b>Company Information</b>	
Company Name: _____	
Contract Person _____	Title: _____
Phone: _____	Email: _____

<b>Service Schedule (For Pricing Purposes)</b>						
Number of Personnel:	Two (2) Patrol Personnel per daily shift					
<b>Days:</b> Thursday through Sunday	<b>Time:</b> 10:00 P.M. to 4:00 A.M. (6 hours)					
<b>Weekly:</b> 4 Days	<b>Weekly Total Hours:</b> 24 Hours					
<b>Weeks:</b> 52 within a Year	<b>Total Hours:</b> 1,352 hrs per annual year					
<b>Yearly Labor Hours / Rates / Costs</b>						
Approximately # of Hours for Estimating Purposes		x	Hourly Rates	=	Sub-Totals	Total Cost
Patrol Personnel # 1	1,352	x		=	\$	
Patrol Personnel # 2	1,352	x		=	\$	
<b>Patrol Personnel Cost:</b>				=		
<b>Administrative Overhead Cost</b>						
Category	Description			Estimated Cost (Yearly)		
Supervisor	Management & Supervision of patrol team			\$		
Administrative Support	Scheduling, payroll, reporting			\$		
Operations & Maintenance	Communication devices, uniforms, equipment, etc			\$		
<b>Total Administrative Cost:</b>				\$		
<b>Total Security Service Cost Fee Proposal</b>						
Description			Total Proposed Cost			
<b>Total Patrol Personnel Cost</b>			\$			
<b>Total Administrative Overhead Cost</b>			\$			
<b>Grand Total (Annual) Cost Fee Proposal</b>			\$			

Cost Fee Proposal must include all labor, supervision, equipment, transportation, fuel, uniforms, administrative costs, overhead, and profit. No additional fee's will be allowed unless approved in writing.

# **CERTIFICATION REGARDING DEBARMENT**

## **FORM No. 2**

1. The bidder certifies that neither it nor its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by Zuni Housing Authority.
  
2. If the proposer is unable to certify any of the statements in this certification, such proposer or subcontractor shall attach an explanation to this bid or proposal.

### **INSTRUCTIONS FOR CERTIFICATION**

By signing and submitting this certification, the bidder is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Owner may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract
  
2. The prospective bidder shall provide immediate written notice to Owner if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  
3. Bidder shall be under continuing duty to immediately inform the Owner in writing of any changes, if as a result of such changes, the bidder certification regarding debarment is affected.

Failure to fully and truthfully provide the information, may result in the disqualification of your bid/proposal for consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty of perjury, I declare I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct and complete.

On this \_\_\_\_\_ Day of \_\_\_\_\_ 2026

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Legal Name & Title of Bidder Date

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Signature of Authorized Representative Date

# NON-COLLUSIVE AFFIDAVIT

## FORM 3

By submission of this Proposal and/or Bid, the offeror certifies that;

1. This proposal and/or bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. This proposal and/or bid has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership, or corporation to submit and/or not to submit a bid and/or proposal and/or to fix overhead, profit, and/or cost element of said bid price, and/or that of any other and/or to secure any advantage against the Zuni Housing Authority;
4. The person signing this proposal and/or bid certifies that he or she has fully informed himself or herself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf; and
5. Attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

### ACKNOWLEDGEMENT

I, \_\_\_\_\_ depose and says that **He or She** is  an individual owner of,  Partner in,  Officer of (Name of Bidder) making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive and that all statements herein are true.

### SIGNATURE:

Bidder / Proposer (If the bidder/Proposer is an individual)	Subscribed and Sworn to before me this _____ day of _____ 2026
Partner (If Bidder/Proposer is a Partnership)	
Managing Member (If the bidder / Proposer is an LLC)	
Officer (If the Bidder / Proposer is a Corporation)	

Notary Public for the State of \_\_\_\_\_ Seal

My Commission Expires: \_\_\_\_\_

## **EMPLOYMENT AND TRAINING STATEMENT**

### **FORM 4**

This Employment and Training Statement establishes the minimum acceptable standard of the Zuni Housing Authority (ZHA) regarding employment and training opportunities for Indians and providing preference to Indians in the implementation of the contract and any related subcontracts. This also addresses the requirements at 24 CFR Part 1000.48, 1000.50 and 1000.52 of the Native American Housing Assistance and Self Determination Act (NAHASDA).

1. Does your firm presently provide employment and training opportunities to Native American tribal members?

- Yes** - On a separate sheet state what employment and/or training opportunities your firm provides Native American tribal members.
- No** - On a separate sheet, provide a statement explaining.
  - a. Why your firm currently does not offer employment and/or training opportunities to Native American tribal members; and
  - b. What will your firm do to provide employment and/or training opportunities to Native American tribal members in implementing the contract?

2. Check applicable box (you must check at least one box):

- My firm will provide preference to Native American tribal members in the award of any subcontracts.
- My firm will not subcontract any portion of the contract. I anticipate to award subcontracts; however it is infeasible to provide for Indian preference in the award of subcontracts. Provide a statement stating why it is infeasible for your firm to provide Indian preference in the award of subcontracts.

3. State the number or percentage of Native American tribal members anticipated to be employed and/or trained under this contract: **No.** \_\_\_\_\_ **or** **%** \_\_\_\_\_

- Check here if unsure or none and explain why on a separate sheet.

I hereby certify that the above statements are correct and true.

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Authorized Agent

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Date