

**REQUEST FOR PROPOSALS**

The City of Las Vegas, New Mexico will open Sealed <sup>Proposals</sup> at 2:00 p.m., April 20, 2016, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

**CITY OF LAS VEGAS 2016 4<sup>th</sup> of JULY FIESTAS  
SOUND AND STAGE LIGHTING SERVICES**

The PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be examined at the following location: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

Copies of the PROPOSAL FORMS AND TECHNICAL SPECIFICATIONS may be obtained at the office of: City Clerk's Office, 1700 N. Grand Ave. Las Vegas, NM 87701

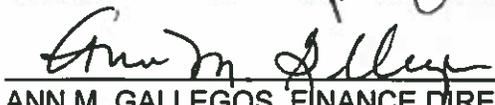
Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked: CITY OF LAS VEGAS 2016 4<sup>TH</sup> OF JULY FIESTAS SOUND AND STAGE LIGHTING SERVICES, RFP No. 2016-216; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, bid thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

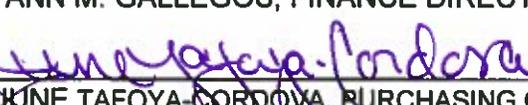
**The City of Las Vegas reserves the right to reject any/or all bids/proposals submitted.**

CITY OF LAS VEGAS

  
ELMER J. MARTINEZ, CITY MANAGER

  
CASANDRA FRESQUEZ, CITY CLERK

  
ANN M. GALLEGOS, FINANCE DIRECTOR

  
JUNE TAFOYA-CORDOVA, PURCHASING OFFICER

Opening No. 2016-216

Date Issued: 3-24-16

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ALBUQUERQUE JOURNAL April 3, 2016  
[www.lasvegasnm.gov](http://www.lasvegasnm.gov)

**OFFEROR INFORMATION**

OFFEROR \_\_\_\_\_

AUTHORIZED AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

DELIVERY \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO (CRS) \_\_\_\_\_

NEW MEXICO CONTRACTORS LICENSE NO. \_\_\_\_\_

**SERVICE(S) SOUND & STAGE LIGHTING SERVICES FOR THE CITY OF LAS VEGAS  
FOURTH OF JULY FIESTAS 2016**

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

**AFFADAVIT FOR FILING WITH COMPETITIVE PROPOSAL**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of lawful age, being the first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any City official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

(SEAL)

\_\_\_\_\_  
Notary Public Signature

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

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**DESCRIPTION**

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The City of Las Vegas is requesting qualification based proposals for Sound and Stage Lighting services for the City of Las Vegas 2016 4<sup>th</sup> of July Fiestas to take place on Friday, July 1st thru Monday, July 4<sup>th</sup>. All performances will take place in the Historic Plaza Park Gazebo or on the attached stage. This is the 128<sup>th</sup> year of Fiestas with an estimated attendance of 15,000 people during the four (4) day celebration. The applicant must provide all necessary equipment and must ensure that all equipment is of quality and that all personnel are qualified to run a fast paced entertainment lineup over a four (4) day period. The City of Las Vegas is not responsible for ANY of the sound or lighting equipment provided for the 4th of July Fiestas. It is the responsibility of the provider to arrange for equipment security and personnel lodging.

A multi-term contract for a period not to exceed four years, renewable annually, may be considered.

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**SCOPE OF WORK**

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The following Scope of Work/Requirements must be demonstrated in the submitted proposal.

**1. Sound**

The Sound Technician is responsible for providing all necessary sound equipment and instruments/accessories, such as drums, guitar stands, etc., for bands with up to eight (8) members. Due to the fast paced nature of the event, it is critical for musicians to be able to "plug-in" and play, thus minimizing set-up time. The average set-up time for a band is fifteen (15) minutes.

Applicant must include a list of all sound equipment and instruments/accessories that will be provided. Equipment must be of professional concert quality. No club or music store sound systems. PA system must be flown. No ground stack or scaffold supported sound equipment, so as not to impede sightline.

Examples of acceptable speaker brands are: Meyer, EAW, L'Acoustics, JBL Line Array, Adamson and D+B.

Proposal should demonstrate Applicant's knowledge and expertise in sound production.

**2. Lighting**

Applicant is responsible for lighting the gazebo and stage in an aesthetically pleasing way that will showcase the entertainers during both daytime and nighttime performances.

Applicant must include a list of all lighting equipment that will be provided. Proposal should demonstrate Applicant's knowledge and expertise in lighting production.

**4. Certification**

Applicant must be a certified sound and lighting technician with at least 5 years experience having worked on large events with an attendance of 5,000+.

**5. References**

Applicant must provide a list of at least three (3) references from events similar in size to the City of Las Vegas 4<sup>th</sup> of July Fiestas.

**Cost of Services**

Applicant must provide a cost for services with proposal.

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**CONTENT, FORMAT AND SUBMITTAL OF PROPOSALS**

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It is preferred that information presented be as brief and concise as possible, focusing on knowledge & expertise, equipment, and past experience.

The format for proposals shall be a maximum of ten (10) pages, including any title page, and index. Front and back covers are not included in the page limitation. They shall be printed on one side only, 8 1/2" x 11" paper, and bound on the left margin. A transmittal letter, if any, will be included in the ten (10) page limit. No other material is to be included.

Submittal of Proposals: One (1) original and Six (6) copies of proposal must be delivered to the City Clerk, City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701 no later than 2:00 p.m. on April 20, 2016. Sealed proposal envelopes shall be clearly marked "RFP 2016-26 CITY OF LAS VEGAS 4<sup>TH</sup> OF JULY FIESTAS SOUND & STAGE LIGHTING SERVICES" on the outside of the envelope. This information shall be placed on the lower left-hand corner of the envelope. Failure to comply with this requirement shall result in rejection of the Proposal.

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**CRITERIA/RANKING**

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The City of Las Vegas will utilize a technical advisory team made up of the City of Las Vegas Fiesta Oversight Committee and an outside member (non-applicant) with experience in sound and lighting equipment.

**1. Knowledge and Expertise - (25%)**

Applicant's and personnel's knowledge and expertise in sound and lighting equipment, including resume.

Key personnel who will be assigned to the event should be identified and a summary of their experience given.

**2. Capacity and Capability - (25%)**

Applicant's and personnel's ability to provide the required sound and stage lighting services over a period of four (4) days for an audience of 5,000+.

**3. Past Record of Performance - (25%)**

Applicant's performance record for similar sized events. As part of their response, Applicant must provide a list of at least three (3) references with names and phone numbers.

**4. Approach to the Event – (20%)**

Applicant should briefly describe their approach to the event (i.e. how they will ensure high quality sound & lighting), including a schedule with length of time for set-up, take-down, etc.

**5. Familiarity with the City of Las Vegas 4<sup>th</sup> of July Fiestas - (5%)**

Applicant's familiarity with the Las Vegas community and the 4<sup>th</sup> of July Fiestas tradition.

It is anticipated that the Review Team will meet on April , 2016 at City Hall, City of Las Vegas, 1700 N. Grand Avenue, for the purpose of ranking the proposals. The Advisory Team may, but is not required to, ask the top proposers to make an oral presentation at a time and place to be determined. It is anticipated that the final rankings and recommendation will be presented to the City Council at a regular work session in May 2016, at City Hall, City of Las Vegas, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

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**CONTACT**

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For questions regarding this RFP, contact:

**Annette Velarde  
Event Planner/Film Liaison  
City of Las Vegas  
505-454-1401 x3277  
[amvelarde@ci.las-vegas.nm.us](mailto:amvelarde@ci.las-vegas.nm.us)**

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## STANDARD PROPOSAL CLAUSES

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**Awarded Proposal:** Awarding of Proposal shall be made to the responsible Offeror whose proposal best meets the specifications. A multi-term contract for a period not to exceed four years, renewable annually, may be considered. The City reserves the right to reject any or all Proposals submitted. The City reserves the right to make multiple awards on Professional Services proposals. All contracts shall be presented to the Governing Body for approval.

**Timetable:** Proposals pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before 2:00 pm, April 20 2016, at which time all proposals received will be opened. The opening will occur at the City Offices. Awarding of proposal is projected for May, 2016. The successful Offeror will be notified by mail.

**Envelopes:** Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by City of Las Vegas 2016 4<sup>th</sup> of July Fiestas, Sound and Stage Lighting Services. Failure to comply with this requirement may result in the rejection of the submitted proposal.

**Bribery and Kickback:** The Procurement Code of New Mexico (Section 13-1-28 through 13-1-199 N.M.S.A. 1978) impose a third degree felony penalty for bribery of a public official or public employee. The New Mexico Criminal Statutes (Section 30-4-1 N.M.S.A. 1978) states that it is a third degree felony to commit offense of demanding or receiving a bribe by a public official or public employee, and (Section 30-24-2 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition, (Section 30-41-1 through 30-41-3 N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

**Responsibility of the Offeror:** At all times it shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the Date and Time scheduled for opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time, set proposal thus delayed will not be considered.

**Non-Collusion:** In signing the proposal and affidavit, the Offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in the connection with the submitted Proposal.

**Clarification of Proposal:** Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Community Development Department at least five (5) days prior to the scheduled proposal opening date, with a copy forwarded to the Finance Department. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only, including any opening date or time change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and Offeror shall not rely upon such interpretations, corrections, and changes.

**Modification or Withdrawal of Proposal:** A Proposal may not be withdrawn or cancelled by the Offeror following the scheduled opening date and time; the Offeror does so agree in submitting their proposal. Prior to the scheduled time and date of opening, proposals submitted early may be withdrawn, but may not be re-submitted.

**Application of Preference:** Pursuant to (Section 13-1-21 and 13-1-22 N.M.S.A. 1978) any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certification Number (issued by N.M. State Purchasing) with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

**Federal Tax Identification Number:** Pursuant to IRS requirements, Offerors shall provide their Federal Tax ID Number if Offeror is incorporated. If Offeror is a sole proprietorship or partnership, then Offeror shall provide their Social Security Number.

Federal Tax ID Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

**New Mexico Tax Identification Number:** Payment may be withheld under (Section 7-10-5 N.M.S.A. 1978) if Offeror is subject to New Mexico Gross Receipts Tax and have not registered for a New Mexico (CRS) Tax Identification Number, contact the New Mexico Taxation & Revenue Department at (505)827-0700 for registration instructions.

New Mexico (CRS) Tax Identification Number \_\_\_\_\_

**Campaign Contribution Disclosure Form:** The Bidder shall submit a completed Campaign Contribution Disclosure Form Pursuant to Chapter 81, Laws of 2006.

**Special Notice:** Proposal will be opened and all submitted copies will be checked for accuracy of specific number of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposal are not public record to other Offerors or interested parties before the negotiation or awarding process. The Community Development Department will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

**Negotiation:** Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7), discussions or negotiations may be conducted with a responsible Offeror who submits an acceptable or potentially acceptable proposal.

**Contract:** When the City issues a Purchase Order in response to an awarded proposal, a binding contract is created, unless a specific contract has been created.

**Taxes:** Bidder must pay all applicable taxes. If the Offeror is from outside the City of Las Vegas, the successful Offeror must pay Gross Receipts Tax in the City of Las Vegas. The successful Offeror will be required to obtain a Business Registration/License from the City of Las Vegas prior to commencing any project within the City limits.

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Person"** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**"Prospective contractor"** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s): \_\_\_\_\_

Nature of Contribution(s): \_\_\_\_\_

Purpose of Contribution(s): \_\_\_\_\_

(The above fields are unlimited in size): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-OR-

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

### EVALUATION SHEET

OFFERORS:

Proposal must address each of the following criteria.

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>RATING SHEET FOR:</b> Sound and Stage Lighting Services  Offeror: _____		
<b>ITEM</b>	<b>POSSIBLE POINTS</b>	<b>POINTS AWARDED</b>
<b>RFP # 2016-26 Las Vegas Fourth of July Fiestas Sound and Stage Lighting Services</b>		
1. Knowledge and Expertise	<b>25</b>	
2. Capacity and Capability	<b>25</b>	
3. Past Record of Performance	<b>25</b>	
4. Approach to the Event	<b>20</b>	
5. Familiarity with the City of Las Vegas 4th of July Fiestas	<b>5</b>	
<b>SUBTOTAL SOUND AND STAGE LIGHTING SERVICES</b>	<b>100</b>	