

**Request for Competitive Sealed Proposals
Special Events-Lodger's Tax**

The City of Las Vegas, New Mexico will open Sealed Proposals at 3:00 pm. 10, July, 2018, at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING: Please note: in the past the City of Las Vegas has considered and funded special events as applications are submitted during the fiscal year to the Lodger's Tax Advisory Board. This will no longer occur.

The City of Las Vegas is requesting competitive sealed proposals for **advertising and/or promoting special event(s) in the Las Vegas area** for fiscal year 2018/2019. The Requests will be accepted in two sessions in which one will be (July 20, 2018 – December 31, 2018) and the second will be (January 1, 2019 - June 30, 2019) with a maximum request of \$2,500.00. The Lodger's Tax Board will review the proposals and determine funding applicability and amounts. All contracts shall be presented to the Governing Body for approval. Special events may include a single event or a series of events, to which the public is invited to watch, listen or participate. Proposal specifications may be obtained from the City Clerk's office, June 6, 2018 through July 5, 2018 at 1700 N Grant Avenue, Las Vegas, New Mexico 87701. The sealed envelope will be marked "Special Event-Lodgers Tax" Opening No. 000-00 on the lower left hand corner. Offer is to provide six (6) copies of the proposal to the City, including one (1) original. A pre-proposal conference with prospective Offerors will be held on Friday, June 15, 2018 at 2:00 pm at the City Council Chambers, 1700 N. Grand Avenue where more than one proposal/contract may be awarded.

Proposal Forms and Specifications may be obtained from the following location: City of Las Vegas Community Development Department, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

Mailed proposal should be addressed to the City Clerk, 1700 N. Grand Avenue, Las Vegas, New Mexico 87701; with the envelope marked: "Special Events-Lodgers Tax" Opening No. 000-00; 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, proposal 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 projects submitted.

TO AVOID YOUR PROPOSAL FROM BEING REJECTED PLEASE NOTE:

A CAMPAIGN CONTRIBUTION DISCLOSURE FORM MUST BE FILED BY ANY PROSPECTIVE OFFEROR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE. ALSO, THE OFFEROR INFORMATION MUST BE COMPLETED AND NOTARIZED.

I. Services Requested

Please note that a qualified Offeror may submit proposal(s) for advertising and/or promotion of Special Event(s) for the 2018/2019 fiscal year (*July 20, 2018 – December 30, 2018*). Special Events may include a single event or a series of events, to which the public is invited to watch, listen or participate. Special Events that encourage overnight lodging in hotel and motels are considered most favorable. Advertisements and/or promotional materials must include recognition of the City of Las Vegas Lodgers Tax. Offeror is to provide an estimated cost to implement the special event and indicate other financial resources, either cash or in-kind and co-sponsors/contributors. Offeror must specify an amount being requested. The final contract price is subject to negotiation. Offeror must include a method or approach to measure the economic impact of the special event.

Offeror's proposal for each event is to include the following:

1. A project narrative describing the event and including estimated number of participants;
2. A description of the target market(s) the special event will reach;
3. The advertising strategies and materials that will be used to attract visitors/participants from out of the local area, and encourage them to stay overnight or longer;
4. Methods the Offeror will use to measure the overall success and economic impact of the event;
5. A description of or estimate of the economic impact on the City of Las Vegas, by means of generating revenue for restaurants, hotels/motels, grocery stores, gas stations, etc.;
6. A budget showing the overall cost of the event, cash and in-kind match provided by the Offeror and co-sponsors or other contributors, and the amount requested from Lodgers Tax. (Cash and in-kind match must be shown separately.);
7. A statement assuring the Offeror is financially capable of carrying out the event(s);
8. Offeror must submit a written report and present end results to the City as required under a negotiated contract. All invoices and required backup must be submitted no later than fourteen (30) days following the events(s). Required backup will be clearly specified in the negotiated contract.

II. The contract will be an annual contract. However, if it is determined to be advantageous to the City, it may be a multi-term contract for a period not to exceed four years, renewable annually.

Resolution No. 12-24 Adopted 6/27/12
OFFEROR INFORMATION

OFFEROR:

AUTHORIZED AGENT:

ADDRESS:

TELEPHONE NUMBER: ()

FAX NUMBER:

DELIVERY:

STATE PURCHASING RESIDENT CERTIFICATION NO.:

NEW MEXICO CONTRACTORS LICENSE NO.:

SERVICE (S):

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

AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF)

) ss

COUNTY OF)

I ____ , of lawful age, being of 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.

