

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Proposals at 10:00 am/pm, Feb 19, 2020 at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

STAGE AND SOUND LIGHTING SERVICES

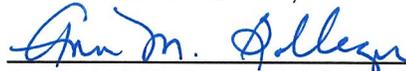
Proposal Forms and Specifications may be obtained from the following location:

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 **STAGE AND SOUND LIGHTING SERVICES** Opening No. 2020-08 ; 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 proposals submitted.

CITY OF LAS VEGAS,



ANN MARIE GALLEGOS, INTERIM CITY  
MANAGER



ESTHER GARDUNO-MONTOYA, CITY ATTORNEY



CASANDRA FRESQUEZ, CITY CLERK



TANA VEGA, INTERIM FINANCE DIRECTOR



HELEN VIGIL, PURCHASING OFFICER

Opening No. 2020-08

Date Issued: 1/23/2020

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	<u>www.lasvegasnm.gov</u>	<u>1/26</u>	<u>.2019</u>

**OFFEROR INFORMATION**

OFFEROR: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_

DELIVERY: \_\_\_\_\_

STATE PURCHASING RESIDENT CERTIFICATION NO.: \_\_\_\_\_

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

SERVICE (S): **STAGE AND SOUND LIGHTING SERVICES**

THE CITY OF LAS VEGAS RESERVES THE RIGHT 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 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 \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_

### AWARDED PROPOSAL

Awarding of proposal shall be made to the responsible offeror whose proposal best meets the specification. The City of Las Vegas (City) reserves the right to reject any or all proposals submitted.

### TIMETABLE

Proposal 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: Feb 19, 2020 @ 10:00 am/pm; at which time all proposal received will be opened. The opening will occur at the City Council Chambers or other designated area at the City Offices. Awarding of proposal is projected for: \_\_\_\_\_, 2019. The successful offeror will be notified by mail.

### ENVELOPES

Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by the Proposal Name and Opening Number. 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) imposes a third degree felony penalty for bribery of a public official or public employee. In addition, the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978) states that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official or public employee. (Section 30-24-2 N.M.S.A. 1978) 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 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 the opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time set, this proposal will not be considered.

NON-COLLUSION

In signing of their proposal and affidavit the offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in connection with the submitted proposal.

CLARIFICATION OF PROPOSAL

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Department involved in the proposal request 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 Dates 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 Certificate 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 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 you are subject to New Mexico Gross Receipts Tax and have not registered for New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

### SPECIAL NOTICE

Proposals will be opened and all submitted copies will be checked for accuracy of Department's specific amount 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 proposals are not public record to other offerors or interested parties before the negotiation or awarding process.

The department involved in the proposal request 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. Negotiations of price will be done after all evaluation criteria have been met.

### 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.

### NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts Tax in the City of Las Vegas.

## 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)

## **Stage and Sound Lighting Services**

The City of Las Vegas, NM is requesting qualified vendors to provide Sound and Stage Lighting Services for the annual 4th of July Fiestas Celebration and/or other events which will include the following requirements:

To be eligible for an award of a contract in response to this solicitation, the Contractor must be able to demonstrate that they have previously been successful in providing these services for large events and venues and are properly licensed and legal to perform such services. The bidding firm must demonstrate that they have the capacity to provide full maintenance and sound monitoring staff and a quality outdoor sound system and lights for all specified and undefined events described in this RFP including an additional "Stageline" or viewing screens if needed.

Proposing bidders must include with their proposal, a complete work history of providing proposed services or similar operations including a proposal detailing the important nature of the services required and the detailed plans relating to such work. Also, a resume of employees available to perform services detailing their ability to provide services must be provided. In addition, the Contractor must have no conflict of interest with regard to any other work performed under this RFP scope of work.

Proposing bidder will ensure the continuous operation of sound and lighting equipment including stageline if needed during concerts including transportation, set-up and tear-down of all sound systems and equipment, including lights. Also, provide appropriate music to play between performances or breaks. In some instances, the City may request TV screens or sound for a smaller venue and/or event.

The general purpose of this RFP is detailed below but must include:

- Mixer
- Monitors
- Mains
- Fills
- Mics and Cables
- Backline
- Lighting
- Technicians and Crew
- Stageline (If needed)
- TV Screens (If needed)
- Light show

### **Sound Technician(s):**

Vendor must be able to provide qualified Sound and Stage lighting technician(s) who will provide expertise as a "Sound Technician" and "Stage Lighting" for the duration of the event and will be responsible for managing all sound equipment, backline and instruments and/or

accessories, such as, but not limited to drums, guitar stands, microphones, monitors and other needed equipment for bands who may have a large amount of band members or Mariachi groups.

Provide “Sound Technician(s)” who will be responsible for managing a fast paced event both day and night and it’s 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 for the contractor following the Fiestas schedule or itinerary. Technicians must be able to understand stage plot configurations and be able to adapt to last minute changes.

Provide a “Sound Technician” with at minimum of three (3) years experience working large events or festivals with an average attendance of 5,000 persons or better including other potential events besides Fourth of July Fiestas that the City may need services.

### **Sound:**

Sound and Stage Lighting Equipment must be of professional concert quality including a PA system that must be flown. No ground stack or scaffold supported sound equipment will be allowed as to not impede sightline of the crowd to the Plaza Gazebo unless specified by the City.

For example, a Midas Pro2 Mixing Console 48 Channel or equivalent must be provided since some of the musical acts will be of higher professional level and it will be placed in front or sides of the Park Gazebo for purposes of mixing sound, monitoring sound, adjusting musicians’ needs, and lighting. Contractor must be prepared to handle professional and popular acts otherwise noted as “headliners” utilizing the type of equipment listed in this RFP.

Provide a 12X FBT Muse Line Array or equivalent and Speakers will be flown including 2 ground stack center fill speakers and 6X Meyer 600 HP Powered Sub at 15”or equivalent including Sumner Eventer 16 500 LB Load Capacity and 4X Speaker or equivalent and a Two-Way Amp for rear fill and 6X powered 15” Monitor Wedge(s) or equivalent for the event and/or shows.

Specifications preferred include:

- Digital Consol
- Multiple Channels 56 preferred
- Inputs/Outputs and Main with talk out
- Auxiliary sends 16
- Buses/Groups
- Channel Inserts
- Talkback
- Computer Connectivity
- CD, DVD, Phone, I Pad

Contractor must be able to adapt to other means of music to include, but not limited to CD, jump drive, phone, I-Pad, and other means when using tracks.

Contractor must provide a Drumfill with subwoofer and Mic Pack as per Rider or equivalent, stands, cables, DI's and Subsnakes. Also included, the contractor must provide 4 X Shure Wireless Mics or equivalent which will be hand held for musicians and emcee's and be able to adapt immediately with refreshed batteries.

**Backline:**

Contractor must provide the Backline including at minimum a five (5) Piece Drum Set kit and a Zildjian Cymbal Package or Dark Z for example or equivalent. Sound technician(s) must be prepared to assist drummers who bring their own snare or need assistance with their configuration.

Provide 2 X Fender Deluxe Reverb Guitar Amps or equivalent, Combo Amps 1 X 12", 60W 8'X8" Riser, 24" or equivalent for the duration of the event.

The backline must be able to accommodate a guitar and bass rig, keyboard amp, and drums.

**Lighting:**

Provide professional stage lighting with 8X LED PAR Colorado or equivalent for lighting the Gazebo and other Stageline's as needed by the City of Las Vegas in an aesthetically pleasing way that will showcase entertainers during daytime and nighttime performances and not impede on the vision of the audience.

**Audio Engineer and Labor:**

Contractor must provide all labor required for set up and tear down for duration of the event to include preparation, delivery of equipment, setup, and strike and include an Audio Engineer(s) who will be present one hour (1) prior to the beginning of each day's event to ensure sound and lighting is functioning properly prior to each performance.

**Stageline:**

Contractor must be able to provide a Stageline for off park performances if needed with a minimum of 24' X 20' or up to 40' X 32' including a bandshell of 24' X 12' and support a wind resistance of 115 mph in case of heavy rains during the monsoon season including being rain proof on all three sides or equivalent.

The Stageline must be able to accommodate the sound and stage lighting specifications listed above. Contractor must have resources to monitor both the Downtown acts and other locations simultaneously if needed.

### **Video Screens:**

Two (2) 20 X 16 or equivalent LED inflatable wall that is full sunshine and can be used with a projector during the nighttime for music events and or movies in the park and must be able to accommodate the filming of musical events.

List complete details of the sound, lighting and other equipment that you will use for the response to this RFP as listed below:

- 1) Please provide in detail, an introduction of your company, how many years conducting business, and the capability to provide the services listed above to include specialized services and technical competence.  
25 POINTS
- 2) Please describe in detail, your capacity and capability to utilize the Sound Equipment, lighting, screens, cameras, soundboard, projectors and other equipment as per the specifications or equivalent that you can provide for this large event (Fiestas) and/or other events as needed by the City of Las Vegas. Please list and describe in full detail the sample specifications listed above.  
15 POINTS
- 3) Please describe in detail the backline equipment that you can provide for this large event and or other events or simultaneously and how it will be set up and used for the events.  
5 POINTS
- 4) Please describe the lighting that will be used for City events as per the specifications listed above including how it will not impede on the view of the public and assure safety and professionalism for artists playing on the Gazebo or on stage.  
5 POINTS
- 5) Please describe how your sound engineer and staff will work together to set up, tear down and overall mix the sound and run the sound musical events as needed.  
10 POINTS
- 6) Please list a minimum of three references of organizations or people that have hired you in the past to provide sound, stage, and lighting services and provide the contact name, title, organization, address, telephone number, and a description of the service provided for each entity.  
10 POINTS
- 7) Please describe your technical competence to be considered including, but not limited to, experience, familiarity with similar events, and the qualifications of key personnel and services performed and the quality of working relationship with government entities or other clients and past performance with the City or how you approach the project which is mostly likely to be the 4<sup>th</sup> of July Fiestas.  
20 POINTS
- 8) Describe and provide a list of your daily fees for set up, event monitoring, and tear down based on a daily rate as described above broken down by each category and then provide a cost for all services per event. For example, cost of sound, sound engineer(s), backline, etc. and then provide a total cost per day.  
10 POINTS

Proposal must not be more than 5 pages in 12 point font with page numbers in a double spaced format. Title page does not count as a page. Please do not exceed 5 pages or your proposal may be deemed unresponsive and please add page numbers. Please include 6 bound copies with one (1) marked original.

Please note that costs will be negotiated per event as determined by budgetary availability and number of days of the event. Please provide a budget line item cost for all services listed in this RFP.