

CITY OF GALLUP

REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR:

HOTEL ACCOMMODATIONS
(2018 Travel Media Showcase Conference)

RFP NO. 2017/2018/03/P



**CITY OF
GALLUP**

RFP DEADLINE ACCEPTANCE:

DATE: February 13, 2018

TIME: 2:00 PM (LOCAL)

**PREPARED BY: FRANCES RODRIGUEZ
PURCHASING DIRECTOR**

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ADVERTISEMENT FOR PROPOSALS

CITY OF GALLUP, NEW MEXICO
Request for Proposals (RFP) NO. 2017/2018/03/P

Public notice is hereby given that the City of Gallup, New Mexico, is accepting sealed proposals for the following:

HOTEL ACCOMMODATIONS (2018 Travel Media Showcase Conference)

As more particularly set out in the RFP documents, copies of which may be obtained from the City of Gallup Purchasing Department, 110 W. Aztec Ave., Gallup, New Mexico 87301. **Copies of the RFP may also be accessed at www.gallupnm.gov/bids**

Sealed proposals for such will be received at the Office of the Purchasing Department until **2:00 P.M. (LOCAL TIME) on Tuesday, February 13, 2018** in the City Hall Purchasing Conference Room. Envelopes are to be sealed and plainly marked with the RFP Number. **NO FAXED OR ELECTRONICALLY TRANSMITTED PROPOSALS** nor proposals submitted after the specified date and time will be considered, and will be returned unopened.

For information on this RFP, contact Frances Rodriguez, Purchasing Director, at 505-863-1334; Email: frdriguez@gallupnm.gov.

Dated the 10th day of January 2018

By: /S/ Jackie McKinney, Mayor

*CLASSIFIED LEGAL COLUMN:
Gallup Sun Publishing Date: Saturday, January 12, 2018*

ACKNOWLEDGMENT OF RECEIPT OF PROPOSAL
RFP No. 2017/2018/03/P

In acknowledgment of receipt of this request for Proposal the undersigned agrees that they have received a complete copy of this proposal consisting of Twenty-Two (22) pages .

The acknowledgment of receipt should be signed and returned to the Purchasing Department no later than 5:00 P.M. local time on January 29, 2018. **Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the City's written responses to those questions as well as RFP amendments, if any are issued.**

FIRM: _____

REPRESENTED BY: _____

TITLE: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____

DATE: _____

EMAIL: _____

The above name and address will be used for all correspondence related to the Request for Proposal.

FIRM **DOES** **DOES NOT** (Circle one) intend to respond to this Request for Proposal.

Return this form to:

City of Gallup
Purchasing Department
Frances Rodriguez
P.O. Box 1270
Gallup, New Mexico 87305
(505) 863-1235
(505) 722-5133 Fax

Please return this form by January 29, 2018
Faxed, emailed copies of this form will be accepted.
Faxed, emailed RFP responses will NOT be accepted.

CITY OF GALLUP
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I. General Conditions

As required by 13-1-111 NMSA 1978 the City of Gallup (City) is requesting proposals (RFPs) to provide hotel facilities for the **Travel Media Showcase Family Travel Conference 2018 (TMS Family Travel)**.

Proposals will be received by the City of Gallup at the Municipal Building, Purchasing Department, 110 West Aztec, Gallup, New Mexico 87301, until **Tuesday, February 13, 2018** at 2:00 P.M. Local Time. Proposals submitted after the above date and time **will not** be considered and will be returned unopened. Offerors are advised that faxed or emailed responses to the City of Gallup are **NOT** accepted. Proposals must be submitted in a sealed envelope.

Physical Address:
City of Gallup
Purchasing Department
110 W. Aztec Avenue
Gallup, NM 87301

Mailing Address:
City of Gallup
Purchasing Department
P.O. Box 1270
Gallup, NM 87305

MAILING: Offeror to utilize the City's self-addressed label on their return mailing envelope or package. If sent by overnight method (Federal Express, UPS Next Day Air, etc.) **please note proposal number on carrier's receipt**. Failure to do so **will not** constitute a liability on the City if the proposal is misplaced or lost.

NON-DISCRIMINATION: The City of Gallup does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provision of services. Providers shall be in compliance with the ADA requirements.

MODIFICATIONS OR WITHDRAWAL: Proposals deposited with the City may be withdrawn or modified prior to the time set for opening of proposals by delivering written or telegraphic notice to the Purchasing Office. Offerors submitting proposals may be afforded an opportunity for discussion and revision after submission and prior to award for the purpose of obtaining best and final offers.

COPIES: The Offeror shall submit six (6) copies of the proposal with one (1) being the original. The proposal shall contain any information or supplements which will assist the City in selecting an Offeror. All expenses associated with this submittal will be borne solely by the Offeror.

PROPOSAL OPENING: The opening of proposals shall be conducted in private to maintain the confidentiality of the contents of all proposals. Proposals will remain confidential during the negotiation process.

These documents constitute a "Request for Proposal" or RFP. It is a request for an offer. As such, it allows alternate offers or proposals to be considered and the terms and conditions may be subject to negotiations to reach best and final offers. All information requested for submittal should be included with the offer, and exceptions or alternates clearly noted.

INQUIRIES: Questions and/or clarifications concerning this RFP will be accepted in writing through Monday **January 29, 2018** at 5:00 p.m. local time. Requests may be transmitted via fax or email. Written responses to all written inquiries will be provided and distributed to all recipients of this RFP. Responses and addenda to this RFP, if necessary, are scheduled to be issued by **February 2, 2018** by 5:00 p.m. No Offeror may rely upon oral responses made by any City employee or any representative of the City. Questions and/or clarifications concerning this RFP shall be directed to:

Frances Rodriguez
Purchasing Director
505-863-1334
505-722-5133 fax
frdriguez@gallupnm.gov

The only approved contact shall be with the above referenced Purchasing individual. Offerors making contact with any other City official, evaluation committee member, or other City employee regarding this RFP may be disqualified.

Offerors shall have no claim against the City for failure to obtain information made available by the City which the Offeror could have remedied through the exercise of due diligence.

AMENDMENTS: If any questions or responses require revision to the solicitation as originally published, such revisions will be by formal amendment only. If the solicitation includes a contact person for technical information, offerors are cautioned that any oral or written presentations made by this or any person that appear to change materially any portion of the solicitation neither shall nor be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Purchasing Office. For determination as to whether any representation made requires that an amendment be issued, contact the Purchasing Office.

CONFIDENTIALITY: Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal and be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the data.

NEGOTIATIONS: Negotiations may be conducted with all responsible Offerors who submit proposals found to be reasonably likely to be selected for award. Offerors submitting proposals may be afforded an opportunity for discussion and revision after submission and prior to award for the purpose of obtaining best and final offers. After obtaining best and final offers, the award shall be made to the responsible Offeror(s) whose proposals are most advantageous to the City of Gallup.

Proposals shall be evaluated on the basis of demonstrated competence and qualification for the type of service required, and based on the criteria set forth in the Request for Proposal. For purposes of conducting discussions, proposals may initially be classified as:

1. Acceptable
2. Potentially acceptable, that is, reasonably likely of being made acceptable or;
3. Unacceptable

The review committee will evaluate all proposals, determine the need for, and conduct any negotiations. Negotiations may be conducted to:

1. Promote understanding of the City's requirements and the Offeror's proposal.

2. Obtaining best and final offers.
3. Facilitate arrival at an agreement that will be most advantageous to the City of Gallup taking into account the factors set forth in the proposal.

The City is under no obligation to conduct any negotiations or discussions with an Offeror.

The City of Gallup's designee shall negotiate with the Highest Qualified Offeror at compensation determined in writing to be fair and reasonable, taking into account the estimated value of the services and the scope, complexity and nature of the services.

Should the designee be unable to negotiate satisfactorily with the Offeror(s) considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be terminated. Negotiations shall then be undertaken with the second most qualified business. This process shall continue until satisfactory negotiations with a qualified business or the procurement process is terminated and a new Request for Proposal is initiated.

If the highest ranked Offeror cannot fulfill the conditions as outlined the award will go to the next highest ranked responsible Offeror whose offer was judged responsive.

This request and all attachments will be considered part of the resultant Notice of Award and/or purchase order.

TAXES: The proposal total shall exclude all applicable taxes. The City will pay any taxes due on the invoice based upon billing submitted by the provider, at the applicable tax rate. Taxes shall be shown as a separate amount on any billing or request for payment. The City of Gallup is non-taxable on tangible goods only.

APPROPRIATIONS: The terms of this agreement are contingent upon sufficient monies being made available by the City of Gallup for the performance of this agreement. If sufficient appropriations and authorizations are not made by the City of Gallup, this agreement shall terminate upon written notice being given by the City to the provider. The City's decision as to whether sufficient appropriations are available shall be accepted by the provider and shall be final.

MANDATORY REQUIREMENTS: Mandatory requirements may be waived by the evaluation committee if all the otherwise responsive Offerors failed to comply with the same mandatory requirement and the failure to do so does not otherwise materially affect the procurement. The evaluation committee shall have the right to request subsequent information from the otherwise responsive Offerors.

SPECIFICATIONS: If, in the opinion of the evaluation committee a specification is poorly worded or confusing, the evaluation committee may waive the specification for all Offerors, and if points were assigned reduce the total points by the number of points assigned to the specification.

CONTRACT TERMS AND CONDITIONS: The City and Offeror will follow the format specified by the City and contain the terms and conditions set forth in this RFP. Should an Offeror object to any of the City's terms and conditions, that offeror must propose specific alternative language that would be acceptable to the City. Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. General references to the Offeror's terms and conditions or attempts at complete substitutions **are not** acceptable to the City and will result in disqualification of the Offeror's proposal.

OFFEROR'S TERMS AND CONDITIONS: Offerors must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the City. Any additional terms and conditions which may be the subject of negotiation, will be discussed only between the City and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

PROCUREMENT CODE VIOLATIONS: The Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

AWARD: The award shall be made to the responsible and responsive Offeror of Offerors whose proposal is most advantageous to the City of Gallup, taking into consideration the evaluation factors set forth in the Request for Proposals.

PREFERENCES: MANDATORY REQUIREMENT IS THAT ESTABLISHMENT IS A LOCAL BUSINESS THEREFORE LOCAL PREFERENCE WILL BE AWARDED TO ALL RESPONSIVE PROPOSALS RECEIVED in accordance with the City of Gallup Procurement Ordinance.

PROTESTS: Any bidder or offeror who is aggrieved in connection with a solicitation or award may protest to the central purchasing office. The protest must be submitted in writing within seven (7) calendar days after knowledge of the facts or occurrences giving rise thereto.

NOTICE TO OFFERORS: Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitations are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS IN WHOLE OR IN PART, TO WAIVE INFORMALITIES OR TECHNICALITIES AT ITS OPTION, AND TO ACCEPT THE PROPOSAL IT DEEMS TO BE IN THE BEST INTEREST OF THE CITY OF GALLUP.

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II. Scope of Services

INTRODUCTION AND PURPOSE:

The City of Gallup was awarded the bid for the Travel Media Showcase Family Travel Conference for 2018. A portion of that bid is that we accept the responsibility of housing the journalists and convention team for four nights of the conference (plus additional days for the convention team to set up- those dates will be determined at a later date). The purpose of this RFP is to solicit detailed proposal in providing accommodations for the **TRAVEL MEDIA SHOWCASE FAMILY TRAVEL CONFERENCE 2018 (TMS FAMILY TRAVEL)** from qualified, interested parties. Establishment to provide accommodations must be located in Gallup, NM.

1. Event Profile: TMS Family Travel produces conferences that bring you the latest in family travel trends, techniques, and technology. Top family travel media – bloggers, writers and broadcasters with significant social media reach – come from around the country to participate in a three-day program which includes workshops featuring top experts in video, social media and branding as well as editors from major newspaper and magazine outlets. The Conference also includes a table-top session in a shuffle format which allows our sponsors to meet with our media attendees allowing them to exchange information and dialogue with these top tier family travel influencers. This event makes a significant media impact for the destination and surrounding region that hosts the conference. The event will be taking place at Red Rock Park Convention Center.
2. Attendee Profile: TMS Family Travel is attended by over 40 influencers in family travel media bloggers, writers, and broadcasters with significant social media reach. Attendees at the 2017 event included Lois Alter Mark (USA Today 10best.com), Janice Brady (Anopensuitcase.com), Johnny Jet (JohnnyJet.com, Forbes' Top 10 Influencer for 2017), Tamara Gruber (We3Travel/Vacation Mavens), Eileen Gunn (Familiesgotravel.com, parents, Reuters.com) and more.
3. Dates: November 14-17, 2018. Four total nights for the conference proper.
4. Arrival/Departure Pattern: Attendees will fly into Albuquerque Sun Port Airport and then shuttle to Gallup with a stop in Acoma Sky City or Grants for regional familiarity experiences. The conference will begin the day after arrivals and departures will take place after a fourth night with attendees shuttled to either the airport or regional FAM trips.
5. Anticipated Sleeping Room Needs:
 - Up to 10 rooms commencing one day prior to the conference for set up (November 13, 2018)
 - 40 Rooms for Travel Journalists/Bloggers for four nights.
 - 40 Rooms for sponsors/attendees for four nights.

In the case that one hotel does not meet the entire room needs of the conference two hotels will be chosen.

6. Extended Stay Rate: Should attendees designate that they wish to extend their stay to visit the region we require information about the rates for these guests.
7. Reservations: TMS Family Travel will work with a designated Housing Coordinator to complete the reservations for the 50 rooms for the staff and journalists. The remaining 40 rooms will be listed on TMS Family Travel website as a room block with the RFP rate and information on booking code and web-link for sponsors/attendees to use.
8. Tentative Audio/Video Needs: All rooms must provide **free** Wi-Fi to the guests.
9. Billing Instructions: Bills for the 40 journalist rooms and 10 convention planners will be directed to City of Gallup, Tourism and Marketing Office, PO Box 1270, Gallup NM 87305. The remaining 40 rooms for the sponsors/attendees will be billed to the sponsors/attendees at the room rate proposed in the proposal submitted by the hotel.
10. Explanation of Additional Assets/Features:
 - a. Required: Americans with Disability Act (ADA) Compliance
 - b. Minimum 10 rooms of the Journalist block with bathtubs because they travel with their children
 - c. Explain your complimentary room policy/offering
 - d. Explain any additional features such as but not limited to breakfast, manager's happy hour, standard hotel amenities, vending machine services or lobby retail.
 - e. Local shuttle- your proposal will be awarded extra points if your hotel has a shuttle that can take guests to local restaurants or for their shopping needs.
 - f. Explanation of conflicts: Are there other groups in the hotel for the proposed dates of this meeting?

EVALUATION CRITERIA

The following is a summary of evaluation factors with point value assigned to each. These weighted factors will be used in the evaluation of offeror proposals. Award shall be made to the offeror whose proposal (1) complies with all the mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, the responsibility of offeror and responsiveness of proposal in accordance with the evaluation criteria as stated below:

Factor	Possible Points
1 Completeness of proposal: Overall quality, efficiency, and thoroughness of the proposal submitted	10
2 Local shuttle service: Shuttle guests to and from convention location, area restaurants, and shopping venues	20
3 Cost Proposal*: Room rates/number of complimentary rooms offered <ul style="list-style-type: none"> -Room Rate: 35 points -Number of Rooms: 5 points 	40

(Pricing page Exhibit A-Cost Proposal to be submitted separately in a separate sealed envelope)

4	Capacity to offer 80 minimum rooms in one location: How many rooms can your establishment offer?	10
5	Additional amenities: List of amenities your establishment offers beyond the required amenities of this RFP.	20
	TOTAL POINTS	<hr/> 100

***Cost Proposal:**

– **Room Rate:** The Offeror with the lowest cost will receive a total of 35 points. Each succeeding offer will receive a quota of points computed as follows:

$$\frac{\text{Lowest Offer (\$)}}{\text{Offer (\$)}} \times 35 \text{ points} = \text{Points Price Evaluation}$$

– **Number of complimentary rooms:** The offeror with the highest number of rooms offered will receive a total of 5 points. Each succeeding offer will receive a quote of points computed as follows:

$$\frac{\text{Offer (\$)}}{\text{Highest Offer (\$)}} \times 5 \text{ points} = \text{Points Price Evaluation}$$

MANDATORY REQUIREMENTS

The following requirements are mandatory; offerors must submit all required data OR requirements are in effect on the due date of this RFP in order for proposal to be evaluated and considered for award. Proposals will be considered NON-RESPONSIVE if the following are NOT met:

1. Must be located in Gallup, NM
2. Must be ADA compliant
3. Must submit completed Letter of Transmittal Form (included)
4. Must submit signed Campaign Contribution Disclosure Form (included)
5. Must be current on Lodger’s Tax payments to the City of Gallup.

PROPOSED METHOD OF PERFORMANCE

Proposals will be evaluated based on the offeror’s distinctive plan in providing the services as requested within this RFP. The offeror should include the method or manner in which the offeror proposes to satisfy the Scope of Services (Section III, items 1-10). Proposals should be specific and include any and all information significant in demonstrating establishment has the capacity in providing services. Proposal shall include establishments’ past experience in providing accommodations for similar events/conferences.

INSURANCE REQUIREMENTS

Provider shall obtain and maintain throughout the service time with the following insurance, at provider's expense. Provider shall provide insurance of the following types and in the amounts stated prior to commencing operations. The City shall be named as additional insured on all policies.

1. Coverage Required: The type and amounts of insurance required are as follows:

a. Commercial General Liability Insurance: A Commercial General Liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Vehicle & Automotive
\$1,000,000	Policy Aggregate
\$1,000,000	Products liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire Legal
\$ 5,000	Medical Payments

Said Policy of insurance must include coverage for all operations performed for the City by the Provider; liability coverage shall specifically insure the hold harmless provisions of this contract (agreement).

b. Automobile Liability Insurance: A comprehensive automobile liability insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and any and all other equipment owned and non-owned, both on and off the work.

c. Worker's Compensation Insurance: Worker's Compensation Insurance policy for the Provider's employees, in accordance with the provisions of the Worker's Compensation Act of the State of New Mexico.

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III. Response Format and Organization

1. To facilitate comparison and evaluation, Offerors must follow the format outlined in this outlined in this section. Failure of an Offeror to follow the required format, may, at the sole discretion of the City, result in the rejection of the submittal. Proposals shall contain concise written material and illustrations that enable a clear understanding and evaluation of the capabilities of the Offeror. Legibility, clarity, and completeness are essential. The City, at its sole discretion, may reject any proposal which is unclear in any way.
2. **Number of Responses/Copies:**
Offerors shall provide one (1) original and five (5) identical copies of their proposal; (6) total.
3. **Proposal Format:**
The proposal shall be limited in format and length. Format will be 8-1/2" x 11" with foldout sheets allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. Length of the proposal shall be limited to a maximum of **twenty-five (25)** numbered pages (printed sheet faces) of text no smaller than 10 point, and/or graphics except for material excluded from the page count. If there is any question as to format requirements contact the Purchasing Department for clarification, prior to submittal of the proposal.

Material **excluded** from the **twenty-five (25) page** maximum count is limited to:

- Front cover (photos with captions on inside cover allowed)
 - Divider pages (blank except for title information)
 - Back cover (photos with captions on inside of back cover allowed)
 - Tables of Contents page (two page maximum)
 - Letter of Transmittal
 - Campaign Contribution Disclosure form
 - Acknowledge Receipt of Amendment forms (if any)
 - Copy of Insurance Certificate
 - Current I.R.S. W-9 Form
 - City of Gallup Business License
 - Cost Proposal: Room rates/number of complimentary rooms offered (**submitted separately in separate sealed envelope**)
4. **Proposal Organization:**
All pages shall be numbered except for those specifically excluded from the page count. All foldout pages shall be counted as two (2) pages and shall be numbered as such. **A separately tabbed Appendix** shall be included at the end of offeror's proposal that contains the following:
 - a. Letter of Transmittal: Each proposal MUST be accompanied by the enclosed Transmittal letter. The Transmittal letter identifies the Offerors as follows:

1. Identify the name and title of the person(s) authorized to contractually obligate the Offeror for the purpose of this RFP and the contract and;
 2. Be signed by a person authorized to contractually obligate the Offeror that explicitly indicates substantial acceptance of the agreement between owner and provider and compliance with all codes, regulations, facilities, City standards and requirements and laws that shall apply to this project.
- b. Campaign Disclosure Form: A form is included with this RFP. Any prospective provider must fill this form whether or not they, their family member, or their representative has made any contributions subject to disclosure.
 - c. Acknowledgement of Receipt of Amendment forms (if any).
 - d. Copy of current insurance certificate indicating coverages in the amount indicated in the proposal should be submitted if available. Insurance will be required prior to award, but not to submit a proposal.
 - e. Current IRS W-9 form
 - f. City of Gallup Business License
5. Submit a Table of Contents with Responses to the following and organized in the same order as follows:
- a. Offerors should submit a narrative containing a description of company, and company information such as location, phone number etc, check in/check out policy and contact information for reservations. Narrative shall also include any and all information in response to Scope of Service, (Section III, Items 1-10 of this RFP).
 - b. Offerors should submit a detailed response to Scope of Services, and ability to provide Local Shuttle Service. Response shall include specific details such shuttle capacity as well as times, locations, etc shuttle service is available. Please include if shuttle service is directly operated under company or if shuttle services will be subcontracted out.
 - c. Offerors should submit a detailed response to their ability to provide the 80 rooms being requested for required dates OR provide the number of rooms that can be provided. Response shall not just state their company has the capacity but their practice and/or approach in “blocking” or essentially a guarantee that rooms will be available for reservation to TMS Family Media Teams.
 - d. Offerors should submit a detailed response to any and all additional amenities that are available beyond the required amenities. Response shall specify if included in room rate proposed or if amenities are at extra cost.

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IV. Proposal Evaluation and Criteria

1. **Evaluation:** Offerors submitting proposals may be afforded the opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible Offerors who submit proposals found to be reasonably likely to be selected for award.

Offerors submitting proposals may be afforded the opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible Offerors who submit proposals found to be reasonably likely to be selected for award.

- a. **Shortlisting:** A maximum total of 100 points are possible (105 points with application of City of Gallup Business Preference) in scoring each proposal. The Selection Committee will evaluate the proposals and may develop a shortlist of the top ranked respondents. The evaluation criteria to be used by the evaluation committee and the corresponding point values for each criteria are listed below.
- b. **Scoring:** Utilizing the materials provided by the Purchasing Department, and the criteria outlined within the request for qualification or proposal, each committee member will complete the evaluation form included in the materials. This evaluation shall be completed prior to a committee discussion meeting scheduled by the Purchasing Director.

At the committee meeting, the Purchasing Director will poll members of the committee to provide any comments relative to the proposals that influenced their scores, and whether to seek clarification from Offerors.

Following discussion by the members, each member shall review their scores, may make any changes and confirm point totals on the evaluation forms. The committee will submit their evaluation forms to the Purchasing Director who will compile and total all scores. Scoring make take place over several rounds. Based upon the results of scoring, the committee will determine whether interviews will be conducted, whether to solicit Best and Final Offers from the top respondent or both. Interviews will be conducted if:

A majority of the members present at the meeting determine whether interviews are in the best interest of the City.

Should the committee elect to conduct interviews, the top respondents may be interviewed. The Purchasing staff will coordinate the interviews with each interviewee as to the time, date and place the committee will conduct interviews and the time allowed for each presentation. The Committee members may question each interviewee during or after its presentation. Interviews will be closed to any persons not representing the

interviewee. At the conclusion of all interviews, each member shall freshly rate each interviewee in accordance with the criteria and standards stated. The City is under no obligation to conduct interviews with any Offeror.

Only the final combined committee score for each firm shall be available for public inspection after award of services. Individual committee members score sheets and rankings shall be confidential.

c. Best and Final Offers From Finalists

Shortlist offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Best and Final offers may include an opportunity to revise prices or clarify their proposal.

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V. Proposed Schedule

It is the intent of the City to adhere to the following schedule. However, the City reserves the right to adjust or modify the schedule.

Activity	Date
Issue RFP	January 13, 2018
Deadline to Submit Questions	January 29, 2018
Responses and Addenda By:	February 2, 2018
Proposal Due Date	February 13, 2018
Recommendation for Award	February 19-23, 2018

VI. Acknowledgement of Addendums (If applicable)

If applicable, OFFEROR ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENT(S):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

EXHIBIT A
COST OF PROPOSAL

1. ***Sleeping room rate per night without taxes:**

Offeror will perform the necessary services, according to this RFP for the following
per room per night rate (based on 80 rooms minimum):

\$ _____ (in numbers)

TOTAL INCLUSIVE IN WORDS:

THE SUM OF _____ DOLLARS

AND _____ CENTS.

2. ***Number of complimentary sleeping rooms per night:**

Offeror will perform the necessary services, according to this RFP for the following

EXHIBIT B
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The prospective provider must disclose whether they, a family member or a representative of the prospective provider has made a campaign contribution to an applicable public official of the City of Gallup or the State of New Mexico during the two years prior to the date on which the provider submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the provider signs the contract, if the aggregate total of contributions given by the prospective provider, a family member or a representative of the prospective provider to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE PROVIDER 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, which has the authority to award or influence the award of the contract for which the prospective provider 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 provider” 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 provider” 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 provider.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Provider: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

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)

EXHIBIT C
LETTER OF TRANSMITTAL FORM

The undersigned certifies that they have read and understand the above General Conditions and that they accept these Conditions and submit the attached Proposal in full compliance with these Conditions and the applicable proposal specifications.

In submitting this Proposal, the Offeror represents that they have familiarized themselves with the nature and extent of the Request for Proposals dealing with federal, state, and local requirements which are a part of these Request for Proposals. The Offerors will comply with all applicable federal and state laws, local ordinances and the rules and regulations of all authorities having jurisdiction over the services of the project.

Name of Firm

Authorized Signature

Title

Date: _____

Address: _____

City, State: _____

Telephone: _____

Fax No.: _____

Email Address: _____