

**Town of Silver City
Addendum #1**

**RFP 16/17-2P
COMMUNITY PROMOTIONS
Lodger's Tax Promotions**

/s/

Approval:
Alex C. Brown, Town Manager

/s/

Erika Martinez, Purchasing Agent

The Procurement Code, §13-1-28 through 13-1-199 NMSA, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and criminal kickbacks.

I. INTRODUCTION

G. PROPOSAL REVIEW PROCESS BY ADVISORY BOARD

1. Individual assessment and scoring of all Request for Proposals (RFP)
2. Advisory Board discussion of each RFP
3. Advisory Board assessment and scoring of each RFP

H. PROPOSAL REVIEW PROCESS BY TOWN COUNCIL

1. Town Council discussion of each RFP
2. Town Council discussion of assessment and scoring provided by the Advisory Board

II. CONDITIONS GOVERNING THE PROCUREMENT

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>	<u>Time</u>
3.	Deadline to Submit Additional Questions	Potential Offerors	05/31/2017	11:00 a.m.
5.	Submission of Proposal	Offeror	06/05/2017	11:00 a.m.
6.	Proposal Evaluation, Negotiations, Recommendation to Town Council	Advisory Board	06/05/2017 thru 06/15/2017	
7.	Proposal Evaluation, Recommendation Assessment Negotiations	Town Council	07/10/2017	6:00 p.m.
8.	Contract Award	Town Council	07/10/2017	TBD
9.	Protest Deadline	Offeror	07/25/2017	5:00 p.m.

3. Deadline to Submit Additional Questions

All questions must be received no later than May 31, 2017 @ 11:00 a.m.
Questions received after this deadline **WILL NOT** be answered.

5. Submission of Proposal

All proposals must be received for review and evaluation by the Purchasing Agent no later than **June 5, 2017 by 11:00 a.m.** Proposals received after this deadline **WILL NOT** be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Purchasing Agent at the address listed. Proposals must be labeled on the outside of the package to clearly indicate that they are in response to **RFP 16/17-2P COMMUNITY PROMOTIONS; Lodger's Tax Promotions.** Proposals submitted by facsimile will not be accepted.

A public log will be kept of the names of all organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing offerors during the evaluation and negotiation process.

6. Proposal Evaluation by the Advisory Board

The evaluation of proposals, negotiations, and recommendation to Town Council will be performed by the Lodger's Tax Advisory Board of the Town of Silver City. This process will take place between **June 5, 2017** and **June 15, 2017**. During this time, the Purchasing Agent or the Lodger's Tax Advisory Committee chairman may initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. **Discussions SHALL NOT be initiated by the offerors.**

7. Proposal Evaluation by Town Council

The evaluation of proposals and assessment of recommendations from the Advisory Board will be performed by the Town Council. This process will take place between **June 15, 2017** and **July 9, 2017**. Negotiations will take place on **July 10, 2017 @ 6:00 p.m.**, at the Grant County Administration Center, 1400 Highway 180 East, Silver City, NM 88061. This date is subject to change at the discretion of the Town Council or Town Manager.

A representative from your company must be present for proposal clarification. During this process the Purchasing Agent or Town Council may initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. **Discussions SHALL NOT be initiated by the offerors**

8. Contract Award

Town Council will consider the recommendation provided by the Advisory Board after negotiations are concluded at a public meeting on **July 10, 2017**, at the Grant County Administration Center, 1400 Highway 180 East, Silver City, NM 88061. This date is subject to change at the discretion of the Town Council or Town Manager.

The contract awards shall be made to the offeror or offerors whose proposal(s) are most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal(s) may or may not have received the most points.

9. Protest Deadline

Any protest by an offeror must be in conformance with protest procedures set out in the Town Procurement Procedures. The fifteen (15) day protest period shall begin on the day following notice of the contract award and will end as of close of

business @ 5:00 p.m. on July 25, 2017. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Town Purchasing Agent. The protest must be addressed and delivered as follows:

Erika Martinez, Purchasing Agent
Town of Silver City
P.O. Box 1188
Silver City, NM 88062

Protests received after the deadline will not be accepted.

C. **GENERAL REQUIREMENTS**

16. Offeror Qualifications
The Purchasing Agent may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Purchasing Agent will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer.
17. Right to Waive Minor Irregularities
The Town reserves the right to waive minor irregularities. The Town also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Town.
25. Approval of Expenses
The contractor whose award is \$ 25,000 or more, must obtain prior approval from the Town Manager for advertisements, advertisement placement, and expenses related to graphic design, print advertising, and radio advertising.
26. Data Collection
The contractor must collect data for each event. The contractor must work in conjunction with and must comply with research protocol and use of research collection methods developed by the designated Tourism Coordinator.