

City of Lovington



REQUEST FOR PROPOSALS

Cheerleading, Tumbling, and Dance Classes PROPOSAL # 042316

Proposal Due Date & Time

**MONDAY, MAY 9, 2016
10:00 A.M. (MST)**

SUBMIT PROPOSALS TO:

**Mr. Gary Lee Chapman
Finance Director
City of Lovington
214 South Love
PO BOX 1269
Lovington, NM 88260
gchapman@lovington.org**

**LEGAL NOTICE OF REQUEST FOR PROPOSALS
LOVINGTON, NEW MEXICO**

**CHEERLEADING, TUMBLING, AND DANCE CLASSES
CITY OF LOVINGTON
PROPOSAL # 042316
DUE DATE: MAY 9, 2016**

The City of Lovington, New Mexico will receive sealed proposals in the Finance Department, 214 S. Love St., Lovington, New Mexico, on May 9, 2016 at 10:00 a.m. (MST) for interested parties to provide proposals to provide cheerleading, tumbling, and dance classes at the Lovington Youth Center beginning Summer 2016.

Submitted responses will be publicly opened at 10:00 a.m. MST on May 9, 2016 at City Hall. Any proposals received after that time will be returned unopened. The fact that a proposal was dispatched will not be considered. Proposals must be sealed and clearly marked on the outside "RFP 042316".

In case of ambiguity or lack of clearness in stating bid proposals, the City of Lovington, New Mexico, reserves the right to adopt the most advantageous thereof or to reject any or all proposals and waive irregularities.

The Request for Proposals, any future addenda, and all related information may be obtained from the City of Lovington's website at www.lovington.org under "Procurement" or by contacting the Finance Department, 214 S. Love St., Lovington, New Mexico 88260, (575) 396-2884, gchapman@lovington.org.

James R. Williams, City Manager

Publish in Lovington Leader: April 23, 2016 and April 28, 2016

SECTION 1.0 – REQUEST FOR PROPOSAL

A. Request

Proposals are being accepted by the City of Lovington for interested parties to provide cheerleading, tumbling, and dance classes at the Lovington Youth Center for youth ages 18 and under. The successful offeror will be provided a one-year contract, with option to renew, from the City of Lovington to provide instruction in each of these areas.

Respondents shall submit to the City of Lovington a proposal that will address the various components as set forth in this Request for Proposal.

B. Obtaining a Request for Proposal

This document is available to all interested parties that request a copy up to the closing date and hour of submission.

The Request for Proposals, any future addenda, and all related information may be obtained from the City of Lovington's website at www.lovington.org under "Procurement" or by contacting the Finance Department, 214 S. Love St., Lovington, New Mexico 88260, (575) 396-2884, gchapman@lovington.org.

SECTION 2.0 – PROPOSAL CONTENTS

A. Proposals shall contain at a minimum:

- a. Qualifications of the individual(s) to provide cheerleading, tumbling, and dance classes
- b. Goals of program
- c. Proposed schedule for offering each class to each age group. Schedule is subject to change by the City due to the needs for other programs being conducted at the Youth Center.
- d. Price per student.
- e. Equipment needs. The City will be purchasing equipment that it will own and maintain at the Youth Center that can be utilized for these classes.
- f. General Liability insurance coverage and policy limits.

SECTION 3.0 – SUBMISSION OF PROPOSAL

To receive consideration, an original proposal, if mailed or hand delivered, must be received at Lovington City Hall, 214 S. Love Street, Lovington, NM 88260, no later than 10:00 a.m. MST on May 9, 2016, at which time the proposals will be publicly opened. The outside of the envelope shall be clearly marked "RFP 042316". Late or incomplete submittals will not be considered. Offers received after closing time will be returned unopened to the sender.

SECTION 4.0 – AWARD

Award will be based upon the content of the proposals submitted to the City. Each proposal will be scored by the evaluation committee that will utilize the following criteria:

| Criteria | Maximum Points Possible |
|--------------------------------------------|--------------------------------|
| 1. Qualifications | 15 |
| 2. Program goals | 10 |
| 3. Proposed schedule | 10 |
| 4. Price per student | 25 |
| 5. Equipment needs | 25 |
| 6. Insurance | 5 |
| 7. Resident or Veteran Business Preference | 10 |

Award will be subject to the highest points scored and is determined to be in the best interests of the City. The award is subject to the final approval of the City of Lovington who shall be the sole determinants of the offer in the best interests of the City. The City reserves the right to reject any or all offers.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. 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.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

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 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.

"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): _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

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)

BID FORM
Resident / Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

Veteran Resident Businesses:

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

Resident Businesses:

I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State's Division of the General Services Department the awarded amount involved. I will indicate in the report the awarded amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

Resident Business/Veteran Business Certificate Number: _____

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

A valid New Mexico Resident Business or New Mexico Veterans' Resident Business Certificate number must be provided in order to receive preference.