

Town of Taos
Request for Proposal (RFP)
Taos Guided Tours with Licensed Transportation
June 1, 2017
RFP#: SB09-PO1617

1) **INTRODUCTION:** The Town of Taos is seeking competitive proposals from qualified and experienced tour services to provide visitors to Taos with daily, informative guided tours via a licensed van, bus, or trolley that begins and ends services at the Taos Visitor Center. The selected business will manage all aspects of the guided tour service. All interested and qualified tour service providers are encouraged to submit sealed proposals for the purpose of providing the Town with guided tour services in accordance with the terms, conditions and specifications as set out in this RFP. Competitive negotiation will be used to select the business. The Town shall enter into an Agreement with the selected Respondent(s).

The successful individual will be required to execute a Contract; The Contract will incorporate the selected individuals' proposal, scope of services and other pertinent requirements and details. The contract for this project will end October 31, 2017.

Through this Request for Proposal (RFP), the Town of Taos (Town) hereby invites individuals who meet the qualifications and specifications set forth herein to submit Responses for the Town of Taos RFP # SB09-PO1617, "Taos Guided Tours with Licensed Transportation."

2) **SCOPE OF SERVICES:** The Successful Offeror will be required to provide services for the duration of the Agreement:

1. Provide a daily scheduled historical and informational guided tour that begins and ends at Taos Visitor Center.
2. Provide clean and safe transportation.
3. Provide consistent departure times from Taos Visitor Center.
4. Provide daily parking of van, bus or trolley in designated area on south side of Taos Visitor Center building.
5. Provide a staff person who must be available at Taos Visitor Center one hour prior to departure of tour and two hours after tour departs.
6. Solicitation of visitors in Taos Visitor Center in designated areas only.
7. Provide verbal announcement of tour departure at least 15 minutes prior to departure to give visitors adequate time to load.
8. Work in a designated area in the main lobby of the Visitor Center for a tour guide to answer questions specific to tours and to book tours. The area is approximately 35 square feet.
9. Provide a local phone number designated for guided tour information available from 9am to 5pm daily.
10. Provide a message board updated daily by guided tour staff to inform customers about cancellations, delays, alternate tours, etc.
11. Provide an updated business website with current and correct rates inclusive of camera fees, taxes, surcharges. Information of all rates to each ticket purchase holder must be clearly stated.
12. Provide up-to-date and correct information on printed brochures.
13. Provide adequate stock of brochures which must be available at Taos Visitor Center during the months the tour service is in operation.
14. Supply up to three informational signs in designated areas. One will be placed outside to designate pick up and drop off on south side of building. Two will be hung in lobby. One above designated area and one on beam dividing lobby from Wi-Fi booth area.

15. Tour service will park vehicle in designated area of the John Dunn parking lot while visitors visit the Plaza. Parking on the Taos Plaza will not be allowed. Tour services will be permitted to load and unload at the Plaza for maximum of 10 minutes.
16. Secure all necessary licenses and permits for tours to ensure compliance with all applicable federal, state, county, and Town laws, ordinances, and requirements and regulations.
17. Insurance as per the State of New Mexico requirements for transportation companies to operate in New Mexico and approved by the Town of Taos.
18. Manage a self-sufficient tour service.

Guided Tour employee will have access to:

- The Taos Visitor Center common areas during normal business hours of 9am to 5pm daily unless center is closed for the day
- Public restrooms
- Parking for guided tour employee on back of east side of building

Guided Tour employee will not have access to:

- Visitor Center staff areas
- Visitor Center copy machine or other equipment
- Visitor Center phone
- Visitor Center back entrances

3) **DELIVERABLES:**

- Provide end of year reporting of number of customers.

4) **CONTRACT TERM:** This contract is effective upon signing and shall terminate October 31, 2017, unless sooner terminated pursuant to the termination provision below, by completion of said services; or by mutual agreement of the parties.

The Town of Taos reserves the option to renew the initial contract every year for one year for a total duration of four (4) years. In no case will the contract(s) including all renewals thereof, exceed a total of four (4) years in duration.

5) **DESCRIPTION:** A copy of this RFP can be obtained from the Town of Taos website at www.taosgov.com/finance/solicitation/php until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addenda. RFPs can also be obtained from Sharon Voigt, Procurement Officer, Town of Taos Purchasing Division, 400 Camino de la Placita- Room 202, Taos, NM 87571. If you have any questions, please call (575) 751-2025 or email svoigt@taosgov.com.

6) **EVALUATION CRITERIA:** Selection among the proposals received shall be based upon the following criteria.

- Past Experience, 20 points
- Staff Experience, 20 points
- Capacity and capability of individual or entity to perform work, 20 points
- Evidence of understanding scope of work and existing conditions, 20 points
- Proposed monthly rent, 20 points
- Resident Business Preference (5 points) or
- Resident Veteran Business Preference (7, 8 or 10 points)

TOTAL POSSIBLE POINTS 110 Points

Each Response submitted in response to this RFP shall focus on the above criteria. The Evaluation Committee also may consider past performance of the Respondent on other contracts with the Town or other entities. Responses will be evaluated equally and fairly; no preference will be given to any Respondent based solely on previous experience with the Town or to an incumbent thereof. The Town reserves the right to make additional inquiries and may request the submission of additional information.

Resident Business Preference

New Mexico companies or contractors who wish to obtain a five points bidding advantage on all contracts are required to obtain a valid resident business certificate or resident contractor certificate issued by the State Taxation and Revenue Department. The application for preference may be downloaded at the following website: <http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

Five (5) points of the total possible points may be awarded to an Offeror who qualifies as a Resident business. These points are added to the total points received for the Evaluation Criteria. **Offeror must attach a copy of your preference certificate if applicable.**

Resident Veteran Business Preference

For the Offeror to receive a Resident Veteran Business Preference, the business shall complete, sign, and include a valid Resident Veteran Business Preference certificate issued by the New Mexico Taxation & Revenue Department. The application for preference may be downloaded at the following website: <http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

Offerors seeking a Resident Veteran Business Preference will be evaluated as follows:

Resident Veteran Businesses with annual revenues of \$1M or less are to receive a 10 points preference on their proposals.

Resident Veteran Businesses with annual revenues of more than \$1M but less than \$5M are to receive an 8 points preference on their proposals.

Resident Veteran Businesses with annual revenues of more than \$5M are to receive 7 points preference on their proposals.

The 7, 8 or 10 points as indicated above will be added to the total points received for the Evaluation Criteria.

The Resident Veteran Business Preference is separate from the Resident Business Preference and is not cumulative with that preference. However, Resident Veteran Businesses can still receive the resident business Preference once the Resident Veteran Business Preference cap is exceeded.

Offeror must attach a copy of your Veterans' Preference Certificate and Certification, If applicable.

No contractor shall be treated as a resident contractor in the awarding of public works contracts by the Owner unless the contractor has qualified with the New Mexico Department of Taxation & Revenue as a resident contractor pursuant to this section by making application and receiving from them a certification number. It shall be the sole responsibility of the bidders requesting consideration for Resident Bidders Preference or Veterans' Preference to apply for Certification; and to receive

approval and a certification number, which must be included in the Proposal prior to bid opening deadline date and time.

Respondent to whom award of an Agreement is under consideration shall submit upon request, information and data to prove that their financial resources, production of service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (13-1-82 NMSA 1978).

A serious deficiency in any one category may be grounds for rejection of the proposal regardless of the overall score.

7) **RENT**

- Proposed Monthly Rent

8) **GENERAL INFORMATION:**

- Proposals must be no longer than 10 typed 8.5” x 11” pages.
- Proposals must include “Attachment A” Response Form – completed and signed.
- Proposals must include “Attachment B”, Campaign Disclosure form – completed and signed.
- Proposals must include at least three (3) references of past projects/proven track record.
- Price shall be determined by formal negotiations related to scope of work following selection of the most qualified Respondent (NMSA 13-1-112.B).
- Any cost incurred by the respondent in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.
- A public log will be kept of the names of all respondents who submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing respondents prior to contract award.
- The Procurement Officer reserves the right to amend and/or cancel the bid/proposal invitation prior to the time and date of the bid opening.
- The Procurement Officer reserves the right to correct any bid/proposal awarded erroneously as a result of a clerical error on the part of the Town of Taos.
- The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Sealed Responses are due by Thursday, June 15, 2017 at 3:00 PM local time and must be delivered to the Purchasing Division, located at Town of Taos Municipal Building; ROOM 202, 400 Camino de la Placita, Taos, NM 87571. Late responses will not be accepted – NO EXCEPTIONS.

Sharon Voigt
Procurement Officer
Town of Taos
575.751.2025
svoigt@taosgov.com

FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:

- (1) Response Form
- (2) Campaign Disclosure Form
- (3) Proposed Rent (to be provided by Offeror)
- (4) Resident Business Preference Certificate, if applicable
- (5) Resident Veteran Business Preference Certificate, if applicable

Failure to complete and submit these forms with your Response may result in it being deemed non-responsive and rejected without further evaluation

RESPONSE FORM

Failure to complete this form shall result in your Response being deemed Non-responsive and rejected without further evaluation.

TO: Town of Taos:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Offerors, Offer and Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the Town, for the term as stated herein, and to enter into a Contract with the Town, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Response Form, the Offeror represents that: 1) the Offeror is in compliance with any applicable ethics or anti-kickback provisions of the Town's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Offeror will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

NONCOLLUSION:

The undersigned, by submission of this Response Form, hereby declares that this Response is made without collusion with any other business making any other Response, or which otherwise would make a Response.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Agreement, it will submit to the Town any required performance guarantee (i.e. performance and payment bond).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No Response shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

Company Name

Name: _____

Address

Title: _____

City State Zip

Phone: _____

Signature of Person Authorized to Sign

Fax: _____

Printed Name

Email: _____

Title

Federal Tax ID

Acknowledged before me by _____ (name) as _____ (title)
of _____ (company) this ____ (day) of _____, 200__.

Notary Signature: _____

My Commission Expires: _____

Affix Seal

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 the 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 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 AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD 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 un-reimbursed 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 applies to contributions made to the following
Public Officials: DANIEL R. BARRONE

COUNCIL MEMBERS:
JUDITH Y. CANTU
DARIEN FERNANDEZ

NATHANIEL EVANS
GEORGE “FRITZ” HAHN

Contribution made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) made: _____

Amount(s) of Contributions(s) _____

Nature of Contributions (s) _____

Purpose of Contributions(s) _____

Signature

Date

Title (position)

OR

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable official by me, a family member or representative.

Signature

Date