



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 23

Ordinance/Resolution# 10-240

Council District: All City

For Meeting of March 15, 2010
(Adoption Date)

A RESOLUTION AUTHORIZING THE LAS CRUCES CONVENTION & VISITORS BUREAU TO SUBMIT A BID TO THE NEW MEXICO MUNICIPAL LEAGUE ON BEHALF OF THE CITY OF LAS CRUCES TO HOST THEIR ANNUAL CONFERENCE FOR 2012, 2013 OR 2014.

PURPOSE(S) OF ACTION: Authorize the Las Cruces Convention & Visitors Bureau (CVB) to submit a bid to host the New Mexico Municipal League (NMML) Annual Conference in 2012, 2013 or 2014.

Name of Drafter: Ken Mompellio		Department: Public Services/CVB		Phone: 541-2166	
Department	Signature	Phone	Department	Signature	Phone
Originating Department	<i>[Signature]</i>		Budget	<i>[Signature]</i>	2300
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>	541-2128	City Manager	<i>[Signature]</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: On February 8, 2010 the CVB received a bid solicitation packet from the NMML to host their Annual Conference for 2012, 2013 or 2014. The NMML has met in Las Cruces in 1985, 1997 and most recently in 2007.

The CVB is prepared to submit a bid to the NMML to host their 2012, 2013 or 2014 Annual Conference. The bid solicitation, if successful, will require financial support by way of sponsorships and in-kind services to host the conference during that particular year. The Annual Conference consists of over 700 delegates spending at least three (3) nights in the host city, thus bringing in at least \$277,000 in direct spending and 2,000 room nights and thus representing a significant economic impact to the community.

In order for Las Cruces to be considered for selection, three (3) copies of a written proposal including required attachments and a copy of the minutes and/or signed Resolution of the Governing Body (City Council) approving the bid submittal and indicating the ability of the municipality to dedicate significant time and resources to the planning and development of the Annual Conference must be submitted by April 15, 2010 in order to be considered as a host city.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
n/a	n/a	n/a

1. Exhibit "A" – NMML Bid Packet

OPTIONS / ALTERNATIVES:

1. Vote "Yes" and approve the Resolution. This will authorize the Convention & Visitors Bureau to submit a bid to the New Mexico Municipal League on behalf of the City of Las Cruces to host their Annual Conference in 2012, 2013 or 2014 and host over 700 delegates bringing in at least \$277,000 in direct spending to the community.
2. A "No" vote will not allow the Convention & Visitors Bureau to submit a bid therefore losing significant economic impact to the community.
3. Modify the resolution and provide staff with alternate direction. This would not allow the CVB adequate time to meet the established deadline to submit the bid and required documentation.

RESOLUTION NO. 10-240**A RESOLUTION AUTHORIZING THE CONVENTION AND VISITORS BUREAU TO SUBMIT A BID TO THE NEW MEXICO MUNICIPAL LEAGUE ON BEHALF OF THE CITY OF LAS CRUCES TO HOST THEIR ANNUAL CONFERENCE FOR 2012, 2013, OR 2014.**

The City Council is informed that:

WHEREAS, on February 8, 2010, the Convention & Visitors Bureau received a bid solicitation packet from the New Mexico Municipal League to host their Annual Conference for 2012, 2013, or 2014; and

WHEREAS, the New Mexico Municipal League met in Las Cruces in 1985, 1997, and 2007; and

WHEREAS, because the opportunity has presented itself once again to host this important organization, the Convention & Visitors Bureau is prepared to submit a bid to the New Mexico Municipal League to host their 2012, 2013, or 2104 Annual Conference; and

WHEREAS, based on the bid solicitation requirements, a successful bid will require financial support by way of sponsorships and in-kind services to host the conference during that particular year; and

WHEREAS, the Annual Conference consists of over 700 delegates spending at least three (3) nights in the host city, thus bringing at least \$277,000 in direct spending and 2,000 room nights and thus representing a significant economic impact to the community; and

WHEREAS, in order for Las Cruces to be considered for selection, three (3) copies of a written proposal including required attachments and a copy of the minutes and/or signed Resolution from the Governing Body (City Council) approving the bid submittal and indicating the ability of the municipality to dedicate significant time and

RESOLUTION NO. 10-240
Page 2

resources to the planning and development of the Annual Conference must be submitted by April 15, 2010.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT, the City Council of the City of Las Cruces hereby authorizes the Convention and Visitors Bureau to submit a bid to the New Mexico Municipal League on behalf of the City of Las Cruces to host their Annual Conference in 2012, 2013, or 2014.

(II)

THAT, City staff is hereby authorized to do all deeds necessary in the accomplishment of this task.

DONE AND APPROVED this _____ day of _____, 2010

APPROVED:

Mayor Ken Miyagishima

ATTEST:

City Clerk (SEAL)

Moved by: _____

Seconded by: _____

VOTE:

Mayor Miyagishima _____
Councillor Silva _____
Councillor Connor _____
Councillor Pedroza _____
Councillor Small _____
Councillor Sorg _____
Councillor Thomas _____

APPROVED AS TO FORM:



City Attorney

Exhibit A



Annual Conference Bid Specifications

Municipality Packet

February, 2010



P.O. Box 846 • Santa Fe, New Mexico 87504-0846
Phone (505) 982-5573 • 1-800-432-2036
FAX No. 1-505-984-1392
www.nmml.org

TO: **MAYORS, MANAGERS AND CLERKS**
FROM: William F. Fulginiti, Executive Director
Linda Alire-Naranjo, Program Development & Training Director
SUBJECT: **2012, 2013, 2014 NMML ANNUAL CONFERENCE SITE SELECTION**
DATE: February 1, 2010

The New Mexico Municipal League (NMML) is pleased to announce that it is soliciting bids from municipalities to host the NMML Annual Conference in 2012, 2013, and 2014.

We have updated the Bid Specifications. Before you decide to submit a bid, please read the Specs very carefully to determine if you meet all of the criteria. Please pay particular attention to the space and hotel needs.

The NMML Board of Directors will meet on Saturday, June 5, 2010, to select three (3) primary sites and two (2) alternate sites.

After bids have been reviewed and based on eligibility of submitted proposals, you will be invited to attend the June 5th Board Meeting to make a formal bid presentation. The meeting will be held at the Albuquerque Hyatt Regency Downtown beginning at 9:00 A.M.

The NMML Annual Conference will be held on the Wednesday, Thursday, and Friday of the week prior to Labor Day for the years 2012, 2013 and 2014. The dates are as follows:

- August 29, 30, 31, 2012 55th Annual Conference
- August 28, 29, 30, 2013 56th Annual Conference
- August 27, 28, 29, 2014 57th Annual Conference

For your review and submittal, enclosed is the League's Annual Conference Request for Bids Packet. Please review all documents very carefully to determine that your facilities **currently** meet these conditions. All information in this packet must be addressed for the bid to be considered. We encourage cooperative agreements of your Convention Center, Convention & Visitors Bureau and/or local Hotel properties to meet the needs of this Conference with registrations around 750-850.

Also enclosed are a headquarters Hotel packet, and a Hotel packet (for non-headquarters hotels/motels). Please provide them to your proposed hotel/motel properties to fill out and return to you for inclusion in your comprehensive bid.

To have a site considered for selection, please provide the following to the attention of Linda Alire-Naranjo, Program Development & Training Director, NMML, P.O. Box 846, Santa Fe, NM 87504, or E-Mail to lalire@nmml.org, or FAX to 505-984-1392:

- A copy of the minutes from the Governing Body approving bid submittal and indicating the ability of the municipality to dedicate significant time and resources to the planning and development of the Annual Conference. **Submit by April 15, 2010.**
- A written proposal (3 copies) including required attachments addressed to the NMML Board of Directors. **Submit by April 15, 2010.**

Please call Linda Alire-Naranjo at 800-432-2036 or 505-982-5573, ext. 513 or Colette Schobbens, ext. 515 if you need further information or have any questions.

We look forward to receiving your bid. Thank you for your interest in Hosting an Annual Conference of the New Mexico Municipal League.

NEW MEXICO MUNICIPAL LEAGUE ANNUAL CONFERENCE**NEW MEXICO MUNICIPAL LEAGUE
ANNUAL CONFERENCE
REQUEST FOR BIDS****TABLE OF CONTENTS**

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INTRODUCTION

Host City Specifications

The New Mexico Municipal League (NMML) annually convenes its statewide conference in various municipalities around the state. The annual conference attracts between 750 and 850 delegates and guests each year. It provides a variety of educational and training opportunities for municipal officials. It establishes policy and conducts the governance of the NMML.

To host the Annual Conference, a municipality must be a member of the NMML at the time of the bid and at the time of hosting the conference. A bid submittal must be approved by the host governing body in order for the municipality to be considered. Once bids are received, NMML staff will review them to determine that the minimum requirements are met and provide this information to the NMML Board. Evaluations and possible site inspections will then be conducted as needed by a Review Committee. An invitation will then be mailed to eligible municipalities to present their bid at the June meeting of the NMML Board of Directors where three (3) primary municipalities and two (2) alternate municipalities will be chosen as preliminary finalists. The review committee's recommendations will be presented to the NMML Board for final decision at the June 5, 2010 Board Meeting.

The NMML, in cooperation with the host municipality, is responsible for the program structure, content and logistical arrangements. The host municipality is responsible for those requirements, as stipulated in these specs, necessary to facilitate such a conference as well as for some aspects of the planned social events.

Attached are documents describing the bid process as well as the Host Municipality responsibilities.

II. BID REQUIREMENTS

II.1. PROCESS

- A. Please read all enclosed documents and forms in their entirety to fully understand levels of commitment by all involved parties. ***All information in this packet must be addressed for the bid to be considered.*** Any questions should be directed to Linda Alire-Naranjo, Program Development & Training Director, or Colette Schobbens, Meetings Coordinator.
- B. Please sign and return the Conference Agreement on page 16 and the Municipalities Specifications section pages 10 and 11 showing understanding and acceptance of all specifications in section III.
- C. Mail three (3) complete copies of your bid, including all required attachments to Linda Alire-Naranjo, Program Development and Training Director. Bids must be received at the NMML office **by April 15, 2010**, to give NMML sufficient time for review. Additional copies and/or materials may be requested from you at a later date.
- D. If needed, municipalities will be contacted by the NMML Program Development and Training Department to schedule a pre-qualifying site visit.
- E. The Annual Conference Review Committee will review bids to determine that minimum eligibility requirements are met and will make recommendations to the NMML Board of Directors.
- F. All qualified municipalities will be invited to make a presentation to the NMML Board of Directors at the June 5, 2010 Board Meeting in Albuquerque, at the downtown Hyatt Regency Hotel. All associated travel and presentation costs are the responsibility of the bidding municipality.
- G. All items contained in this Bid Packet will be thoroughly reviewed and may require a possible follow-up site visit. The bidder shall absorb part of the cost of the site visit.
- H. The Review Committee will submit final recommendations to the Executive Committee (Officers) of the NMML Board of Directors prior to the June Board Meeting.
- I. The 2012, 2013 and 2014 conference sites will be awarded and announced after review and approval by the NMML Board at the June 5th Board Meeting immediately following the Bid presentations.

II. BID REQUIREMENTS - 1. Process - *Continued*

- J. NMML Staff shall prepare a preliminary evaluation of the completed Request for Bids received using the following criteria:
- J.1. All requirements met as listed in this RFB.
 - J.2. Physical ability to host a Conference of 850 attendees:
 - Availability of host and/or co-host hotels to accommodate most delegates with required number of high-quality sleeping rooms (700 rooms required)
 - Meeting space (at facilities and/or hotels) to accommodate all required programming
 - Function space and appropriate venues for social events
 - Exhibit space – adequate space for an exhibit program with professional amenities (easy exhibitor access, drop-off & unload area, electrical access to each booth, wireless internet access, etc.) and the ability to increase the proposed size of the trade show program if needed.
 - Participation by local hotels to provide overflow accommodations
 - J.3. Local Support. Preference is given to bidders that demonstrate a high level of support in conference planning and on-site logistics from:
 - The Host Municipality
 - The Host Hotel(s)
 - The Convention Center
 - The Convention & Visitors Bureau
 - The Chamber of Commerce
 - J.4. Cost of sleeping rooms.
 - J.5. Cost of food & beverage.
 - J.6. Availability of high-quality catering entities experiences with groups of the NMML size (850).
 - J.7. Financial Support. Preference is given to bidders that offer financial support by venue waivers, sponsorship of Conference events, in-kind services and assistance with developing local corporate sponsorships; agree to provide full accommodations and other related expenses for site visits.

After review and a possible site visit of all prospective locations, the annual conference host municipality awards will be based upon:

- Items J1-7 above
- Results of the site visit
- The proposed social program
- The estimated budget

NEW MEXICO MUNICIPAL LEAGUE ANNUAL CONFERENCE

II. BID REQUIREMENTS - *Continued*

II.2. REQUIRED ATTACHMENTS & INFORMATION *(Host Municipalities)*

<i>Please submit three copies of bid and all required attachments to NMML by April 15th, 2010.</i>	
1.	Letters of invitation, addressed to the 2010 Board of Directors, indicating the ability of the prospective Host Municipality to dedicate significant time and resources to the planning and development of the Annual Conference from:
	a. Host City; and
	b. Host Hotel(s) – <i>use copies of enclosed HQ Hotel and Hotel packets; and</i>
	c. Host Conference or Convention Center
2.	Copy of the Governing Body minutes approving bid submittal
3.	Letter describing the level of support from Convention and Visitors Bureau and/or Chamber of Commerce.
4.	Area map showing convention center, proposed hotels and social event sites
5.	Approved list of Municipal specifications on pages 10 & 11
	CONVENTION CENTER/MEETING FACILITY
6.	Provide floor plan of meeting facility(ies) showing room capacities in different set-ups, including exhibit space with proposed booths layout, aisles width, ceiling height, kitchen, storage, etc.
7.	Provide floor plan showing usable space in the lobby, pre-function and/or public access areas.
8.	Fill in proposed space allocation for all functions on page 13
9.	Indicate any construction and/or expansion plans and schedule.
10.	Provide list of facility service providers (such as caterers, drayage, audio visual, etc.).
11.	Provide list of other groups of similar size and length as NMML that have used the facility.
12.	For exhibit hall purposes, describe the availability of electricity, high-speed wireless internet access and other enhancements.
	FOOD & BEVERAGE
13.	To give NMML a perspective on catering costs, please provide current facility catering costs for:
	1. One gallon coffee
	2. Luncheon entrée with salad, beverage and dessert
	3. Banquet Appetizer, Salad, 10oz Prime Rib Dinner including Baked Potato, Vegetable and Dessert
14.	Please provide current sales tax and service charge for each proposed caterer.
15.	Please provide a list of outside caterers and include their current menus with prices & service charges. Also indicate the level of experience serving groups of the NMML size (850).
	HOTEL(S)
16.	Submit copy of signed tentative agreement(s). Use a copy of the enclosed Hotel Packets for each proposed Headquarter and other Hotels with committed number of rooms blocked, government rate, 2 weeks cut-off date. Note: When talking to hotels, please make sure every hotel, Headquarter or other, receives a copy of the appropriate packet enclosed and returns it to City for inclusion in bid packet.

II. BID REQUIREMENTS - Continued

II.3. HEADQUARTER(S) HOTEL REQUIREMENTS

*Please provide a copy of the enclosed **Headquarters Hotel Packet** to each proposed co-headquarters hotel. This form is included in the packet and should be returned to you. For each hotel, submit completed pages 2 and 3 of the Headquarters Hotel Packet with Bid (which are the same as pages 6 and 7 in this packet).*

Hotel Name:

Address:

Tel. & Fax numbers:

Email:

Contact/Title:

Sleeping Rooms

Any requirement for sleeping rooms would depend, of course, on attendance. Attendance has fluctuated around 850 in recent years, with most utilizing single occupancy. On the basis of this experience, the NMML requires a minimum of 700 total sleeping rooms. It is preferable for most attendees to be housed at the headquarter(s) hotel. **The sleeping rooms will be in a condition befitting a first class facility** (e.g. new or recently renovated rooms and facilities; clean rooms, furnishings, carpet and drapes; air conditioning; color TV, etc.). **The NMML requires a two week cut-off-date for reservations.** Group check-in is Tuesday with a few early check-ins on Monday. Group check-out is on Friday. Peak night is Wednesday, with approximately 25% lower occupancy on Tuesday and Thursday.

The NMML requires a minimum of 100 sleeping rooms plus all available suites (minimum of six (6) suites required) to be held in a VIP room-block at the headquarters hotel (and, in some cases, shared with a co-headquarters hotel) for assignment by the NMML. The VIP room-block at the headquarters hotel may only be reserved from a list provided by the NMML, until such time as the NMML releases the VIP room-block to open booking, typically one (1) week prior to the Conference. All other reservations will be made by attendees calling the other hotels directly for reservations. The NMML shall receive 1 free sleeping room (Conference rate plus tax) for the duration of the Conference, for every 40 rooms booked by conference attendees, this shall be calculated on total Conference room nights (including 2 days prior and 2 days following the conference). Eight complimentary room nights will be provided by the Headquarter Hotel(s) for NMML staff planning visits.

Room Rates

Government rates (per state per Diem) or group rates, whichever is lowest, must be submitted for the following categories: Single, Double-Double, King, and Suite. The same room rate will be offered for Single and Double occupancy for each room type. All rates will be honored two days prior and two days after the Conference dates. Proposed rates must be submitted at the time of bidding. Room rates should be in line with current state per diem reimbursement allowed municipal officials. Room rates, once confirmed by contract and accepted by the NMML, are considered firm, and no upward adjustment will be allowed, unless mutually agreed upon by the NMML and the hotel(s). Upgrades (at the conference rate) and amenities will be available for NMML VIP's. Conference Hotels warrant that NMML shall receive the lowest room rate for their dates and that if a lower rate is offered to other groups or to the public, it will automatically be extended to all NMML hotel guests.

Hospitality Suites

The NMML has strict rules regarding hospitality suites and/or hosted events set-up by other organizations during the conference (Monday through Friday). No suite is to be open during any scheduled NMML meetings or functions. All hospitality suites must be booked by mutual consent of the NMML and the hotel after signing of an agreement by the organization to adhere to the rules set out by the NMML. Therefore, all suites/rooms in the hotel are reserved by the NMML for prior approval, upon awarding of a bid to the hotel(s).

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NEW MEXICO MUNICIPAL LEAGUE ANNUAL CONFERENCE

II. BID REQUIREMENTS – *Continued*

II.3. HEADQUARTER(S) HOTEL REQUIREMENTS (*Continued*)

Please provide a copy of the enclosed **Headquarters Hotel Packet** to each proposed co-headquarters hotel. This form is included in the packet and should be returned to you. For each hotel, submit completed pages 2 and 3 of the Headquarters Hotel Packet with Bid (which are the same as pages 6 and 7 in this packet).

To Be Completed by Hotel		Response <i>attach separate sheet if necessary</i>
1.	Total number of rooms at the hotel:	
2.	Number of rooms to be held exclusively for NMML Annual Conference; provide number of rooms for each room type:	
3.	Attach rack brochure and other applicable materials including meeting room schematics.	
	Room type:	
4.	RATES: rates are the same for single or double occupancy:	
	Rate for Single Room (one queen bed)	
	Rate for Double-Double Room (two queen beds):	
	Rate for King Room:	
	Rate for Suite (if applicable):	
5.	Agreement to waive any parking fees.	
6.	Provide description of in-room amenities (i.e. hair dryers, coffeemakers, etc).	
7.	Provide description of hotel amenities (i.e. restaurant with capacity, lounge with capacity, complimentary breakfast, etc.)	
8.	Provide NMML with any final billing and occupancy reports within 15 days of departure, and pick-up reports prior to conference upon request.	
9.	Provide complimentary accommodations, up to 8 room nights for NMML staff for planning visits prior to conference.	
10.	Provide two complimentary 2-Room (sleeping & parlor) suite upgrades for 4 nights during conference (Monday – Thursday).	
11.	Provide sleeping room cancellation policy.	
12.	Provide complimentary meeting space for NMML; waive set-up fees if any.	
13.	Provide exclusive hold on all suites and meeting rooms for NMML.	
14.	Provide current banquet menus.	
15.	Have read entire bid packet to understand requirements and involvement by all parties.	

Agreement accepting all requirements as listed above (Pages 6 & 7):

Property Name, address and telephone number

Name, Title (Please type or print clearly)

Signature Date

NEW MEXICO MUNICIPAL LEAGUE ANNUAL CONFERENCE

II. BID REQUIREMENTS - Continued

II. 4. OTHER HOTEL REQUIREMENTS

Please provide a copy of the enclosed **Hotel Packet** (non-headquarters hotel/motel) to each proposed hotel. This form is included in the packet and should be returned to you. For each hotel, submit completed pages 2 and 3 of the Hotel Packet with Bid (which are the same as pages 8 and 9 of this packet).

Hotel Name:

Address:

Tel. & Fax numbers:

Email:

Contact/Title:

Sleeping Rooms

Any requirement for sleeping rooms would depend, of course, on attendance. Conference attendance has fluctuated around 850 in recent years, with most utilizing single occupancy.

On the basis of this experience, the NMML requires a minimum of 700 total sleeping rooms.

The sleeping rooms will be in a condition befitting a first class facility (e.g. new or recently renovated rooms and facilities; clean rooms, furnishings, carpet and drapes; air conditioning, color TV, etc.).

The NMML requires a two week cut-off-date for reservations. Group check-in is Tuesday with a few early check-ins on Monday. Group check-out is on Friday. Peak night is Wednesday, with approximately 25% lower occupancy on Tuesday and Thursday.

The NMML shall receive 1 free sleeping room (Conference rate plus tax) for the duration of the Conference, for every 40 rooms booked by conference attendees, this shall be calculated on total Conference room nights (including 2 days prior and 2 days following the conference).

Room Rates

Government rates (per state per Diem) or group rates, whichever is lower, must be submitted for the following categories: Single, Double-Double, King, and Suite. The same room rate will be offered for Single and Double occupancy for each room type. All rates will be honored two days prior and two days after the Conference dates.

Proposed rates must be submitted at the time of bidding. Room rates should be in line with current state per diem reimbursement allowed municipal officials. Room rates, once accepted by the NMML, are considered firm, and no upward adjustment will be allowed, unless mutually agreed upon by the NMML and the hotel(s). Upgrades (at the conference rate) and amenities will be available for NMML VIP's.

Conference Hotels warrant that NMML shall receive the lowest room rate for their dates and that if a lower rate is offered to other groups or to the public, it will automatically be extended to all NMML hotel guests.

II. BID REQUIREMENTS – Continued

II. 4. OTHER HOTEL REQUIREMENTS (Continued)

*Please provide a copy of the enclosed **Hotel Packet** (non-headquarters hotel/motel) to each proposed hotel. This form is included in the packet and should be returned to you. For each hotel, submit completed pages 2 and 3 of the Hotel Packet with Bid (which are the same as pages 8 and 9 of this packet).*

To Be Completed by the Hotel		Response <i>attach separate sheet if necessary</i>
1.	Total number of rooms at hotel:	
2.	Number of rooms to be held exclusively for NMML Annual Conference; provide number of rooms for each room type.	
3.	Attach rack brochure and other applicable materials including meeting room schematics.	
4.	RATES: rates are same for single or double occupancy:	
	Rate for Single Room (one queen bed):	
	Rate for Double Room (two queen beds):	
	Rate for King Room:	
	Rate for Suite (if applicable):	
5.	Agreement to waive any parking fees	
6.	Provide description of in-room amenities (i.e. hair dryers, coffeemakers, etc).	
7.	Provide description of hotel amenities (i.e. restaurant with capacity, lounge with capacity, complimentary breakfast, etc.).	
8.	Provide sleeping room cancellation policy.	
9.	Provide complimentary meeting space, if any, for NMML. Waive set-up fees, if any.	
10.	Provide NMML with any final billing and occupancy reports within 15 days of departure, and pick up reports prior to conference upon request.	

Agreement accepting all requirements as listed above (Pages 8 & 9):

Property Name, address and telephone number

Name, Title (Please type or print clearly)

Signature

Date

III. SITE REQUIREMENTS

III. 1. MUNICIPAL SPECIFICATIONS

The municipality shall bear the costs and be responsible, prior to and during scheduled conference (Monday through Friday), for planning, providing or for sub-contracting for the following:

1. Designate city official or employee to serve as a liaison to NMML staff not less than 9 months before scheduled conference.
2. Appoint host city planning committee to work directly with NMML staff not less than 12 months before scheduled conference.
3. Waive fees for meeting, exhibition and registration space at all venues, such as municipal/local facilities, conference hotels, social event locations and parking at all venues. Waive set-up and service charges. Waive all audiovisual equipment, electrical and high-speed internet and charges.
4. For all meetings, meal functions and off-site social events, provide the following at no cost to NMML: set-ups, tables, chairs, decorations including but not limited to backdrops, draping, lighting, risers, tents, china, glassware, utensils, linens and centerpieces for meals.
5. Provide complimentary on-site copier capable of large copy jobs (with collating & stapling capabilities) as well as a fax machine in the NMML temporary on-site office and one land line in the registration/information area for use by NMML staff.
6. Reserve a municipal or private golf course (preferably 18-hole) for the Tuesday afternoon golf tournament not less than 12 months before scheduled conference. Waive green fees and cart rentals at public or private golf course for the Tuesday NMML Tournament.
7. Provide a suggested list of space allocation and venues (page 13) for all meetings and social events within a 15 mile radius of conference hotels and a list of possible caterers with bid.
8. Obtain required liquor licenses, special dispenser permits, and other requirements mandated by the alcohol & gaming commission.
9. Entertainment & Social Events Minimum Requirements:
 - Opening General Session – color guard, background music, anthem soloist and invocator.
 - Welcoming Social/Reception – background music.
 - Thursday Closing Social Event – entertainment prior to & during dinner and variety band for dance
 - Invocators for appropriate meal functionsNote: Host City has option to exceed minimum entertainment requirements at Host City's expense by mutual agreement with NMML.

III. SITE REQUIREMENTS - Continued

III. 1. MUNICIPAL SPECIFICATIONS - Continued

10. Provide security as specified by NMML for evening social functions, dignitaries and for exhibits if necessary.
11. Provide complimentary transportation and coordination between hotels/motels, convention center, the airport, and other off-site activity locations.
12. Provide welcome letter from Host Mayor with photo (both in electronic format) for final program 4 months prior to scheduled conference.
13. Provide a municipal history/promotional informative article (of approximately 300 words maximum) in electronic format 4 months prior.
14. Provide digital photos of host municipality and surrounding areas for final program 4 months prior to scheduled conference.
15. Provide current map of municipality that includes conference facilities, conference hotels/motels and shuttle route not less than 4 months before scheduled conference.
16. Select a three mile run/2 mile walk route, provide a map – 4 months prior to event, clearly mark route, and provide on-site staff assistance for set-up, to serve as timers and to monitor participants along route. Police and Fire Department assistance may be requested.
17. Provide or arrange for visitors packets on-site during conference registration.
18. Provide Spouse Program -- Optional.
19. Provide Host City Gift/Souvenir -- Optional.
20. Provide adequate staff assistance from various departments which will include evening functions (approximately 10 to 20 depending on venue and needs).

On behalf of _____(name of municipality sending BID),

I, undersigned _____ (name and title),

hereby acknowledge that I read and agree to the terms of the Municipal Specifications pages 10 and 11 of the NMML Annual Conference Bid Specifications 2/1/2010 document.

Signature

Date

III. SITE REQUIREMENTS - Continued

III. 2. PHYSICAL SPECIFICATIONS

Meeting Rooms

Each year the NMML conducts a number of workshops, general sessions, and subsection meetings at its Conference. In order to meet these varied program requirements, the NMML requires a minimum of the following meeting space (also see space allocation page 13):

1. Ten (10) meeting rooms for the various NMML concurrent sessions of subsections. Six (6) of these rooms should have a seating capacity of 30-60 hollow square or "U" shape; one (1) with a capacity of 225 classroom; one (1) with a capacity of 80-100 classroom; and two (2) with a capacity of 20-30 hollow square or "U" shape. These meeting rooms will be needed concurrently on Wednesday morning.
2. One (1) auditorium with theater style seating capacity of approximately 600 for general sessions on Wednesday and Thursday.
3. One (1) ballroom or banquet room with a meal seating capacity of at least 750-800 plus a two-tiered head table on risers for luncheons, reception(s), a banquet/dance, and a breakfast on Wednesday and Thursday.
4. Three (3) meeting rooms with a theater style seating capacity of 150-200 for workshops. These meeting rooms will be needed concurrently on Wednesday afternoon and Thursday.
5. One (1) room near the registration area that can be locked for NMML office/storage.

Since these functions will be occurring consecutively and often concurrently, the convention center/hotel(s) may need to provide a short turn around time for re-setting up the rooms. Additional hotels/local facilities may be submitted to fulfill all space needs adequately.

6. A registration area (space for 12 to 15 rectangular tables) providing ample room for registration, information, credentials, publications display, trophy/award display, door prizes display, silent auction display and breaks without crowding the some 100-200 municipal officials that will be registering at any one time, and a land-line telephone at NMML registration and information area for messages and a message board.

Exhibits

An Exhibit Show is a major feature of the NMML Conference. Exhibit space must accommodate no fewer than 60 exhibits at a single location comprised of any combination of 8x8, 8x10 or 10x10 booths with adequate aisle space. Spacing and physical arrangements are subject to agreement between hotel/convention center and the NMML. Public and private sector entities associated with the NMML Conference may not book space of any kind during the NMML Conference without prior approval of the NMML.

Hotels

Hotel specifications are on pages 6 through 9. **Please do not include inadequate properties in the total room count; if unsure, it is strongly recommended to do hotel/motel site inspections before including a property on the bid.** Hotels should also be contacted to obtain the number of rooms they will be willing to block for the conference (use separate packets included for each hotel). A hotel with 100 rooms may only be willing to block 50 or 60% of their total inventory. Total sleeping rooms available and **total of sleeping rooms hoteliers are willing to block for our conference must both be reported on the forms included in the separate packets.**

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III. 3.

Preliminary Conference Program Set-up needs / Space Allocation

MONDAY

12:00 – 5:00 pm
NMML Office/Storage room
Proposed Location:

2:00 – 5:00 PM
- Area to stuff conference bags
with 6 tables near bag storage area
Proposed Location:

TUESDAY

11:30 am – 6:00 pm
DELEGATE GOLF TOURNAMENT
Proposed Location:

3:30 – 7:30 pm
EARLY REGISTRATION
Proposed Location:

EXHIBITS SET-UP
Proposed Location:

WEDNESDAY

7:00 am – 5:00 pm
REGISTRATION SET-UP
Proposed Location:

7:00 am
MORNING REFRESHMENTS WITH EXHIBITORS
Proposed Location:

EXHIBIT PROGRAM BEGINS
Proposed Location:
50 BOOTHS 10X10, 8X10 or combo

CONCURRENT SESSIONS 1 - 10
8:00 – 10:30 am

1. GOVERNING BODY FORUM
THEATER X 225
Proposed Location:
♦ Legislative Forum
♦ Regulatory Forum

2. NM ASSOCIATION OF CHIEFS OF POLICE
"U" X 40
Proposed Location:

3. NM MUNICIPAL ATTORNEYS ASSOCIATION
"U" X 20
Proposed Location:

4. NM CITY MANAGEMENT ASSOCIATION CLASSROOM X 50
Proposed Location:

5. NM ENVIRONMENTAL QUALITY ASSOCIATION HOLLOW SQ. X 40 or CLASSROOM X 40
Proposed Location:

6. JOINT SESSION: NM MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION & GOVERNMENT FINANCE OFFICERS ASSOCIATION
CLASSROOM X 80
Proposed Location:

7. NM FIRE CHIEFS ASSOCIATION CLASSROOM FOR 40
Proposed Location:

8. NM MUNICIPAL JUDGES ASSOCIATION HOLLOW SQ. X 20
Proposed Location:

9. NM MUNICIPAL LIBRARIANS ASSOCIATION "U" X 30
Proposed Location:

10. NM PUBLIC WORKS ASSOCIATION HOLLOW SQ. X 30
Proposed Location:
10:30 am – 11:00 am:
BREAK WITH EXHIBITORS

11:00 am – 12:30 pm
OPENING GENERAL SESSION
THEATER X 600
Proposed Location:
12:45 – 2:00 pm
650-750 on rounds + buffet lines
LUNCH
Proposed Location:

2:00 – 3:45 pm
CONCURRENT WORKSHOPS

WORKSHOP I –
CLASSROOM X 150
Proposed Location:

WORKSHOP II -
CLASSROOM X 150
Proposed Location:
WORKSHOP III –
CLASSROOM X 150
Proposed Location: 4:00 pm
CREDENTIALS COMMITTEE MEETING
CONF. TABLE X 10
Proposed Location:

4:00 – 5:00 pm
RESOLUTIONS COMMITTEE MEETING
100 CLASSROOM UP FRONT
100 THEATER IN REAR
Proposed Location:

4:00 – 5:00 pm
ICE CREAM SOCIAL WITH EXHIBITORS
Proposed Location: Exhibit Hall

6:30 – 8:00 pm: **Welcome Reception**
750 ESTIMATE
Proposed Location:

THURSDAY

6:30 – 8:00 am
THREE MILE FUN RUN & TWO MILE FITNESS WALK
Begins and Ends at
Proposed Location:

7:30 am – 12:00 pm
EXHIBIT PROGRAM CONTINUES/CLOSES

7:30 am – 12:00 pm
REGISTRATION CONTINUES/CLOSES

8:30 – 10:00 am
GENERAL SESSION
THEATER X 500
Proposed Location:

10:00 am – 10:15 am: Break in Exhibit Hall

10:15 – 11:45 am
CONCURRENT WORKSHOPS

WORKSHOP I –
CLASSROOM X 150
Proposed Location:
WORKSHOP II –
CLASSROOM X 150
Proposed Location:

WORKSHOP III –
CLASSROOM X 150
Proposed Location:

12:15 pm
PAST PRESIDENTS' LUNCHEON
BANQUET X 650
Proposed Location:

Immediately Following Luncheon
ANNUAL BUSINESS MEETING
100 CLASSROOM UP FRONT
100 THEATER IN REAR
Proposed Location:

6:30 pm – Midnight
600-700 ESTIMATE
THEME NIGHT
Proposed Location:

FRIDAY
8:00 – 10:00 am
CLOSING BREAKFAST
300 on rounds + buffet lines
Proposed Location:

10:00 am
ANNUAL CONFERENCE ADJOURNS

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III. 4. OPERATIONAL SPECIFICATIONS

Please provide a copy of this section to caterers listed on bid including hotels if they will be used for meetings and/or meal functions.

Food Functions

Food guarantees will be given 72 hours prior to the function with a 5% upward adjustment. The NMML reserves the right to design menus with the caterers for all Conference food functions. Per meal food prices will be agreed upon six months prior to the scheduled function. The hotel/caterer should consider in advance, increased food costs prior to setting per person meal costs. The count shall be taken by the hotel/caterer staff and are subject to verification by the NMML during that function. This will be the basis of payment for that function if the final count is higher than the guaranteed number.

Catering

The hotel/convention center/municipality may be asked by the NMML to recommend caterers for the off-site functions. Caterers must have experience with groups of 700 to 850.

All Services

Should existing hotel/convention center services not meet the conference needs/criteria, or if the hotel/convention center bid is not competitively reasonable, the NMML has the option to contract out for such services as:

- Outside caterers
- Audio-visual equipment rental
- High speed Internet
- Electrical connection and access for all meeting space, registration area and all exhibits
- Rentals, linens (tablecloths, napkins), china (plates, cups, glasses, utensils), tents, etc., to accommodate all meetings/functions.

With the exception of catering, all costs associated with such services are the responsibility of the host municipality.

Payment

All charges for speakers, staff hotel rooms and catered functions, as detailed by the NMML, are to be posted to a master account. All function tickets must be signed by an authorized NMML signature prior to posting to the master bill. Payment will be made within 30 days upon receipt of a final correct invoice.

Access To Various Hotels, Convention Center & Off-Site Facilities

Adequate parking shall be provided free of charge for all Conference events. The hotels/municipality shall provide transportation for Conference delegates to and from the conference hotels/motels, off-site facilities, and the airport, free of charge.

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III. 5. LEGAL CONSIDERATIONS

Americans With Disabilities Act

All facilities must comply with the Americans with Disabilities Act (ADA). The hotel/convention center shall be responsible for all ADA compliance pertaining to facilities and access.

Other Conventions And Meetings

The NMML must receive a guarantee from the headquarters hotel(s) that it will not schedule another Conference or sizable meeting during the NMML's Conference. There is considerable flexibility on this requirement, depending on the site and layout of the hotel. However, should the hotel consider scheduling another function, they should first inform the Executive Director or Program Development and Training Director of the NMML.

Rehabilitation, Renovation And Construction

The hotels/convention center agrees that meeting space, guest rooms and public space will be in a condition befitting a first class facility (e.g. new or recently renovated rooms and facilities; clean rooms, furnishings, carpet and drapes; air conditioning, color TV, etc.) prior to and during the arrival/departure pattern dates.

The hotel/convention center agrees that it will not be in construction or renovation at any time during the Conference. If new facilities are to be included in the bid for consideration, the new facilities must be completed and operational 6 months prior to the conference.

If the hotel and/or convention center plans any sort of construction or renovation during the twelve months prior to the Conference, the NMML Program Development and Training Director shall be informed of such. The hotel/convention center represents and warrants that any such construction and remodeling shall not interfere in any way with NMML's use of the facility. Breach of this clause will result in a choice by NMML of 25% discount off of the master bill or actual damages.

The hotel and/or convention center will be liable for all injuries resulting from hazards on their property, or negligence of their employees. The municipality, hotel(s), contractor(s), and the NMML each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the facility(ies) during the Conference in an amount of no less than one million dollars.

Miscellaneous Legal Issues

Other legal issues will be addressed as needed in individual contracts with various parties of the selected conference sites.

For further information or questions regarding your bid, please call Linda Alire-Naranjo, NMML Program Development & Training Director, or Colette Schobbens, NMML Meetings Coordinator, at 1-800-432-2036, or 505-982-5573.

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IV. CONFERENCE AGREEMENT

This agreement must accompany the bid proposal and signed by all parties indicated below.

The Municipality of _____ wishes to bid for the New Mexico Municipal League 2012 or 2013 or 2014 Annual Conference. Please list year of conference in the order of preference: 1. _____ 2. _____ 3. _____.

We hereby agree to the terms and conditions as outlined in the attached document pages 1-18.

MUNICIPALITY: _____

PRINT NAME & SIGN: _____

TITLE (Mayor or Manager): _____

**(PROPOSED CO-HEADQUARTERS)
HOTEL:** _____

PRINT NAME & SIGN: _____

TITLE: _____

**(PROPOSED CO-HEADQUARTERS)
HOTEL:** _____

PRINT NAME & SIGN: _____

TITLE: _____

CONVENTION CENTER: _____

PRINT NAME & SIGN: _____

TITLE: _____