# FINANCE COMMITTEE AGENDA

Thursday, September 4, 2025 at 2:00 P.M.
City Hall - Large Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201

Committee Chair: Robert Corn
Vice Chair: Will Cavin
Member: Edward Heldenbrand
Member: Darrell Johnson
Member: Juliana Halvorson
Staff Liaison: Tammi Smith

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. FLOOD DISASTER UPDATES

E. BUDGET PLANNING

0. Sanitation and Landfill

F. ACTION ITEMS

1. Approval of a budget adjustment for Capital Projects that where approved for the Fiscal Year 2026 in total amount of $399,488 to the Landfill and $1,069,358 to Collections totaling $1,468,846. (Reyer)

2. Consider award recommendation of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award to the following vendors: Builders Tech LLC; Custom Wrought Iron & Welding; Pecos Valley Machine Company, Inc.; RDF Enterprises, Inc.; and W.I. Construction, LLC. (Chaparro)

3. Consider PO requisition for FY 26 Micro-Surfacing Pavement Maintenance operations. PO of up to $712,746.68 to IPR Inc. utilizing Eddy County Agreement A-24-52-R1 RFP 24-02 Emulsified Sealing Services. (MacCornack)

4. Consider approval of a budget adjustment and purchase order in the amount of $60,345 for conservation of stone and metal collection items by The Conservation Center. (Brooks)

5. Consider PO requisition for FY26 Hot Recycle Pavement Maintenance operations. PO of up to $1,200,000 to Dustrol Inc. utilizing statewide price agreement 40-80500-23-17059. (MacCornack)

6. Requesting ratification of PO #22600725 to Holloway Construction in the amount of $75,690.12 for construction of the monument entry sign to the National Champion Air Races. (Rogers)

- Funding Source -- 51004334-817508 State Tourism Grant

7. Consider PO requisition for FY26 Nova Chip Pavement Maintenance operations. PO of up to $266,221.82 to Brasier Asphalt Inc. utilizing statewide price agreement 30-80500-23-17019. (MacCornack)

8. Discussion and recommendation of approval of a Lease Agreement with P.T. Productions, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N Kentucky, Roswell, NM 88203. (Verciglio)

9. Consider recommending authorization to issue a PO to Priority Dispatch in the amount of $64,420.00 to cover all maintenance, license renewals, services, and support for the structured call-taking protocols used by dispatch for FY26. (Best)

   - Funding Source -- This item will be funded using the Employee Training account # 1101-4656-585901.

10. Consider the recommendation of the Eastern New Mexico State Fair Lodgers' Tax Funding Request to the City Council for $20,000 for Sponsorship. (Conyers)

11. Approval to enter into contract with OpenGov for Budgeting and Grants Management Software. This procurement will be through the Sourcewell contract 060624. (Gomez)

13. Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026. (Gomez)

## G. APPROVAL OF MINUTES

13. Consider approval of the August 7, 2025, Regular Finance Committee Minutes

## H. NON-ACTION ITEMS

14. July Report - Golf

15. July 2025 Visitor Center Monthly Report

16. Lodgers Tax Report

17. Public Affairs

18. Museum Monthly Report

19. Roswell Public Library

20. Cannabis Excise Tax
    Gross Receipts Tax

21. Discussion of the Zoning Ordinance. (Merideth Hildreth)

## I. TABLED ITEMS

T. 1. Consider recommendation of the National Championship Air Races Lodgers' Tax Funding Request to City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding. (Conyers)

T. 2. Consider the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship. (Conyers)

T. 3. Consider the recommendation of the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of $20,000 for marketing, sanitation, and security. (Conyers)

T. 4. Consider the recommendation of the Roswell Daily Record Lodgers' Tax Funding Request to City Council to open negotiations with the City of Roswell for sponsorship. (Conyers)

T. 5. Consider the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship. (Conyers)

J. PUBLIC PARTICIPATION

K. ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 25-28.

**NOTICE OF POTENTIAL QUORUM** -- A quorum of the City Council may or may not attend, but there will not be debate by the City Council.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or Clerk at 575-624-6700 if a summary of other type of accessible format is needed. Printed and posted on day/date.

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** E. 0.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Sanitation and Landfill

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 1.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Approval of a budget adjustment for Capital Projects that where approved for the Fiscal Year 2026 in total amount of $399,488 to the Landfill and $1,069,358 to Collections totaling $1,468,846. (Reyer)

## BACKGROUND:
Initiated by: Debbie Reyer

Capital Projects were approved in the budgeting process for FY26 but no money was allocated to the budget lines. We are asking for:
From Collections:

- $920,158 for the two (2) new Side-Load trucks
- $149,200 for Roll-Off Containers

From Landfill

- $338,456 for replacing the HVAC system for the Admin Office/Shop plus other miscellaneous infrastructure improvements
- $61,032 for the rebuild of the John Deer Grader

Total of Collections $1,069,358 & Landfill $548,688 for a grand total of $1,468,846.

## FINANCIAL CONSIDERATION:
An increase to the following lines

- Capital Outlay Vehicles 52004341-817506: $920,158
- Capital Outlay-Equipment 52004341-817505: $149,200
- Capital Outlay-Infrastructure 52014342-817504: $338,456
- M&R Equipment 52014342-614004: $61,032

for a total of Collections $1,069,358 & Landfill $399,488.

## LEGAL REVIEW:
There is no legal review at this time

## BOARD AND COMMITTEE ACTION:
Approval of a budget adjustment for Capital Projects for the Fiscal Year 2026 in total amount of $399,488 to the Landfill and $1,069,358 to Collections with a total of $1,468,846.

## STAFF RECOMMENDATION:
Approval of a budget adjustment for Capital Projects for the Fiscal Year 2026 in total amount of $399,488 to the Landfill and $1,069,358 to Collections with a total of $1,468,846 to go on the Consent Agenda.

## Attachments

FY26 Capital Projects Budget Adjustment
BM Sourcewell Quote Letter 49D5 City of Roswell NM 8.18.25
BM Sourcewell Quote Letter 49D5 City of Roswell NM 8.18.25

| Collections Capital Projects | | | |
|---|---|---|---|
| **Item** | **Price** | **Account Number** | **Account Description** |
| Side-Load Trucks (2) | $ 920,158.00 | 52004341-817506 | Capital Outlay-Vehicles |
| Roll-Off Containers | $ 149,200.00 | 52004341-817505 | Capital Outlay-Equipment |
| **Total:** | $ 1,069,358.00 | | |

| Landfill Capital Projects | | | |
|---|---|---|---|
| **Item** | **Price** | **Account Number** | **Account Description** |
| Replace HVAC & Miscellaneous Infrastructure | $ 338,456.00 | 52014342-817504 | Captial Outlay-Infrastructure |
| Rebuild John Deer Grader | $ 61,032.00 | 52014342-614004 | M&R Equipment |
| **Total:** | $ 399,488.00 | | |

August 18, 2025

Jason Flores
Purchasing
City of Roswell
3006 West Brasher Rd
Roswell, NM 88203

Dear Jason,

Battle Motors is pleased to quote the following chassis for your consideration: **(1) New/Unused (2026) Battle Motors Raider/LET2-46 Cab & Chassis with a Heil ( Rapid Rail 22yd ASL Body)** delivered to your department yard with arrangements made by **Aubrie Basco at Bond Equipment in Dallas, TX** priced as follows:

| | **One Unit (ea.)** |
|---|---|
| Sub Total | $453,371.00 |
| Tax (0%) | $ 00.00 |
| **Total** | **$453,371.00** |

Per the attached specifications, pricing includes the cost for the chassis, body, accessories, and shipping to **Heil (4301 Gault Ave NE Fort Payne, AL 35967)** once the chassis is complete.

Ensure you reference our **Battle Motors Sourcewell Contract #032824-CRN** on all

orders. Please email me at bboyle@battlemotors.com if you have any questions.

Thank you in advance for your consideration.

Sincerely,

*Bill Boyle*

Bill Boyle
V.P. Sales – Sourcewell Program Manager

Encl(s)
Ref: CF Quote #49D5

Sourcewell
Awarded Contract
Contract #060920-CRN

August 18, 2025

Jason Flores
Purchasing
City of Roswell
3006 West Brasher Rd
Roswell, NM 88203

Dear Jason,

Battle Motors is pleased to quote the following chassis for your consideration: **(1) New/Unused (2026) Battle Motors Raider/LET2-46 Cab & Chassis with a Heil ( Rapid Rail 22yd ASL Body)** delivered to your department yard with arrangements made by **Aubrie Basco at Bond Equipment in Dallas, TX** priced as follows:

| | **One Unit (ea.)** |
|---|---|
| Sub Total | $453,371.00 |
| Tax (0%) | $ 00.00 |
| **Total** | **$453,371.00** |

Per the attached specifications, pricing includes the cost for the chassis, body, accessories, and shipping to **Heil (4301 Gault Ave NE Fort Payne, AL 35967)** once the chassis is complete.

Ensure you reference our **Battle Motors Sourcewell Contract #032824-CRN** on all

orders. Please email me at bboyle@battlemotors.com if you have any questions.

Thank you in advance for your consideration.

Sincerely,

*Bill Boyle*

Bill Boyle
V.P. Sales – Sourcewell Program Manager

Encl(s)
Ref: CF Quote #49D5

Sourcewell
Awarded Contract
Contract #060920-CRN

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 2.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider award recommendation of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award to the following vendors: Builders Tech LLC; Custom Wrought Iron & Welding; Pecos Valley Machine Company, Inc.; RDF Enterprises, Inc.; and W.I. Construction, LLC. (Chaparro)

## BACKGROUND:
Initiated by: Abraham Chaparro

The City issued ITB-26-002 for on-call custom welding and fabrication services supporting City-owned equipment, vehicles, and infrastructure. Bids were opened on August 18, 2025. The vendors listed above submitted responsive bids with differing labor rates (shop, field, emergency) and materials mark-up percentages. Because service needs vary by project and department, staff recommends a multi-source award. This approach allows departments to request services directly from any awarded vendor based on availability, specific technical needs, and project timing.

## FINANCIAL CONSIDERATION:
On call basis per departments approved budget.

## LEGAL REVIEW:
Contracts to be revised by the Legal Department upon award

## BOARD AND COMMITTEE ACTION:
Legal Committee Voted 5-0 to Forward to the Finance Committee

## STAFF RECOMMENDATION:

Approve a multi-source award for ITB-26-002 to Builders Tech LLC; Custom Wrought Iron & Welding; Pecos Valley Machine Company, Inc.; RDF Enterprises, Inc.; and W.I. Construction, LLC

## Attachments
Award Recommendation for ITB-26-002 Custom Welding & Fabrication Services
Bid Tabulation for ITB-26-002

ROSWELL
New Mexico

City of Roswell

# Award Recommendation

Award Recommendation for: ITB-26-002 Custom Welding & Fabrication Services

The City of Roswell issued ITB-26-002 for Custom Welding & Fabrication Services to provide on-call repairs, modifications, and fabrication of metal components for City-owned equipment, vehicles, and infrastructure.

Bids were opened on August 18, 2025, and the following vendors submitted bids:

•Builders Tech LLC – Albuquerque, NM

• Custom Wrought Iron & Welding – Roswell, NM

• Pecos Valley Machine Company, Inc – Roswell, NM

•RDF Enterprises, Inc – Dexter, NM

•W.I. Construction, LLC – Hagerman, NM

All bids were reviewed and determined to be responsive. Because these services will be required on an as-needed basis across multiple departments, staff recommends a multi-source award. Each vendor offers a variety of welding and fabrication capabilities. A multi-source award will ensure that departments may select the most appropriate vendor based on the type of work required, vendor availability, and project scheduling.

Sincerely,

Arely Peek,
Purchasing Agent

**CITY OF ROSWELL**

**BID TABULATION**

Bid No. ITB-26-002 • Custom Welding & Fabrication Services

Opening Date: August 18, 2025

| Bidder | Standard Welding (On-Site) Per Hour | Standard Welding (Off-Site) Per Hour | Emergency Welding (Weekends/Holidays)Per Hour | Fabrication Labor Per Hour | Materials Markup (%) |
|---|---|---|---|---|---|
| Builders Tech LLC | $ 160.00 | $ 130.00 | $ 320.00 | $ 115.00 | 30% |
| Custom Wrought Iron & Welding | $ 95.00 | $ 120.00 | $ 150.00 | $ 55.00 | 20% |
| Pecos Valley Machine Company, Inc | $ 115.00 | $ 145.00 | $ 175.00 | $ 115.00 | 33% |
| RDF Enterprises, Inc | $ 120.00 | $ 135.00 | $ 202.50 | $ 120.00 | 15% |
| W.I. Construction, LLC | $ 165.00 | $ 150.00 | $ 315.00 | $ 150.00 | 45% |

Purchasing J. Peck Date: 8-14-25

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 3.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider PO requisition for FY 26 Micro-Surfacing Pavement Maintenance operations. PO of up to $712,746.68 to IPR Inc. utilizing Eddy County Agreement A-24-52-R1 RFP 24-02 Emulsified Sealing Services. (MacCornack)

## BACKGROUND:
Initiated by: James MacCornack

Streets budget includes $2,300,000 for pavement maintenance activities. It is proposed to utilize up to $712,746.68 to perform Micro Surfacing after Hot Recycle activities on various City Streets. The streets were selected based on visual review and address some areas that were damaged by flooding in October 2024.

Proposed street list is attached.

## FINANCIAL CONSIDERATION:
Current available FY26 approved budget is $2,300,000 for pavement maintenance activities.

## LEGAL REVIEW:
Not Applicable for this agenda item.

## BOARD AND COMMITTEE ACTION:
Infrastructure meeting on 8/18/2025 voted (5-0) to recommend the consideration of PO requisition for FY 26 Micro Surfacing Pavement Maintenance operations. PO of up to $712,746.68 to IPR Inc. utilizing Eddy County Agreement A-24-52-R1 RFP 24-02 Emulsified Sealing Services to September 2025 Finance Committee with recommendation to place on the consent agenda.

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

Quote from IPR Inc.
RFP Eddy County Agreement
IPR Micro Surfacing Street List

INTERSTATE PAVEMENT RESURFACING

To: Frank Rincon

City of Roswell Street dept

300 East Walnut Street

Roswell, NM 88201

Date: 07/29/2025

ATTN: Frank Rincon

Phone: 575-910-5042

JOB LOCATION: Various

EST NO: 25-10-001

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**Using the Eddy County Agreement A-24-52 RFP 24-02 Emulsified Sealing Services**

Resurface approximately 180,000 square yards with a single application of polymer modified micro resurfacer. Approximate rate at 25 pounds per square yard.

1. Line-item Type II micro $270.00 per ton X 2250: $ 607,500.00

2. Line-item Traffic Control 15 days, X $2,500.00 = $ 37,500.00

3. Line-item mobilization $10.00 per mile X 7 vehicles X 190 miles = $13,300.00

Tax 8.2708% = $ 54,446.68

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Seven hundred twelve thousand, seven hundred forty-six dollars and sixty-eight cents

$**712,746.68**

Tax Included

Payment shall be due upon completion of work.

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Buyers Acceptance

Contractor's acceptance

Proposal Date: 29 July 2025

Date of acceptance: _____

IPR, Ltd.

Signature: _____

By: _____

This proposal may be withdrawn if not accepted after the following 30 days:

# County of Eddy
State of New Mexico

COMMISSIONERS

Sarah M. Cordova, Chairwoman
District 5

James "Bo" Bowen, Vice Chairman
District 4

Ernie B. Carlson, Member
District 1

Hayley Klein, Member
District 2

Philip Troost, Member
District 3

COUNTY MANAGER

Mike Gallagher

ELECTED OFFICIALS

Rhonda Hatch
Assessor

Cara A. Cooke
Clerk

Jay L. Francis
Probate Judge

Matthew T. Hutchinson
Sheriff

Patricia H. Carrasco
Treasurer

Eddy County
Administration Complex
101 W. Greene Street
Carlsbad, NM 88220
575-887-9511(p)
575-236-1061(f)

**RFP 24-02 EMULSIFIED SEALING SERVICES FOR THE COUNTY OF EDDY & PARTNERING COUNTIES**
**A-24-52 R1**

**Contract Renewal No:** ONE
**Contract Term:** June 1, 2025 – May 31, 2026
**Awarded Vendor:** IPR, LTD
3740 Hawkins St. NE Suite B
Albuquerque, NM. 87109

## CONTRACT RENEWAL NO. 1

**Title: RFP 24-02 EMULSIFIED SEALING SERVICES FOR THE COUNTY OF EDDY & PARTNERING COUNTIES A-24-52 R1**

This Contract Renewal is to be attached to the respective Contract and become a part thereof. The existing Contract initially commenced on **June 1, 2024 thru May 31, 2025. The County reserves the right to extend this Agreement for one-additional one-year renewal term, upon the agreement of both parties hereto, which agreement be upon the same terms and conditions as are set forth herein.** Under no circumstances will the term of this contract, including any extensions thereto, exceed four (4) years. Eddy County desires **to extend this Contract for an additional one (1) year until May 31, 2026** at the same price, terms and conditions unless otherwise stated.

The provisions of the Contract shall remain in full force and effect, except as modified by this Contract Renewal.

Eddy County
Board of County Commissioners

By: _____
Name: Sarah M. Cordova
Title: Commission Chairwoman
Date: APRIL 22, 2025

Address for Notice:
101 W. Greene St
Carlsbad, NM 88220

IPR, LTD

By: _____
Name: Frank H. Clark
Date: May 12, 2025

Address for Notice:
3740 Hawkins St. NE Suite B
Albuquerque, NM. 87109

**ATTEST:** _____
Cara Cooke, County Clerk

COUNTY COMMISSION OFFICIAL SEAL EDDY COUNTY, NEW MEXICO

# FY 2026 Micro Surface over Hot Recycle

## IPR Inc.

| Direction | Street | From | To | Width | Length | Total Sy |
|---|---|---|---|---|---|---|
| W | 12TH ST | N KANSAS AVE | N WASHINGTON AVE | 27 | 948 | 2,844 |
| | | | | | | 2,844 |
| W | ALAMEDA ST | 3103 W Alameda Driveway | SAUCEDO AVE | 32 | 273 | 971 |
| W | ALAMEDA ST | SAUCEDO AVE | CHAMISAL AVE | 31 | 284 | 978 |
| W | ALAMEDA ST | CHAMISAL AVE | PINON AVE | 32 | 293 | 1,042 |
| W | ALAMEDA ST | PINON AVE | BALSAM AVE | 34 | 298 | 1,126 |
| W | ALAMEDA ST | BALSAM AVE | EVERGREEN AVE | 32 | 288 | 1,024 |
| W | ALAMEDA ST | EVERGREEN AVE | BIRCH AVE | 32 | 301 | 1,070 |
| W | ALAMEDA ST | BIRCH AVE | S SYCAMORE AVE | 32 | 316 | 1,124 |
| | | | | | | 7,334 |
| W | ALAMEDA ST | S SYCAMORE AVE | S SEQUOIA AVE | 32 | 345 | 1,227 |
| W | ALAMEDA ST | S SEQUOIA AVE | S HEMLOCK AVE | 31 | 341 | 1,175 |
| W | ALAMEDA ST | S HEMLOCK AVE | PINE PL | 31 | 276 | 951 |
| W | ALAMEDA ST | PINE PL | S PINE AVE | 30 | 82 | 273 |
| W | ALAMEDA ST | S PINE AVE | ASPEN PL | 32 | 208 | 740 |
| W | ALAMEDA ST | ASPEN PL | S ASPEN AVE | 34 | 132 | 499 |
| W | ALAMEDA ST | S ASPEN AVE | CEDAR CIR | 33 | 165 | 605 |
| W | ALAMEDA ST | CEDAR CIR | S CEDAR AVE | 32 | 175 | 622 |
| W | ALAMEDA ST | S CEDAR AVE | CEDAR CIR | 33 | 180 | 660 |
| W | ALAMEDA ST | CEDAR CIR | S SPRUCE AVE | 32 | 165 | 587 |
| W | ALAMEDA ST | S SPRUCE AVE | S FIR AVE | 35 | 337 | 1,311 |
| W | ALAMEDA ST | S FIR AVE | S FIR AVE | 32 | 57 | 203 |
| W | ALAMEDA ST | S FIR AVE | CYPRESS AVE | 32 | 284 | 1,010 |
| W | ALAMEDA ST | CYPRESS AVE | PARKVIEW AVE | 32 | 350 | 1,244 |
| W | ALAMEDA ST | PARKVIEW AVE | S UTAH AVE | 32 | 359 | 1,276 |
| W | ALAMEDA ST | S UTAH AVE | S WYOMING AVE | 32 | 666 | 2,368 |
| W | ALAMEDA ST | S WYOMING AVE | S LOUISIANA AVE | 32 | 552 | 1,963 |
| W | ALAMEDA ST | S LOUISIANA AVE | S SUNSET AVE | 32 | 790 | 2,809 |
| | | | | | | 19,521 |
| W | BYRNE ST | UNIVERSITY BLVD | WALKER BLVD | 27 | 276 | 828 |
| W | BYRNE ST | HUNSICKER PL | UNIVERSITY BLVD | 28 | 362 | 1,126 |
| W | BYRNE ST | ALDEN PL | HUNSICKER PL | 27 | 319 | 957 |
| W | BYRNE ST | B ST | ALDEN PL | 28 | 372 | 1,157 |
| W | BYRNE ST | LUEBKE PL | B ST | 27 | 319 | 957 |
| W | BYRNE ST | FITZGERALD PL | LUEBKE PL | 27 | 307 | 921 |

# FY 2026 Micro Surface over Hot Recycle

## IPR Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| W | BYRNE ST | LANGLEY PL | FITZGERALD PL | 27 | 317 | 951 |
| | | | | | | 6,898 |
| S | HEMLOCK AVE | W SUMMIT ST | W DEMING ST | 31 | 647 | 2,229 |
| S | HEMLOCK AVE | W DEMING ST | W BLAND ST | 29 | 660 | 2,127 |
| | | | | | | 4,355 |
| W | MARTIN ST | EARL CUMMINGS LOOP | UNIVERSITY BLVD | 30 | 1,876 | 6,253 |
| W | MARTIN ST | UNIVERSITY BLVD | WALKER BLVD | 30 | 277 | 923 |
| E | MARTIN ST | W MARTIN ST | GAIL HARRIS ST | 30 | 261 | 870 |
| E | MARTIN ST | GAIL HARRIS ST | E ST | 35 | 401 | 1,559 |
| E | MARTIN ST | E ST | CAPITAN PL | 35 | 304 | 1,182 |
| E | MARTIN ST | CAPITAN PL | CAPITAN PL | 35 | 63 | 245 |
| E | MARTIN ST | COLUMBIA AVE | HARRIS PL | 35 | 425 | 1,653 |
| E | MARTIN ST | HARRIS PL | G ST | 35 | 303 | 1,178 |
| E | MARTIN ST | G ST | EARL CUMMINGS LOOP | 33 | 879 | 3,223 |
| | | | | | | 17,087 |
| W | MATHIS ST | EARL CUMMINGS LOOP | UNIVERSITY BLVD | 33 | 1,580 | 5,793 |
| W | MATHIS ST | UNIVERSITY BLVD | E MATHIS ST | 37 | 300 | 1,233 |
| E | MATHIS ST | COLUMBIA AVE | G ST | 33 | 792 | 2,904 |
| | | | | | | 9,931 |
| N | MISSOURI AVE | W 4TH ST | W 5TH ST | 33 | 450 | 1,650 |
| N | MISSOURI AVE | W 5TH ST | W 6TH ST | 32 | 407 | 1,447 |
| N | MISSOURI AVE | W 6TH ST | W 7TH ST | 32 | 410 | 1,458 |
| | | | | | | 4,555 |
| N | MISSOURI AVE | W 12TH ST | W 13TH ST | 33 | 432 | 1,584 |
| N | MISSOURI AVE | W 13TH ST | W COLLEGE BLVD | 32 | 663 | 2,357 |
| | | | | | | 3,941 |
| W | SUMMIT ST | S SYCAMORE AVE | S HEMLOCK AVE | 20 | 723 | 1,623 |
| W | SUMMIT ST | S HEMLOCK AVE | S PINE AVE | 20 | 331 | 743 |
| W | SUMMIT ST | S PINE AVE | S ASPEN AVE | 20 | 351 | 788 |
| | | | | | | 3,154 |
| W | SUMMIT ST | S UNION AVE | S KANSAS AVE | 25 | 416 | 1,156 |
| W | SUMMIT ST | S KANSAS AVE | S MICHIGAN AVE | 25 | 454 | 1,261 |
| W | SUMMIT ST | S MICHIGAN AVE | S WASHINGTON AVE | 25 | 430 | 1,194 |
| | | | | | | 3,611 |
| W | TILDEN ST | S WYOMING AVE | S LOUISIANA AVE | 33 | 550 | 2,037 |
| W | TILDEN ST | S LOUISIANA AVE | S SUNSET AVE | 33 | 802 | 2,970 |
| | | | | | | 5,007 |

# FY 2026 Micro Surface over Hot Recycle

## IPR Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| E | WELLS ST | W WELLS ST | GAIL HARRIS ST | 29 | 267 | 860 |
| E | WELLS ST | GAIL HARRIS ST | E ST | 29 | 405 | 1,305 |
| E | WELLS ST | E ST | RUOHONEN PL | 29 | 299 | 963 |
| E | WELLS ST | RUOHONEN PL | RUOHONEN PL | 28 | 72 | 224 |
| E | WELLS ST | RUOHONEN PL | F ST | 28 | 368 | 1,145 |
| E | WELLS ST | JACKSON PL | JACKSON PL | 28 | 74 | 230 |
| E | WELLS ST | JACKSON PL | G ST | 28 | 298 | 927 |
| | | | | | | 5,655 |
| | | | | | | |
| | | | | **Total** | **SY** | **93,893** |

| Direction | Street | From | To | Width | Length | Total Sy |
|---|---|---|---|---|---|---|
| W | ALBUQUERQUE ST | S WYOMING AVE | S MISSISSIPPI AVE | 30 | 1,002 | 3,340 |
| | | | | | | 3,340 |
| S | MISSISSIPPI AVE | SOUTH END | W ALBUQUERQUE ST | 28 | 340 | 1,058 |
| S | MISSISSIPPI AVE | W ALBUQUERQUE ST | W HENDRICKS ST | 28 | 359 | 1,117 |
| | | | | | | 2,175 |
| W | HENDRICKS ST | S WYOMING AVE | S LOUISIANA AVE | 30 | 553 | 1,843 |
| W | HENDRICKS ST | S LOUISIANA AVE | S MISSISSIPPI AVE | 30 | 444 | 1,480 |
| W | HENDRICKS ST | S MISSISSIPPI AVE | S SUNSET AVE | 29 | 363 | 1,170 |
| | | | | | | 4,493 |
| S | LOUISIANA AVE | W HENDRICKS ST | W TILDEN ST | 21 | 380 | 887 |
| S | LOUISIANA AVE | W TILDEN ST | W ALAMEDA ST | 27 | 386 | 1,158 |
| S | LOUISIANA AVE | W ALAMEDA ST | W WALNUT ST | 29 | 378 | 1,218 |
| S | LOUISIANA AVE | W WALNUT ST | E 1ST ST | 27 | 411 | 1,233 |
| N | LOUISIANA AVE | E 1ST ST | W 2ND ST | 30 | 381 | 1,270 |
| | | | | | | 5,766 |
| W | 1ST ST | S WYOMING AVE | E 1ST ST | 28 | 562 | 1,748 |
| E | 1ST ST | S LOUISIANA AVE | EAST END | 27 | 224 | 672 |
| | | | | | | 2,420 |
| W | WALNUT ST | S WYOMING AVE | S LOUISIANA AVE | 27 | 553 | 1,659 |
| W | WALNUT ST | S FIR AVE | S WYOMING AVE | 29 | 1,663 | 5,359 |
| | | | | | | 7,018 |
| | JUNIPER ST | S SYCAMORE AVE | S SEQUOIA AVE | 29 | 340 | 1,096 |
| | JUNIPER ST | S SEQUOIA AVE | OAK DR | 30 | 172 | 573 |
| | JUNIPER ST | OAK DR | S HEMLOCK AVE | 29 | 173 | 557 |
| | JUNIPER ST | S HEMLOCK AVE | S PINE AVE | 29 | 373 | 1,202 |
| | JUNIPER ST | S PINE AVE | S CEDAR AVE | 30 | 632 | 2,107 |
| | JUNIPER ST | S CEDAR AVE | S SPRUCE AVE | 29 | 370 | 1,192 |
| | JUNIPER ST | S SPRUCE AVE | S FIR AVE | 29 | 392 | 1,263 |
| | JUNIPER ST | S FIR AVE | S NEVADA AVE | 29 | 298 | 960 |

# FY 2026 Micro Surface over Hot Recycle

## IPR Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| | JUNIPER ST | S NEVADA AVE | S UTAH AVE | 30 | 1,025 | 3,417 |
| | JUNIPER ST | S UTAH AVE | S WYOMING AVE | 29 | 340 | 1,096 |
| | | | | | | 13,463 |
| N | UTAH AVE | W 1ST ST | W 2ND ST | 27 | 321 | 963 |
| S | UTAH AVE | JUNIPER ST | W 1ST ST | 27 | 303 | 909 |
| | | | | | | 1,872 |
| | | | | | | 0 |
| S | CEDAR AVE | CEDAR CIR | JUNIPER ST | 25 | 293 | 814 |
| S | CEDAR AVE | JUNIPER ST | W 1ST ST | 28 | 284 | 884 |
| N | CEDAR AVE | W 1ST ST | W 2ND ST | 27 | 332 | 996 |
| | | | | | | 2,693 |
| | CEDAR CIR | W ALAMEDA ST | S CEDAR AVE | 27 | 458 | 1,374 |
| | CEDAR CIR | S CEDAR AVE | W ALAMEDA ST | 27 | 522 | 1,566 |
| | | | | | | 2,940 |
| W | TILDEN ST | S UTAH AVE | S WYOMING AVE | 28 | 668 | 2,078 |
| | | | | | | 2,078 |
| S | UTAH AVE | W HENDRICKS ST | W TILDEN ST | 33 | 340 | 1,247 |
| S | UTAH AVE | TILDEN ST | ALAMEDA ST | 32 | 345 | 1,227 |
| | | | | | | 2,473 |
| | PARKVIEW AVE | W HENDRICKS ST | W ALAMEDA ST | 27 | 685 | 2,055 |
| | | | | | | 2,055 |
| | CYPRESS AVE | W BLAND ST | W HENDRICKS ST | 26 | 670 | 1,936 |
| | CYPRESS AVE | W HENDRICKS ST | W ALAMEDA ST | 29 | 691 | 2,227 |
| | | | | | | 4,162 |
| S | FIR AVE | W BLAND ST | W HENDRICKS ST | 30 | 671 | 2,237 |
| S | FIR AVE | W HENDRICKS ST | W ALAMEDA ST | 29 | 690 | 2,223 |
| | | | | | | 4,460 |
| S | SPRUCE AVE | W BLAND ST | W HENDRICKS ST | 26 | 671 | 1,938 |
| S | SPRUCE AVE | W HENDRICKS ST | W ALAMEDA ST | 26 | 686 | 1,982 |
| | | | | | | 3,920 |
| | JAFFA ST | S SUNSET AVE | S PRINCETON DR | 33 | 356 | 1,305 |
| | JAFFA ST | S PRINCETON DR | S PURDUE DR | 34 | 297 | 1,122 |
| | JAFFA ST | S PURDUE DR | RADCLIFFE DR | 33 | 284 | 1,041 |
| | JAFFA ST | RADCLIFFE DR | VASSAR DR | 33 | 284 | 1,041 |
| | JAFFA ST | VASSAR DR | S UNION AVE | 33 | 317 | 1,162 |
| | JAFFA ST | S UNION AVE | S WASHINGTON AVE | 32 | 1,215 | 4,320 |
| | JAFFA ST | S WASHINGTON AVE | S EAST FRUITLAND DR | 34 | 435 | 1,643 |
| | JAFFA ST | S EAST FRUITLAND DR | LARGO DR | 34 | 261 | 986 |
| | JAFFA ST | LARGO DR | EMERALD DR | 33 | 268 | 983 |
| | JAFFA ST | EMERALD DR | S LEA AVE | 33 | 282 | 1,034 |
| | JAFFA ST | S LEA AVE | ONYX DR | 35 | 299 | 1,163 |

# FY 2026 Micro Surface over Hot Recycle

## IPR Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| | JAFFA ST | ONYX DR | RUBY DR | 35 | 300 | 1,167 |
| | JAFFA ST | RUBY DR | S MAIN ST | 35 | 980 | 3,811 |
| | | | | | | 20,779 |
| | | | | | | |
| | | | | **Total** | **SY** | **86,107** |

| | | | |
|---|---|---|---|
| **Last Updated 8/8/2025** | **Total** | **180,000** | **SY** |

| **Alternative Streets if funds are available** | | | | | | |
|---|---|---|---|---|---|---|
| **Direction** | **Street** | **From** | **To** | **Width** | **Length** | **Total Sy** |
| | | | | | | |
| S | FIR AVE | W ALAMEDA ST | W WALNUT ST | 31 | 325 | 1,119 |
| S | FIR AVE | W WALNUT ST | JUNIPER ST | 30 | 317 | 1,057 |
| S | FIR AVE | JUNIPER ST | W 1ST ST | 30 | 300 | 1,000 |
| | | | | | | 3,176 |
| | GAYLE DR | S SUNSET AVE | CORNELL DR | 33 | 303 | 1,111 |
| | GAYLE DR | CORNELL DR | W BAYLOR DR | 33 | 905 | 3,318 |
| | GAYLE DR | W BAYLOR DR | S UNION AVE | 33 | 326 | 1,195 |
| | GAYLE DR | S UNION AVE | PALOMAR DR | 34 | 330 | 1,247 |
| | GAYLE DR | PALOMAR DR | PALOMAR PL | 34 | 359 | 1,356 |
| | GAYLE DR | PALOMAR PL | S WASHINGTON AVE | 35 | 526 | 2,046 |
| | GAYLE DR | S WASHINGTON AVE | TOPAZ DR | 33 | 471 | 1,727 |
| | GAYLE DR | TOPAZ DR | EMERALD DR | 33 | 274 | 1,005 |
| | GAYLE DR | EMERALD DR | S LEA AVE | 33 | 278 | 1,019 |
| | GAYLE DR | S LEA AVE | S KENTUCKY AVE | 34 | 290 | 1,096 |
| | GAYLE DR | S KENTUCKY AVE | ONYX DR | 34 | 262 | 990 |
| | GAYLE DR | ONYX DR | RUBY DR | 32 | 283 | 1,006 |
| | GAYLE DR | RUBY DR | SAPPHIRE DR | 31 | 244 | 840 |
| | GAYLE DR | SAPPHIRE DR | SAPPHIRE DR | 35 | 286 | 1,112 |
| | GAYLE DR | SAPPHIRE DR | S MAIN ST | 41 | 410 | 1,868 |
| | | | | | | 20,936 |
| | | | | **Total** | **SY** | **24,112** |

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 4.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider approval of a budget adjustment and purchase order in the amount of $60,345 for conservation of stone and metal collection items by The Conservation Center. (Brooks)

## BACKGROUND:
Initiated by: Caroline Brooks

The Conservation Center (TCC) is specialized in large-scale disaster recovery for collections. TCC aided the museum with the evacuation of the collection following the flood, and approximately 5,300 items were transported to their facility in Chicago for potential conservation treatment. The multi-phase conservation process will take approximately 3 to 4 years to complete. Over the coming months, TCC will provide treatment proposals and costs for review by museum staff. The grouping in this proposal is for metal and stone items only for which there is a gap between value and treatment cost, and that staff are recommending TCC move forward based on the value of the objects to the collection and the ability to cover the gap through donations.

Items not included in this proposal are a) stone and metal items that have values above the treatment costs and the insurance is directly paying for the conservation; b) items that are not yet appraised; and c) items for which there is a large gap between the conservation fee and value and the items will be tabled until funding is available or conservation will be pursued through alternative means. A payout from the insurance claim will be made of this final group to contribute toward the funding of those items selected to move forward.

A sole source application has been filed with the State of New Mexico in accordance with procurement requirements for use of a sole source vendor. The Conservation Center is the only vendor identified with the capacity to handle the volume of items in need of conservation.

## FINANCIAL CONSIDERATION:
The Fine Art Insurance claim will pay the City for the value of each item, including tabled items described above ($41,405 has been requested), and the RMAC Foundation has approved covering the gap (approximated at $18,940). Funding Source: An increase to revenue line item 2611 489100 in the amount of $60,345 and an increase to expense line 26114221 612500 in the amount of $60,345.

## LEGAL REVIEW:
There is no legal review at this time.

## BOARD AND COMMITTEE ACTION:
Consider approval of a budget adjustment and purchase order in the amount of $60,345 for conservation of stone and metal collection items by The Conservation Center.

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

Metal Objects for Conservation

THE
CONSERVATION
CENTER

May 21, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

**CLAIM NO. AXIS23031 / 24-10-06834**
**TCC SERVICE PROPOSAL NO. 51229_51291 (Collection 11 – Metal Objects)**

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

**Please Note:** It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51291 (Collection 11 – Metal Objects) is an agreement (this "***Service Proposal***") between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation ("***TCC***"), and the client signing this Service Proposal (the "***Client***"). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following "***Services***" pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following "***Property***," at the Fees described below:

Estimated Treatment Time: Approximately 12 months from date of signed approval and 50% in-progress payment.

3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

| | |
|---|---|
| Total Conservation Fee: | $52,155.00 |
| Laboratory Materials Fee: | $5,215.00 |
| Post Treatment Report Fee: | $600.00 |
| **Total:** | **$57,970.00** |

**Approved Items: # 20, 39, 67, 68, 69, 72, 73, 79, 81, 85, 87, 90, 91, 92, 93, 105, 155, 159, 161, 165, 166, 167, 169, 171**

**Invoicing for the above fees will be submitted directly to the city of Roswell for payment.*

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of $4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of $4.00/month/cubic foot of Property will apply for items unapproved for treatment.

a. Deposit. Given the Fees above, a In-Progress Payment in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51291 (Collection 11 – Metal Objects) has been entered into as of the Effective Date below.

**THE CLIENT**:

**Client Signature:** _____ **"Effective Date":** _____

**Print Name:** _____

**Accepted by TCC as of the Effective Date:**

**TCC Signature:** _____

**Print Name:** _____

**Title:** _____

THE
CONSERVATION
CENTER

June 11, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

**CLAIM #: AXIS23031 / 24-10-06834**
**TCC SERVICE PROPOSAL NO. 51229_51285 Stone Objects (Collection 5)**

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

**Please Note:** It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51285 Stone Objects (Collection 5) is an agreement (this "***Service Proposal***") between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation ("***TCC***"), and the client signing this Service Proposal (the "***Client***"). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following "***Services***" pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following "***Property***," at the Fees described below:

Estimated Treatment Time: *Approximately 12-15 months from the date of signed approval and 50% in-progress payment.*

3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

| | |
|---|---|
| Total Conservation Fee: | $1,955.00 |
| Laboratory Materials Fee: | $195.00 |
| Post-Treatment Report Fee: | $225.00 |
| **Total:** | **$2,375.00** |

**Approved Items #4, 9, 10, 12, 14, 20, 23, 25, & 32**

**Invoicing for the above fees will be submitted directly to the city of Roswell*

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of $4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of $4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a In-Progress Payment must be remitted in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51285 Stone Objects (Collection 5) has been entered into as of the Effective Date below.

**THE CLIENT**:

**Client Signature:** _____ **"Effective Date":** _____

**Print Name:** _____

**Accepted by TCC as of the Effective Date:**

**TCC Signature:** _____

**Print Name:** _____

**Title:** _____

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 5.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider PO requisition for FY26 Hot Recycle Pavement Maintenance operations. PO of up to $1,200,000 to Dustrol Inc. utilizing statewide price agreement 40-80500-23-17059. (MacCornack)

## BACKGROUND:
Initiated by: James MacCornack

Streets budget includes $2,300,000 for pavement maintenance activities. It is proposed to utilize up to $1,200,000 to perform hot recycling activities on various City Streets. The streets were selected based on visual review and address some areas that were damaged by flooding in October 2024.

Proposed street list is attached.

## FINANCIAL CONSIDERATION:
Current available FY26 approved budget is $2,300,000 for pavement maintenance activities.

## LEGAL REVIEW:
Not Applicable for this agenda item.

## BOARD AND COMMITTEE ACTION:
Infrastructure meeting on 8/18/2025 voted(5-0) to recommend the consideration of PO requisition for FY 26 Hot Recycle Pavement Maintenance operations. PO of up to $1,200,000 to Dustrol Inc. utilizing statewide price agreement 40-80500-23-17059 to September 2025 Finance Committee, with recommendation to place on the consent agenda.

## STAFF RECOMMENDATION:
Proceed as presented.

### Attachments
Quote from Dustrol Inc.
State Price Agreement
Dustrol Street List

2626 McCormick Ave
Pueblo, Co 81001

P.O. Box 11450
Pueblo, Co 81001

DUSTROL, INC
INNOVATIVE ASPHALT MAINTENANCE
SINCE 1973

719-583-0905
719-253-7769 Fax

# PROPOSAL

**To:** City of Roswell
P.O. Box 1838
Roswell, NM 88202

**Bid Date:** August 4, 2025

**Re:** County: Chaves Control No. City Streets Hwy No: CS

**Quantities and Prices:**

| Item # | Description | Approx Quantity | | | | | | Extension |
|---|---|---|---|---|---|---|---|---|
| 003 | Hot In-Place Heater Scarify | 187823.000 | SY | @ | $4.35 per | SY | = | $817,030.05 |
| 008 | Rejuvenating Agent | 165.000 | Tons | @ | $1,000.00 per | Tons | = | $165,000.00 |
| 010 | Traffic Control | 155.000 | Hours | @ | $540.00 per | Hours | = | $83,700.00 |
| 019 | Mobilization | 213.000 | Miles | @ | $200.00 per | Miles | = | $42,600.00 |
| | NMGRT @ 8.2708% City of Roswell | 1.000 | Each | @ | $91,667.76 per | Each | = | $91,667.76 |
| | | | | | TOTAL: | | | $1,199,997.81 |

**BELOW INCLUDES SERVICES PROVIDED:**

**Heating** **Compaction**
**Water Transport (Excludes Water)** **Rejuvenating Agent Tanker**

**IMPORTANT NOTES:**

**This proposal becomes the prevailing part of the contract.**
**This quote shall become an attachment to any subcontract and the terms herein shall supersede any provisions in the subcontract.**
**The general contractor agrees to provide a project water source and the water for the HIP operation.**

**Upon completion of the designated section of the work, Dustrol, Inc. shall be relieved of all liability for the work, and protection of the work shall be assumed by others. Insurance and indemnification provided by Dustrol, Inc. shall be limited to this condition.**

**If you have any questions or require additional information, please contact myself, or Stoney Morlan.**

**Company:** _____

**Sincerely,**

**Accepted By:** _____

**Signature:** _____

**Title:** _____

**Rafe Brueckman**
**Western Division Manager**

**Date:** _____

Docusign Envelope ID: EF75AEBC-C793-419B-8618-916DB9D2F514



# State of New Mexico
# General Services Department
# Purchasing Division

## Price Agreement Amendment

**Awarded Vendor:**
**0000018177**
**Dustrol, Inc.**
**P.O. Box 11450**
**Pueblo, CO 81001**
**Email: smorlan@dustrol.com**
**Telephone No.: (817) 271-3109**

**Ship To:**
**New Mexico Department of Transportation**
**Various Locations**

**Invoice:**
**New Mexico Department of Transportation**
**Various Locations**

**For questions regarding this contract please contact:**
**Morris Hurtado (505) 490-7201**

Number: **40-80500-23-17059**

Amendment No.: **One**

Term: **January 29, 2024 - January 28, 2026**

Procurement Specialist: **James Ortega**

Telephone No.: **(505) 795-2516**

Email: **james.ortega@gsd.nm.gov**

Title: **Hot In Place Recycling of Asphalt Pavement**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from January 29, 2025 to January 28, 2026 at the same price, terms and conditions.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 9/30/2024

Dorothy Mendonca
New Mexico State Purchasing Agent



VL JA

# FY 2026 Hot Recycle Dustrol Inc.

| Direction | Street | From | To | Width | Length | Total Sy |
|---|---|---|---|---|---|---|
| W | 12TH ST | N KANSAS AVE | N WASHINGTON AVE | 27 | 948 | 2,844 |
| | | | | | | 2,844 |
| W | ALAMEDA ST | 3103 W Alameda Driveway | SAUCEDO AVE | 32 | 273 | 971 |
| W | ALAMEDA ST | SAUCEDO AVE | CHAMISAL AVE | 31 | 284 | 978 |
| W | ALAMEDA ST | CHAMISAL AVE | PINON AVE | 32 | 293 | 1,042 |
| W | ALAMEDA ST | PINON AVE | BALSAM AVE | 34 | 298 | 1,126 |
| W | ALAMEDA ST | BALSAM AVE | EVERGREEN AVE | 32 | 288 | 1,024 |
| W | ALAMEDA ST | EVERGREEN AVE | BIRCH AVE | 32 | 301 | 1,070 |
| W | ALAMEDA ST | BIRCH AVE | S SYCAMORE AVE | 32 | 316 | 1,124 |
| | | | | | | 7,334 |
| W | ALAMEDA ST | S SYCAMORE AVE | S SEQUOIA AVE | 32 | 345 | 1,227 |
| W | ALAMEDA ST | S SEQUOIA AVE | S HEMLOCK AVE | 31 | 341 | 1,175 |
| W | ALAMEDA ST | S HEMLOCK AVE | PINE PL | 31 | 276 | 951 |
| W | ALAMEDA ST | PINE PL | S PINE AVE | 30 | 82 | 273 |
| W | ALAMEDA ST | S PINE AVE | ASPEN PL | 32 | 208 | 740 |
| W | ALAMEDA ST | ASPEN PL | S ASPEN AVE | 34 | 132 | 499 |
| W | ALAMEDA ST | S ASPEN AVE | CEDAR CIR | 33 | 165 | 605 |
| W | ALAMEDA ST | CEDAR CIR | S CEDAR AVE | 32 | 175 | 622 |
| W | ALAMEDA ST | S CEDAR AVE | CEDAR CIR | 33 | 180 | 660 |
| W | ALAMEDA ST | CEDAR CIR | S SPRUCE AVE | 32 | 165 | 587 |
| W | ALAMEDA ST | S SPRUCE AVE | S FIR AVE | 35 | 337 | 1,311 |
| W | ALAMEDA ST | S FIR AVE | S FIR AVE | 32 | 57 | 203 |
| W | ALAMEDA ST | S FIR AVE | CYPRESS AVE | 32 | 284 | 1,010 |
| W | ALAMEDA ST | CYPRESS AVE | PARKVIEW AVE | 32 | 350 | 1,244 |
| W | ALAMEDA ST | PARKVIEW AVE | S UTAH AVE | 32 | 359 | 1,276 |
| W | ALAMEDA ST | S UTAH AVE | S WYOMING AVE | 32 | 666 | 2,368 |
| W | ALAMEDA ST | S WYOMING AVE | S LOUISIANA AVE | 32 | 552 | 1,963 |
| W | ALAMEDA ST | S LOUISIANA AVE | S SUNSET AVE | 32 | 790 | 2,809 |
| | | | | | | 19,521 |
| W | BYRNE ST | UNIVERSITY BLVD | WALKER BLVD | 27 | 276 | 828 |
| W | BYRNE ST | HUNSICKER PL | UNIVERSITY BLVD | 28 | 362 | 1,126 |
| W | BYRNE ST | ALDEN PL | HUNSICKER PL | 27 | 319 | 957 |
| W | BYRNE ST | B ST | ALDEN PL | 28 | 372 | 1,157 |
| W | BYRNE ST | LUEBKE PL | B ST | 27 | 319 | 957 |
| W | BYRNE ST | FITZGERALD PL | LUEBKE PL | 27 | 307 | 921 |

# FY 2026 Hot Recycle Dustrol Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| W | BYRNE ST | LANGLEY PL | FITZGERALD PL | 27 | 317 | 951 |
| | | | | | | 6,898 |
| S | HEMLOCK AVE | W SUMMIT ST | W DEMING ST | 31 | 647 | 2,229 |
| S | HEMLOCK AVE | W DEMING ST | W BLAND ST | 29 | 660 | 2,127 |
| | | | | | | 4,355 |
| W | MARTIN ST | EARL CUMMINGS LOOP | UNIVERSITY BLVD | 30 | 1,876 | 6,253 |
| W | MARTIN ST | UNIVERSITY BLVD | WALKER BLVD | 30 | 277 | 923 |
| E | MARTIN ST | W MARTIN ST | GAIL HARRIS ST | 30 | 261 | 870 |
| E | MARTIN ST | GAIL HARRIS ST | E ST | 35 | 401 | 1,559 |
| E | MARTIN ST | E ST | CAPITAN PL | 35 | 304 | 1,182 |
| E | MARTIN ST | CAPITAN PL | CAPITAN PL | 35 | 63 | 245 |
| E | MARTIN ST | COLUMBIA AVE | HARRIS PL | 35 | 425 | 1,653 |
| E | MARTIN ST | HARRIS PL | G ST | 35 | 303 | 1,178 |
| E | MARTIN ST | G ST | EARL CUMMINGS LOOP | 33 | 879 | 3,223 |
| | | | | | | 17,087 |
| W | MATHIS ST | EARL CUMMINGS LOOP | UNIVERSITY BLVD | 33 | 1,580 | 5,793 |
| W | MATHIS ST | UNIVERSITY BLVD | E MATHIS ST | 37 | 300 | 1,233 |
| E | MATHIS ST | COLUMBIA AVE | G ST | 33 | 792 | 2,904 |
| | | | | | | 9,931 |
| N | MISSOURI AVE | W 4TH ST | W 5TH ST | 33 | 450 | 1,650 |
| N | MISSOURI AVE | W 5TH ST | W 6TH ST | 32 | 407 | 1,447 |
| N | MISSOURI AVE | W 6TH ST | W 7TH ST | 32 | 410 | 1,458 |
| | | | | | | 4,555 |
| N | MISSOURI AVE | W 12TH ST | W 13TH ST | 33 | 432 | 1,584 |
| N | MISSOURI AVE | W 13TH ST | W COLLEGE BLVD | 32 | 663 | 2,357 |
| | | | | | | 3,941 |
| W | SUMMIT ST | S SYCAMORE AVE | S HEMLOCK AVE | 20 | 723 | 1,623 |
| W | SUMMIT ST | S HEMLOCK AVE | S PINE AVE | 20 | 331 | 743 |
| W | SUMMIT ST | S PINE AVE | S ASPEN AVE | 20 | 351 | 788 |
| | | | | | | 3,154 |
| W | SUMMIT ST | S UNION AVE | S KANSAS AVE | 25 | 416 | 1,156 |
| W | SUMMIT ST | S KANSAS AVE | S MICHIGAN AVE | 25 | 454 | 1,261 |
| W | SUMMIT ST | S MICHIGAN AVE | S WASHINGTON AVE | 25 | 430 | 1,194 |
| | | | | | | 3,611 |
| W | TILDEN ST | S WYOMING AVE | S LOUISIANA AVE | 33 | 550 | 2,037 |
| W | TILDEN ST | S LOUISIANA AVE | S SUNSET AVE | 33 | 802 | 2,970 |
| | | | | | | 5,007 |

# FY 2026 Hot Recycle Dustrol Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| E | WELLS ST | W WELLS ST | GAIL HARRIS ST | 29 | 267 | 860 |
| E | WELLS ST | GAIL HARRIS ST | E ST | 29 | 405 | 1,305 |
| E | WELLS ST | E ST | RUOHONEN PL | 29 | 299 | 963 |
| E | WELLS ST | RUOHONEN PL | RUOHONEN PL | 28 | 72 | 224 |
| E | WELLS ST | RUOHONEN PL | F ST | 28 | 368 | 1,145 |
| E | WELLS ST | JACKSON PL | JACKSON PL | 28 | 74 | 230 |
| E | WELLS ST | JACKSON PL | G ST | 28 | 298 | 927 |
| | | | | | | 5,655 |
| | | | | | | |
| | | | | **Total** | **SY** | **93,893** |

| Direction | Street | From | To | Width | Length | Total Sy |
|---|---|---|---|---|---|---|
| W | ALBUQUERQUE ST | S WYOMING AVE | S MISSISSIPPI AVE | 30 | 1,002 | 3,340 |
| | | | | | | 3,340 |
| S | MISSISSIPPI AVE | SOUTH END | W ALBUQUERQUE ST | 28 | 340 | 1,058 |
| S | MISSISSIPPI AVE | W ALBUQUERQUE ST | W HENDRICKS ST | 28 | 359 | 1,117 |
| | | | | | | 2,175 |
| W | HENDRICKS ST | S WYOMING AVE | S LOUISIANA AVE | 30 | 553 | 1,843 |
| W | HENDRICKS ST | S LOUISIANA AVE | S MISSISSIPPI AVE | 30 | 444 | 1,480 |
| W | HENDRICKS ST | S MISSISSIPPI AVE | S SUNSET AVE | 29 | 363 | 1,170 |
| | | | | | | 4,493 |
| S | LOUISIANA AVE | W HENDRICKS ST | W TILDEN ST | 21 | 380 | 887 |
| S | LOUISIANA AVE | W TILDEN ST | W ALAMEDA ST | 27 | 386 | 1,158 |
| S | LOUISIANA AVE | W ALAMEDA ST | W WALNUT ST | 29 | 378 | 1,218 |
| S | LOUISIANA AVE | W WALNUT ST | E 1ST ST | 27 | 411 | 1,233 |
| N | LOUISIANA AVE | E 1ST ST | W 2ND ST | 30 | 381 | 1,270 |
| | | | | | | 5,766 |
| W | 1ST ST | S WYOMING AVE | E 1ST ST | 28 | 562 | 1,748 |
| E | 1ST ST | S LOUISIANA AVE | EAST END | 27 | 224 | 672 |
| | | | | | | 2,420 |
| W | WALNUT ST | S WYOMING AVE | S LOUISIANA AVE | 27 | 553 | 1,659 |
| W | WALNUT ST | S FIR AVE | S WYOMING AVE | 29 | 1,663 | 5,359 |
| | | | | | | 7,018 |
| | JUNIPER ST | S SYCAMORE AVE | S SEQUOIA AVE | 29 | 340 | 1,096 |
| | JUNIPER ST | S SEQUOIA AVE | OAK DR | 30 | 172 | 573 |
| | JUNIPER ST | OAK DR | S HEMLOCK AVE | 29 | 173 | 557 |
| | JUNIPER ST | S HEMLOCK AVE | S PINE AVE | 29 | 373 | 1,202 |
| | JUNIPER ST | S PINE AVE | S CEDAR AVE | 30 | 632 | 2,107 |
| | JUNIPER ST | S CEDAR AVE | S SPRUCE AVE | 29 | 370 | 1,192 |
| | JUNIPER ST | S SPRUCE AVE | S FIR AVE | 29 | 392 | 1,263 |
| | JUNIPER ST | S FIR AVE | S NEVADA AVE | 29 | 298 | 960 |

# FY 2026 Hot Recycle Dustrol Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| | JUNIPER ST | S NEVADA AVE | S UTAH AVE | 30 | 1,025 | 3,417 |
| | JUNIPER ST | S UTAH AVE | S WYOMING AVE | 29 | 340 | 1,096 |
| | | | | | | 13,463 |
| N | UTAH AVE | W 1ST ST | W 2ND ST | 27 | 321 | 963 |
| S | UTAH AVE | JUNIPER ST | W 1ST ST | 27 | 303 | 909 |
| | | | | | | 1,872 |
| S | FIR AVE | W ALAMEDA ST | W WALNUT ST | 31 | 325 | 1,119 |
| S | FIR AVE | W WALNUT ST | JUNIPER ST | 30 | 317 | 1,057 |
| S | FIR AVE | JUNIPER ST | W 1ST ST | 30 | 300 | 1,000 |
| | | | | | | 3,176 |
| S | CEDAR AVE | CEDAR CIR | JUNIPER ST | 25 | 293 | 814 |
| S | CEDAR AVE | JUNIPER ST | W 1ST ST | 28 | 284 | 884 |
| N | CEDAR AVE | W 1ST ST | W 2ND ST | 27 | 332 | 996 |
| | | | | | | 2,693 |
| | CEDAR CIR | W ALAMEDA ST | S CEDAR AVE | 27 | 458 | 1,374 |
| | CEDAR CIR | S CEDAR AVE | W ALAMEDA ST | 27 | 522 | 1,566 |
| | | | | | | 2,940 |
| W | TILDEN ST | S UTAH AVE | S WYOMING AVE | 28 | 668 | 2,078 |
| | | | | | | 2,078 |
| S | UTAH AVE | W HENDRICKS ST | W TILDEN ST | 33 | 340 | 1,247 |
| S | UTAH AVE | TILDEN ST | ALAMEDA ST | 32 | 345 | 1,227 |
| | | | | | | 2,473 |
| | PARKVIEW AVE | W HENDRICKS ST | W ALAMEDA ST | 27 | 685 | 2,055 |
| | | | | | | 2,055 |
| | CYPRESS AVE | W BLAND ST | W HENDRICKS ST | 26 | 670 | 1,936 |
| | CYPRESS AVE | W HENDRICKS ST | W ALAMEDA ST | 29 | 691 | 2,227 |
| | | | | | | 4,162 |
| S | FIR AVE | W BLAND ST | W HENDRICKS ST | 30 | 671 | 2,237 |
| S | FIR AVE | W HENDRICKS ST | W ALAMEDA ST | 29 | 690 | 2,223 |
| | | | | | | 4,460 |
| S | SPRUCE AVE | W BLAND ST | W HENDRICKS ST | 26 | 671 | 1,938 |
| S | SPRUCE AVE | W HENDRICKS ST | W ALAMEDA ST | 26 | 686 | 1,982 |
| | | | | | | 3,920 |
| | JAFFA ST | S SUNSET AVE | S PRINCETON DR | 33 | 356 | 1,305 |
| | JAFFA ST | S PRINCETON DR | S PURDUE DR | 34 | 297 | 1,122 |
| | JAFFA ST | S PURDUE DR | RADCLIFFE DR | 33 | 284 | 1,041 |
| | JAFFA ST | RADCLIFFE DR | VASSAR DR | 33 | 284 | 1,041 |
| | JAFFA ST | VASSAR DR | S UNION AVE | 33 | 317 | 1,162 |
| | JAFFA ST | S UNION AVE | S WASHINGTON AVE | 32 | 1,215 | 4,320 |
| | JAFFA ST | S WASHINGTON AVE | S EAST FRUITLAND DR | 34 | 435 | 1,643 |
| | JAFFA ST | S EAST FRUITLAND DR | LARGO DR | 34 | 261 | 986 |

# FY 2026 Hot Recycle Dustrol Inc.

| | | | | | | |
|---|---|---|---|---|---|---|
| | JAFFA ST | LARGO DR | EMERALD DR | 33 | 268 | 983 |
| | JAFFA ST | EMERALD DR | S LEA AVE | 33 | 282 | 1,034 |
| | JAFFA ST | S LEA AVE | ONYX DR | 35 | 299 | 1,163 |
| | JAFFA ST | ONYX DR | RUBY DR | 35 | 300 | 1,167 |
| | JAFFA ST | RUBY DR | S MAIN ST | 35 | 972 | 3,780 |
| | | | | | | 20,748 |
| | GAYLE DR | ONYX DR | RUBY DR | 32 | 283 | 1,006 |
| | GAYLE DR | RUBY DR | SAPPHIRE DR | 31 | 244 | 840 |
| | GAYLE DR | SAPPHIRE DR | SAPPHIRE DR | 35 | 286 | 1,112 |
| | GAYLE DR | SAPPHIRE DR | S MAIN ST | 41 | 410 | 1,868 |
| | | | | | | 4,827 |
| | | | | | | |
| | | | | **Total** | **SY** | **94,079** |

| | | | |
|---|---|---|---|
| **Last Updated 8/8/2025** | **Total** | **187,823** | **SY** |

| **Alternative Streets if funds are available** | | | | | | |
|---|---|---|---|---|---|---|
| **Direction** | **Street** | **From** | **To** | **Width** | **Length** | **Total Sy** |
| | | | | | | |
| | GAYLE DR | S SUNSET AVE | CORNELL DR | 33 | 303 | 1,111 |
| | GAYLE DR | CORNELL DR | W BAYLOR DR | 33 | 905 | 3,318 |
| | GAYLE DR | W BAYLOR DR | S UNION AVE | 33 | 326 | 1,195 |
| | GAYLE DR | S UNION AVE | PALOMAR DR | 34 | 330 | 1,247 |
| | GAYLE DR | PALOMAR DR | PALOMAR PL | 34 | 359 | 1,356 |
| | GAYLE DR | PALOMAR PL | S WASHINGTON AVE | 35 | 526 | 2,046 |
| | GAYLE DR | S WASHINGTON AVE | TOPAZ DR | 33 | 471 | 1,727 |
| | GAYLE DR | TOPAZ DR | EMERALD DR | 33 | 274 | 1,005 |
| | GAYLE DR | EMERALD DR | S LEA AVE | 33 | 278 | 1,019 |
| | GAYLE DR | S LEA AVE | S KENTUCKY AVE | 34 | 290 | 1,096 |
| | GAYLE DR | S KENTUCKY AVE | ONYX DR | 34 | 262 | 990 |
| | | | | | | |
| | | | **Total** | | **SY** | **16,109** |

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 6.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Requesting ratification of PO #22600725 to Holloway Construction in the amount of $75,690.12 for construction of the monument entry sign to the National Champion Air Races. (Rogers)

- Funding Source -- 51004334-817508 State Tourism Grant

## BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO #22600725 to Holloway Construction for the monument entry sign for the National Champion Air Races. Construction of the sign was procured through TIPS contract # 241001 and the purchase was funded through the State Tourism Grant. The main entry to the Air Races is located next to the Fuel Farm, outside the AOA, and the large structure will clearly designate entry to the event for patrons. We currently anticipate completion prior to the Air Races.

## FINANCIAL CONSIDERATION:
510034334-817508 State Tourism Grant

## LEGAL REVIEW:
Not applicable for this agenda item.

## BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item

## STAFF RECOMMENDATION:
Staff recommends approval.

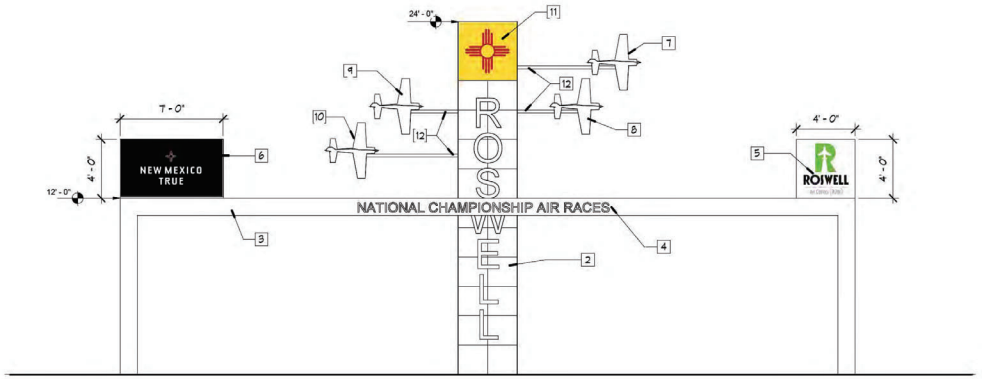
### Attachments
Main Entry A-101
Proposal

## GENERAL NOTES

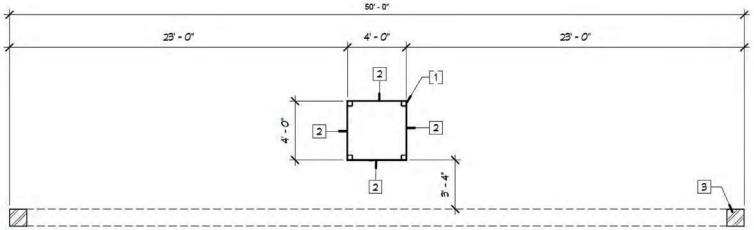
A. COORDINATE INSTALLATION LOCATION WITH CIVIL DRAWINGS.
B. SIGNAGE SHALL BE PROVIDED AND INSTALLED BY SIGNAGE COMPANY SELECTED BY THE CITY OF ROSWELL UNDER SEPARATE CONTRACT.
C. SIGNAGE GRAPHICS SHALL BE THE RESPONSIBILITY OF THE CITY OF ROSWELL AND COORDINATED WITH THE SIGNAGE PROVIDER.

## KEYED NOTES

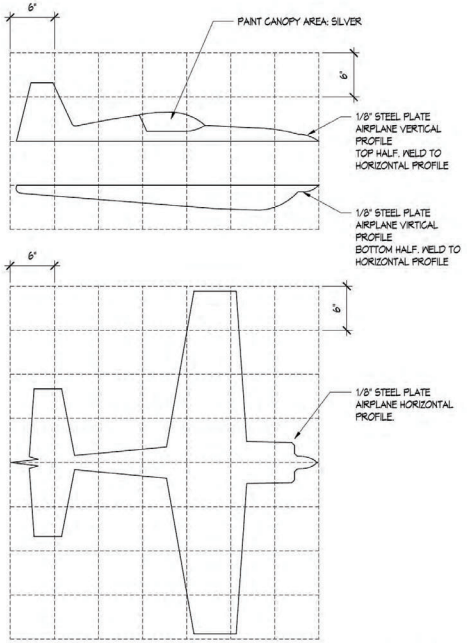
1 PYLON STRUCTURE - REFER TO STRUCTURAL DRAWINGS - PAINT WHITE
2 ALUMINUM PANEL WITH GRAPHIC WRAP BY SIGNAGE PROVIDED
3 14"X14" STEEL TUBE FRAME - PAINTED WHITE
4 SIGNAGE WRAP PROVIDED BY SIGNAGE PROVIDER
5 ALUMINUM PANEL ROSWELL SIGNAGE BY SIGN PROVIDER
6 ALUMINUM PANEL NM TRUE SIGNAGE BY SIGN PROVIDER
7 GUY STEEL AIRCRAFT - PAINT: BLUE - REFER TO STRUCTURAL DRAWINGS FOR ATTACHMENT
8 GUY STEEL AIRCRAFT - PAINT YELLOW - REFER TO STRUCTURAL DRAWINGS FOR ATTACHMENT
9 GUY STEEL AIRCRAFT - PAINT: RED - REFER TO STRUCTURAL DRAWINGS FOR ATTACHMENT
10 GUY STEEL AIRCRAFT - PAINT: LIME GREEN - REFER TO STRUCTURAL DRAWINGS FOR ATTACHMENT
11 NEW MEXICO ZIA ( RED) OVER YELLOW BASE
12 AIRCRAFT SUPPORT TUBE - REFER TO STRUCTURAL DRAWINGS - PAINT SKY BLUE




ENTRANCE ELEVATION 1
Scale: 1/4" = 1'-0"
0 2'-0" 4'-0" 8'-0"
SCALE: 1/4" = 1'-0"




MAIN ENTRANCE FLOOR PLAN 3
Scale: 1/4" = 1'-0"
0 2'-0" 4'-0" 8'-0"
SCALE: 1/4" = 1'-0"




PLANE PROFILES 2
Scale:1 1/2" = 1'-0"
0 4" 8" 1'-4"
SCALE: 1 1/2" = 1'-0"


MOLZENCORBIN
2701 Miles Road SE
Albuquerque, New Mexico 87106
505 242 5700 office
505 242 0673 fax
MolzenCorbin.com



NOTICE OF EXTENDED PAYMENT PROVISION.
THIS CONTRACT ALLOWS THE OWNER TO MAKE PAYMENT WITHIN 45 DAYS AFTER SUBMISSION OF AN UNDISPUTED REQUEST FOR PAYMENT


NUMERIC SCALE CONFIRMATION

DRAWINGS ARE DEPICTED AT INTENDED NUMERIC SCALES IF THIS BAR EQUALS ONE INCH

| REV NO | REV DATE | DESCRIPTION |
|---|---|---|
| | | ROS241-15 |

PROJECT NUMBER:
DESIGNED BY: VP
DRAWN BY: VP
CHECKED BY: VP
PE/RE DESIGN PROFESSIONAL: JOHN Q. PATE, PM
PROJECT DATE: AUG 2025

SIGN PLAN AND ELEVATION

NATIONAL CHAMPIONSHIPAIR RACES MONUMENT GATE
CITY OF ROSWELL AVIATION DEPARTMENT (ROW)
1 JERRY SMITH CIRCLE, ROSWELL, NEW MEXICO 88203

A-101
SHEET OF


©COPYRIGHT


7/31/2025 3:40:18 PM I:\ROSWELL\ROS241-15 ENTRY GATE\DWGS\ARCH-BPXX.rvt

HOLLOWAY
CONSTRUCTION CO.
575-622-6808
LIC. 12040 P.O. BOX 1571 ROSWELL, N.M.

# Proposal

| | | | |
|---|---|---|---|
| Project: | Foundation, erection and take down of Home Pylon | Architect: | Joel Smith |
| Owner: | City of Roswell | Date of Plans: | 7/7/2025 |
| Date: | July, 24 2025 | | |

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

**Included in this bid is the following:**

Equipment and labor to dig and pour foundation for entrance sign and tower as designed from attached drawings
Fabrication of tower as designed from atttached drawings
Erect tower and sign structure
City of Roswell to provide escort while inside the fenced in area of RIAC.
City of Roswell to provide locates and exact location of foundations
Price does not include paint of any kind
***Price is good until July 30th 2025. Must have PO in hand no later than Wednesday July 30th to make deadline for air race.***

***NOTE :***

***Subject to availability of 14 x 14 tube steel. When checked on July 21 very limited supply of material was available from supplier. If material is no longer available we have no time line of when it will be available again.***

Owner represents that it is not aware of any hazardous materials or substances in the work area, including, without limitation, asbestos and polychlorinated biphenyl, lead paint. If Contractor encounters, or in good faith believes that it has encountered, hazardous materials or substances, Contractor may stop work and remove its employees from the affected area(s) until the nature of the materials or substances has been determined, and, if necessary, removed or rendered harmless. Contractor has no duty to investigate or discover hazardous materials and is not responsible for hazardous materials unless brought onto the Property by the Contractor. To the fullest extent permitted by law, Owner will indemnify, hold harmless, and defend Contractor from any claims arising out of or relating to hazardous materials and substances.

We hereby propose to complete the work as described above for the sum of:

**Thirty five thousand seven hundred sixty dollars and thirty two cents**

| | | |
|---|---|---|
| **Sub-Total:** | **$** | **69,216.00** |
| **8.2708% NMGRT:** | **$** | **5,724.72** |
| **Bond:** | **$** | **749.40** |
| | **$** | **75,690.12** |

Payment to be made as follows:

***Upon Completion***

**** Price includes applicable Gross Receipts Tax. Current tax rate will be used at time of billing.***

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra cost will be executed only upon written orders, and will become an extra charge over and above the bid. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Builders Risk Insurance and/or any other necessary insurance. Holloway Construction workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Jason Holloway

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Holloway Construction will provide standard Contract.

Owner Signature _____

Date of Acceptance _____

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 7.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider PO requisition for FY26 Nova Chip Pavement Maintenance operations. PO of up to $266,221.82 to Brasier Asphalt Inc. utilizing statewide price agreement 30-80500-23-17019. (MacCornack)

## BACKGROUND:
Initiated by: James MacCornack

Streets budget includes $2,300,000 for pavement maintenance activities. It is proposed to utilize up to $266,221.82 to perform Nova Chip activity on E. Brasher St. from US 285 to S. Main St. The street was selected based on visual review and address some areas that were damaged by flooding in October 2024.

Proposed street list is attached.

## FINANCIAL CONSIDERATION:
Current available FY26 approved budget is $2,300,000 for pavement maintenance activities.

## LEGAL REVIEW:
Not Applicable for this agenda item.

## BOARD AND COMMITTEE ACTION:
Infrastructure meeting on 8/18/2025 voted(5-0) to recommend the consideration of PO requisition for FY26 Nova Chip Pavement Maintenance operations. PO of up to $266,221.82 to Brasier Asphalt Inc. utilizing statewide price agreement 30-80500-23-17019, to September 2025 Finance Committee with recommendation to place on the consent agenda.

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

Quote for Brasier Asphalt Inc.
State Price Agreement

BRASIER ASPHALT INC.

**Plant Mix Wearing Course Overlay Estimate**

**City of Roswell (E. Brasher Street to US 285 and US 285 to S. Main Street)**
**Date: July 28, 2025**

PRICE AGREEMENT NUMBER: 30 80500 23 17019 April 28, 2023 - April 27, 2026

*Note: Change any item in the Project Specifications Section to see Effects on Total Costs

## Project Specifications

(Only change these Specification numbers)

| | | |
|---|---|---|
| **Total miles to be overlaid** | **1** | miles |
| **Width** | **28** | feet |
| | **$ -** | |
| | | |
| **Hours/day of traffic control** | **13** | hours |
| | | |
| **Minimum Lbs. per square yard** | **110** | lbs/sq.yd |
| **PME Shot Rate** | **0.15** | Gal/sq.yd |
| **Mobilization miles** | **210** | |
| | | |
| **Gravel Haul Distance** | **0** | |

| | |
|---|---|
| **Estimated Asphalt %** | **5.4** |

## Project Totals

| | | |
|---|---|---|
| **Total Sq.Yds Required for Project** | | **16,427** |
| **Total Tons needed based on lbs./sq.yd** | | **903** |
| | | |
| **Striping:** | | |
| **Total linear feet to stripe** | | **-** |
| | | |
| **Total tabs (temporary- 40 foot spacing)** | | **132** |
| | | |
| **Traffic Control** | | |
| Estimated tons per day- laid | 800 | |
| Estimated days based on production | 1 | |
| TC Hours | 14.68 | |
| Arrow Board | 14.68 | |
| | | |
| **PME (polymer modified emulsion)** | | |
| Total Gallons | | **2,464** |

| | |
|---|---|
| | **SY** |
| **Approach and Departure Milling** | **750.00** |

**This Estimate will Change up or down depending on field conditions!**

**Purchase Order Quantities**

| Item Description | Bid Item No. | Unit of Measure | Cost per Unit | Quantites | Total |
|---|---|---|---|---|---|
| PMWC 1/2">1 to 3,800Tons | 004 | Tons | $ 65.00 | 903 | $ 58,725.33 |
| Hauling of PMWC | 020 | Hour | $ 125.00 | 130 | $ 16,250.00 |
| Cold Milling | 024 | SY-IN | $ 1.20 | - | $ - |
| Nova Chip Laydown > 1 to | 010 | S.Y. | $ 3.65 | 16,427 | $ 59,957.33 |
| PME | 017 | Ton | $ 735.00 | 10.3 | $ 7,533.93 |
| Reflectorized Painted Marki | 035 | L. F. | $ 0.31 | 0 | $ - |
| Urban Traffic Control | 027 | Hour | $ 360.00 | 15 | $ 5,285.28 |
| Temporary cente | 034 | Each | $ 1.20 | 132 | $ 158.40 |
| Hauling of Dry Aggregate to | 018 | Ton-Mile | $ 0.48 | 0 | $ - |
| PG 70-28+ | 014 | Ton | $ 840.00 | 49 | $ 40,981.25 |
| Flagging 2 | 029 | Hour | $ 95.00 | - | $ - |
| Mobilization | 026 | Mile | $ 270.00 | 210 | $ 56,700.00 |
| Sequential Arrow Board | 038 | Hour | $ 20.00 | 15 | $ 293.63 |
| Message Board X2 | 039 | Hour | $ 30.00 | - | $ - |
| Total Project Cost | | | | | $ 245,885.15 |
| GRT - City of Roswell - Chaves County | | | 0.082708 | | $ 20,336.67 |
| Total | | | | | $ 266,221.82 |

Docusign Envelope ID: CF106ACB-F49E-4C30-892A-37F33AC01DF5



# State of New Mexico
# General Services Department
# Purchasing Division

## Price Agreement Amendment

| |
|---|
| **Awarded Vendor:**<br>**2 Vendors awarded** |

Number: **30-80500-23-17019**

Amendment No.: **Two**

Term: **April 28, 2023 – April 27, 2026**

| |
|---|
| **Ship To:**<br>**New Mexico Department of Transportation**<br>**Various Locations** |
| **Invoice:**<br>**New Mexico Department of Transportation**<br>**Various Locations** |
| **For questions regarding this contract please contact:**<br>**Manuel Lopez (505) 690-6566** |

Procurement Specialist: **Karen Wisdom** kw

Telephone No.: **(505) 900-9912**

Email: **karen.wisdom@gsd.nm.gov**

Title: **Plant Mix Wearing Course Overlay**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 28, 2025 to April 27, 2026 at the same price, terms and conditions.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Dorothy Mendonca

Date: 3/26/2025

Dorothy Mendonca
New Mexico State Purchasing Agent



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# State of New Mexico
# General Services Department
# Purchasing Division

## Price Agreement Amendment

| |
|---|
| **Awarded Vendor:**<br>**2 Vendors awarded** |

Number: **30-80500-23-17019**

Amendment No.: **One**

Term: **April 28, 2023 – April 27, 2025**

| |
|---|
| **Ship To:**<br>**New Mexico Department of Transportation**<br>**Various Locations** |
| **Invoice:**<br>**New Mexico Department of Transportation**<br>**Various Locations** |
| **For questions regarding this contract please contact:**<br>**Angela Martinez- (505) 570-7940** |

Procurement Specialist: **Susan Inman**

Telephone No.: **(505) 795-5551**

Email: **susan.inman@gsd.nm.gov**

Title: **Plant Mix Wearing Course Overlay**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from April 28, 2024 to April 27, 2025 at the same price, terms and conditions.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

Natalie Martinez

Date: 12/29/2023

Dorothy Mendonca
New Mexico State Purchasing Agent

X **This Amendment was signed on behalf of the State Purchasing Agent**



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# State of New Mexico
# General Services Department

## Price Agreement

**Awarded Vendor:**
**2 Vendors (See page 6)**

**Ship To:**
**New Mexico Department of Transportation**
**Various Locations**

**Invoice:**
**New Mexico Department of Transportation**
**Various Locations**

**For questions regarding this agreement please contact:**
**Angela Martinez – (505) 570-7940**

Price Agreement Number: **30-80500-23-17019**

Payment Terms: **Net 30**

F.O.B.: **Destination**

Delivery: **See page 6**

Procurement Specialist: **Susan Inman** SI

Telephone No.: **(505) 795-5551**

Email: **susan.inman@gsd.nm.gov**

Title: **Plant Mix Wearing Course Overlay**

Term: **April 28, 2023 through April 27, 2024**

**This Price Agreement is made subject to the "terms and conditions" as indicated on subsequent pages.**

**Accepted for the State of New Mexico**

Valerie Paulk
Dorothy Mendonca
New Mexico State Purchasing Agent

Date: 4/28/2023

x **This Agreement was signed on behalf of the State Purchasing Agent**



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## Terms and Conditions

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.

2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. **Assignment:**

a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.

b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.

6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.

7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.

8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**

9. **Taxes:** The unit price shall exclude all state taxes.

10. **Packing, Shipping and Invoicing:**

a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.

b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.

c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.

11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of

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subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

12. **Non-Collusion:** In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

13. **Nondiscrimination:** Vendor doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

14. **The Procurement Code:** Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

15. **Items:** All bid items are to be NEW and of most current production, unless otherwise specified.

16. **Payment for Purchases:** Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

17. **Workers' Compensation:** The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

18. **Submission of Bid:** Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. **Contractor Personnel**: Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

20. **Subcontracting:** The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

21. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

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## New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds $250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: https://bewellnm.com.

D. For purposes of this Paragraph, the following terms have the following meanings:

(1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and

*(2)* "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

## Department Price Agreement

**Article I – Statement of Work**
Under the terms and conditions of this Price Agreement, the using agency may issue orders for items and/or services described herein.

The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be listed under Article IX – Price Schedule. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by either the New Mexico State Purchasing Agent or the user that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order issued.

**Article II –Term**
The term of this Price Agreement for issuance of orders shall be as indicated in specifications.

**Article III –Specifications**
Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX - Price Schedule. Orders issued against this schedule will show the applicable price agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

**Article IV – Shipping and Billing Instructions**
Contractor shall ship in accordance with the instructions of this form. Shipment shall be made only against specific orders which the user may place with the contractor during the term indicated in Article II – Term. The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item. Delivery shall be made as indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent must be notified.

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**Article V - Termination**
The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

**Article VI – Amendment**
This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided for in the bid and price agreement specifications.

**Article VII – Issuance or Orders**
Only written signed orders are valid under this Price Agreement.

**Article VIII – Packing (if applicable)**
Packing shall be in conformance with standard commercial practices.

**Article IX – Price Schedule**
Prices as listed in the price schedule hereto attached are firm.

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**Awarded Vendors:**

**(AA) 0000045365**
**Brasier Asphalt, Inc.**
**PO Box 19095**
**Albuquerque, NM 87119**
**(505) 873-1322**
**joejrm@bainc.biz**

**Delivery: As Requested**

**(AB) 0000046616**
**Highland Enterprises Inc.**
**PO Box 2409**
**Las Cruces, NM 88004**
**(575) 524-3551**
**hei@highlandnm.com**

**Delivery: 645 S. Comp0ress Road, Las Cruces NM 88005**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 8.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Discussion and recommendation of approval of a Lease Agreement with P.T. Productions, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N Kentucky, Roswell, NM 88203. (Verciglio)

## BACKGROUND:
Initiated by: Todd Verciglio

This request is to consider recommending approval for the City of Roswell to enter into a Lease Agreement with P.T. Productions Inc. The office space is needed to house the 6 departments that make up Community Development.

## FINANCIAL CONSIDERATION:
Minimum rent of Seven Thousand Six Hundred Seventy Dollars ($7,670.00) per month. The monthly rental amount is calculated as follows: $11.00 per square foot X 8,368 square feet = $92,048.00 per year.

## LEGAL REVIEW:
The City Attorney has reviewed the lease agreement.

## BOARD AND COMMITTEE ACTION:
The Legal Committee was the first to consider this lease agreement on 8/21/2025 with a vote of 5-0.

## STAFF RECOMMENDATION:
Please consider approving this item and send it to the full City Council for the lease agreement between the City of Roswell and P.T. Productions Inc.

## Attachments
400 W 2nd St. Lease

# LEASE AGREEMENT

**LEASE AGREEMENT** made this _____day of September, 2025, between **P.T Productions, Inc a New Mexico Corporation,** whose address is P.O. Box 344, Roswell, NM 88202, hereinafter referred to as **LESSOR**, and **City of Roswell,** whose address 425 North Richardson, Roswell, NM 88201, hereinafter referred to as **LESSEE**.

Lessor does hereby lease unto Lessee the following described real estate in Roswell, Chaves County, New Mexico:

## Commercial Office Building

**400-402-404 West Second Street**
**and**
**106 North Kentucky**
**Roswell, New Mexico**

The lease term shall be for a period of Sixty (60) months, commencing 1 October 2025 and terminating 30 September 2030.

In consideration of said demise the Lessee covenants:

**1.** To pay to Lessor as rent for the leased premises:

a**.** Minimum rent of Seven Thousand Six Hundred Seventy Dollars (**$ 7,670.00** ) per month. First month's rent shall be paid upon execution of lease. Monthly rental amount calculated as follows:

**$ 11.00 per square foot x 8,368 square feet =**

**$ 92,048.00 per year**

b. All rental payments shall be paid to Lessor at P.O. Box 344, Roswell, NM 88202, or at such other place or address as the Lessor shall from time to time, by written notice given to Lessee, appoint. Upon the first day of each month upon commencement, Lessee shall be subject to a $100.00 late charge for rental payments made past the 20th of the month.

**2.** Lessee will use and occupy the leased premises as City of Roswell Community Development Services and for no other use or legal purpose and will at its own expense keep the leased premises in good and suitable repair and condition during the term and any extensions thereof. Lessee shall provide facia signage and be allowed use of the pole sign on southwest corner of property. The vacant lot commonly described as 106 N. Kentucky is a portion of the existing parking lot of the leased premises and shall be included in this agreement.

**3.** No representations, except such as are contained herein or endorsed hereon, have been made to the Lessee respecting the condition of the leased premises. The taking possession of leased

premises by the Lessee shall be conclusive evidence as against the Lessor that said premises were in "as is" condition when possession of the same was so taken; and the Lessee will, at the termination of this lease, by lapse of time or otherwise, return said premises to the Lessor in as good condition as when received, loss by fire and ordinary wear and tear excepted.

**4.** Subject to first obtaining Lessor's written consent, which consent shall not be unreasonably withheld, Lessee may sublet the leased premises.

**5.** Lessee may, at its sole expense, make such alterations and improvements to the leased premises as shall reasonably be necessary for its proper use of the leased premises, provided that the written approval of Lessor shall first be obtained (which approval shall not be unreasonably withheld), and that such improvements and alterations are done in a good and workmanlike manner in keeping with all building codes and regulations and in such manner as not to harm the structure of the leased premises. Lessee at its sole expense, if requested, shall at the termination of this lease for any reason restore the leased premises to the original condition and repair any damage to the premises resulting from the making of such alterations and improvements as may have been made by Lessee. Any such alterations and improvements which remain upon the leased premises at the termination of the lease, and which has not been removed at the request of Lessor, shall be and become Lessor 's property without compensation to the Lessee. Any remodeling done by Lessee with Lessor's consent shall be made pursuant to plans and specifications covering such work which have been approved in writing by Lessor, which approval shall not be unreasonably withheld.

**6.** At all time during the term of this lease and any extensions thereof, Lessee, at its sole cost and expense, shall provide and keep in force with responsible insurance companies satisfactory to Lessor public liability insurance covering the leased premises and the business conducted by Lessee or any subtenant therein with limits of liability not less than $500,000.00 for each person, $1,000,000.00 for each accident or occurrence for bodily injury and
$500, 000.00 property damage. Said policy of insurance shall be obtained by Lessee and shall be subject to Lessor's approval as to the face amount and content, shall name Lessor and Lessee as co-insurers and each policy shall provide that it may not be canceled by the insurer without at least ten (10) days prior written notice to Lessor. A certificate of said insurance shall be delivered to Lessor not later than the commencement date of this lease and Certificates of Renewal of such insurance shall be delivered to Lessor prior to the expiration of any such policy. Lessor shall carry hazard insurance on the improvements located on the leased premises for their sole benefit and protection and any insurance desired by Lessee on the contents which belong to Lessee in the leased premises shall be obtained by Lessee at its sole cost and expense. Lessee shall reimburse Lessor for hazard insurance coverage.

**7.** The Lessor shall keep the roof, outer walls, plumbing, electrical, heating and cooling systems in good condition and repair. Lessee shall maintain the leased premises in as good condition as when received, loss by fire, ordinary wear and tear and act of nature excepted.

**8.** Lessor shall not be liable for any damage either to person or property sustained by Lessee or by other persons on account of the building or any part thereof, or any appurtenances thereof, becoming out of repair, or due to the happenings of any accident in or about said building, or due to any act or neglect of any subtenant or occupants of said building or of any other person. This

provision shall apply especially (but not exclusively) to damage caused by water, snow, frost, steam, sewerage, sewer gas or odors, or by the bursting or leaking of pipes or plumbing works or electrical. If any such damage shall be caused by any act or neglect of the Lessee, Lessee shall repair such damage at Lessee's expense. All personal property upon the leased premises shall be at the risk of the Lessee only and the Lessor shall not be liable for any damage thereto or theft thereof.

**9.** In case Lessee shall vacate said premises or abandon the same during the life of this lease, or in case the Lessee shall make default in the payment of the rent hereby reserved or shall make in any of the covenants herein contained to be kept, observed and performed by the Lessee, Lessor may at its option, enter into said premises, remove the Lessee's property therefrom and relet the same for the account of the Lessee for such rent and upon such terms as shall reasonably be obtainable, without such reentry working a forfeiture of the rents to be paid and the covenants to be performed by the Lessee during the term of this lease and any valid extensions thereof; and for the purposes of such reletting the Lessor is authorized to make any repairs, changes, alterations, or additions on or to the leased premises that may be necessary or convenient to make the premises tenantable, and, if a sufficient sum shall not be realized from such reletting, after paying all the costs and expenses of such repair, changes, alterations or additions and the expenses of such repairs, changes, alterations or additions and the expense of such reletting to satisfy the rent owing from the Lessee, then the Lessee will satisfy and pay such deficiency promptly upon demand.

**10.** Lessee shall pay all electric, gas, water, sewer, trash collection, internet service, security system including video surveillance, cable television and telephone bills which are charged against the leased premises. In case Lessee shall not pay the same when due and payable, the Lessor may pay the same and the amount so paid is hereby declared to be so much additional rent and shall be due and payable to the Lessor from the Lessee forthwith. Lessee shall be responsible for the for all janitorial services and groundskeeping, including removal of leaves, weeds and debris on the property. Any required tree trimming shall be the responsibility of the Lessor.

**11.** No waiver of any condition expressed in this lease shall be implied by any neglect of the Lessor to declare a forfeiture or take any other action on account of the violation of such condition if such violation be continued or repeated subsequently, and no express waiver shall affect any condition other than the one specified in such waiver, and that one only for the time and in the manner specifically stated. If Lessor shall not take action of any kind upon any failure of the Lessee to pay any installment of rent when due, such forbearance or failure or neglect to take prompt action shall not be construed as a waiver by the Lessor of any right reserved to the Lessor herein, but Lessor shall have the right at any time and all times thereafter to enforce a prompt and strict compliance with acts of forbearance or failure to insist upon a prompt or strict compliance with any of the terms, covenants and conditions of the lease.

**12.** Lessor represent to Lessee that Lessor has good and merchantable title to the leased premises, subject only to any mortgages of public record, restrictions of record, ad valorem taxes not delinquent, zoning ordinances of the City of Roswell and easements of record and apparent. The representations by Lessor set forth above in this paragraph shall be true and correct upon the date the lease term commences.

**13.** Lessee shall not cause or permit any hazardous material to be brought upon, kept, or used in or about the premises by Lessee, its agents, employees, contractors, or invitee's, except for such hazardous materials as is necessary or useful to Lessee's business.

**a.** Any hazardous material permitted on the above premises as provided in the paragraph 15 above, and all containers therefore, shall be used, kept, stored and disposed of in a manner that complies with all federal, state, and local laws or regulations applicable to such hazardous material.

**b.** Lessee shall not release, discharge, leak, or emit, or permit to be released, discharged, leaked or emitted, any material into the atmosphere, ground, sewer system, or any body of water, if that material (as is reasonably determined by the Lessor, or any governmental authority) does or may pollute or contaminate the same, or may adversely affect (1) the health, welfare, or safety of persons, whether located on the premises or elsewhere, or (2) the condition, use or enjoyment of the building or any other real or personal property.

**c.** As used herein, the term "hazardous material" means (1) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976, as amended from time to time, and regulations promulgated thereunder,
(2) any "hazardous substance" as defined by the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, from time to time, and regulations promulgated thereunder, (3) any oil, petroleum products, and their byproducts, and (4) any substance that is or becomes regulated by any federal, state, or local governmental authority.

**d.** Lessee hereby agrees that it shall be fully liable for all costs and expenses related to the use, storage and disposal of hazardous material on the premises by the Lessee, and the Lessee shall give immediate notice to Lessor of any violation of the provisions of subparagraph b, above. Lessee shall defend, indemnify, and hold harmless Lessor and its Agents, from and against any claims, demands, penalties, fines, liability, settlements, damages, costs, or expenses (including, without limitation, attorney's and consultant's fees, court costs, and litigation expenses) of whatever kind or nature, known or unknown, contingent or otherwise, arising out of its use, storage, or occupancy of premises, or in any way related to (1) the presence, disposal, release, or threatened release of any such hazardous material that is on, from, or affecting the soil, water, vegetation, buildings, personal property, persons, animals, or otherwise caused by Lessee's use or occupancy; (2) any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to that hazardous material caused by Lessee's use or occupancy; (3) any lawsuit brought or threatened, settlement reached or government investigation, order or related action to that hazardous material caused by Lessee's use or occupancy; (4) any violation of any laws applicable thereto caused by Lessee's use or occupancy. Lessor shall save Lessee harmless and indemnified against hazardous material existing at the commencement of the lease to the same extent as set forth in the indemnity by Lessee. The provisions of this subparagraph (d) shall be in addition to any other obligation and liabilities which either party may have to the other at law or equity and shall survive the transaction contemplated herein and shall survive the transaction contemplated herein and shall survive the termination of this lease.

**14.** Neither this lease, nor any interest therein nor any estate thereby created shall pass to any trustee or receiver or assignee for the benefit of creditors or otherwise by operation of law.

**a.** In the event the estate created hereby shall be taken in execution or by other process of law, or if Lessee shall be adjudicated insolvent or bankrupt pursuant to the provisions of any state or federal insolvency or bankruptcy act, or if a receiver or trustee of the property of Lessee shall be appointed by reason of Lessee's insolvency or inability to pay its debts, or if any assignments shall be made of Lessee's property for the benefit of creditors, then and in any of such events, Lessor may at its option terminate this lease and all rights of Lessee hereunder, by giving to Lessee notice in writing of the election of Lessor to so terminate.

**b.** Lessor shall not cause or give cause for the institution of legal proceedings seeking to have Lessee adjudicated bankrupt, reorganized or rearranged under the bankruptcy laws of the United States, and shall not cause or give cause for the appointment of a trustee or receiver for Lessee's assets, and shall not make assignment for the benefit of creditors, or become or be adjudicated insolvent. The allowance of any petition under the bankruptcy law, or the appointment of a trustee or receiver of Lessee or its assets, shall be conclusive evidence that Lessee caused, or gave cause therefore, unless such allowance of the petition, or the appointment of a trustee or receiver, is vacant within thirty (30) working days after such allowance or appointment. Any act described in this subparagraph shall be deemed a material breach of Lessee's obligation hereunder, and upon such breach by Lessee, Lessor may at its option and in addition to any other remedy available to Lessor terminate this lease and all rights of Lessee hereunder, by giving the Lessee notice in writing of the election of Lessor to so terminate.

**15.** If either Lessor or Lessee shall default in the performance of any provision, covenant or condition on the part to be performed under this lease by the defaulting party, the other party may, at its option, perform the same for the account of and at the expense of the other. If either party at any time shall be compelled to pay or elects to pay any sum or to do any act which requires the payment of any sum of money by reason to of the failure of the other party to comply with any provisions of this lease or other legal obligation, the sum so paid or incurred by such party with legal interest and costs shall be immediately due from and paid by the party.

**16.** All notices given by Lessor to Lessee may be mailed or delivered to Lessee at 425 N. Richardson, Roswell, NM 88201, or at such other address as may be specified in writing from time to time by Lessee. All notices given by Lessee to Lessor shall be delivered or mailed to Lessor at P.O. Box 344, Roswell, New Mexico 88202 or at such other P.O. Box or mailing address as may be specified in writing from time to time.

**17.** Lessee shall make any and all additional modifications to the existing building at their own expense.

**18**. Prior to occupancy, Lessor agrees to:

a. Paint the interior walls of premises.
b. Repair or replace exterior door locks as needed.

c. Replace damaged parquet tile flooring in space adjacent to courtyard.
d. Inspect HVAC, roof, plumbing and electrical systems and repair as needed.
e. Coordinate with City of Roswell Fire Department to satisfy occupancy requirements.

**19**. Lease acceptance is subject to and contingent upon approval by Rowell City Council.

**20**. Non-Appropriation - Nothing else herein, withstanding the terms of this Agreement, is contingent upon sufficient appropriations and authorization being made by the Roswell City Council for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the City Council, the City may immediately terminate this Agreement by giving P.T. Productions, Inc. written notice of such termination. The City's decision as to whether sufficient appropriations are available shall be accepted by Lessor and shall be final. Lessor hereby waives any rights to assert an impairment of contract claim against the City in the event of immediate or Early Termination of this Agreement by the City.

**IN WITNESS WHEREOF, Lessor and Lessee have caused this instrument to be executed this _____ day of September 2025.**

**LESSEE:** **LESSOR:**

**City Of Roswell** **P. T. Productions, Inc**

_____ **By: _____**
**Paul Taylor, III President**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 9.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider recommending authorization to issue a PO to Priority Dispatch in the amount of $64,420.00 to cover all maintenance, license renewals, services, and support for the structured call-taking protocols used by dispatch for FY26. (Best)

- Funding Source -- This item will be funded using the Employee Training account # 1101-4656-585901.

## BACKGROUND:
Initiated by: Teri Best Priority

Dispatch provides initial certification, continuing education, and re-certification for the emergency dispatchers of PVRCC. They also provide the call-taking software, licenses, and maintenance for 911 services. Previously, each discipline (Fire, Law Enforcement, and Medical) and service was billed separately. By combining the services into one invoice, it will lower the amount of overall services by a percentage.

## FINANCIAL CONSIDERATION:
Consolidated Dispatch Operating and Personnel costs are reimbursed by Chaves County at 40%.

## LEGAL REVIEW:
No Legal review required at this time.

## BOARD AND COMMITTEE ACTION:
This is the first committee to review.

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

PRIORITY DISPATCH QUOTE#Q-81605

# Quote

# Priority Dispatch Corp.

**110 Regent Street, Suite 500**

**Salt Lake City, UT 84111**
**USA**
**www.prioritydispatch.net**
**Prepared By:** Jon Noel
**Phone:** (800) 363-9127
**Direct:** 385-355-0435
**Email:** jon.noel@prioritydispatch.net

| | |
|---|---|
| **Agency:** | Pecos Valley Regional Communication Center |
| **Agency ID #:** | 11108 |
| **Quote #:** | Q-81605 |
| **Date:** | 8/13/2025 |
| **Offer Valid Through:** | 12/11/2025 |
| **Payment Terms:** | Net 30 |
| **Currency:** | U.S. Dollar |

**Bill To:**
Pecos Valley Regional Communication Center
1 St. Mary's Place
Roswell, New Mexico 88203
United States

**Ship To:**
Pecos Valley Regional Communication Center
1 St. Mary's Place
Roswell, New Mexico 88203
United States

| Product | Discipline | Qty | Amount |
|---|---|---|---|
| **ONE Plan Maintenance Package**<br>**System License Renewal, Services & Support** | Medical;Fire;Police | 1 | **USD 64,420.00** |
| | **Year 1 - ESP, Training, SkillLab, Navigator All-Inclusive TOTAL:** | | USD 64,420.00 |

| Product | Discipline | Qty | Amount |
|---|---|---|---|
| **ONE Plan Maintenance Package**<br>**System License Renewal, Services & Support** | Medical;Fire;Police | 1 | **USD 64,420.00** |
| | **Year 2 - ESP, Training, SkillLab, Navigator All-Inclusive TOTAL:** | | USD 64,420.00 |

| Product | Discipline | Qty | Amount |
|---|---|---|---|
| **ONE Plan Maintenance Package**<br>**System License Renewal, Services & Support** | Medical;Fire;Police | 1 | **USD 64,420.00** |
| | **Year 3 - ESP, Training, SkillLab, Navigator All-Inclusive TOTAL:** | | USD 64,420.00 |

| Product | Discipline | Qty | Amount |
|---|---|---|---|
| **ONE Plan Maintenance Package**<br>**System License Renewal, Services & Support** | Medical;Fire;Police | 1 | **USD 64,420.00** |
| | **Year 4 - ESP, Training, SkillLab, Navigator All-Inclusive TOTAL:** | | USD 64,420.00 |

# Quote

# Priority Dispatch Corp.

| Product | Discipline | Qty | Amount |
|---|---|---|---|
| **ONE Plan Maintenance Package**<br>**System License Renewal, Services & Support** | Medical;Fire;Police | 1 | USD 64,420.00 |
| | **Year 5 - ESP, Training, SkillLab, Navigator All-Inclusive TOTAL:** | | USD 64,420.00 |

| | |
|---|---|
| **Subtotal** | USD 64,420.00 |
| **Total** | USD 64,420.00 |

| | | | |
|---|---|---|---|
| **Customer Signature:** | | **Date:** | |
| **Customer Name:** | | **Purchase Order ID:** | |
| **Expiration Date:** | | | |

## Terms and Conditions

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: https://prioritydispatch.net/licensing/

**"To lead the creation of meaningful change in public safety and health."**

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 10.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider the recommendation of the Eastern New Mexico State Fair Lodgers' Tax Funding Request to the City Council for $20,000 for Sponsorship. (Conyers)

## BACKGROUND:
Initiated by: Tommi Jo Conyers

The Eastern New Mexico State Fair requested Lodgers' Tax funding for their event scheduled September 29 -- October 4, 2025. City Council approved $20,000 on a reimbursement basis to support marketing, sanitation, and security. In addition, ENMSF requested sponsorship of the event. Following a meeting with City Administration, a draft agreement has been negotiated to provide $20,000 in sponsorship, pending approval by the governing body.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security (with the old policy of 50% reimbursement)

- FY2023- Awarded $75,228.63- Expended $24,249.93
- FY2024- Awarded $44,500- Expended $38,908.11
- FY2025- Awarded $47,020- Expended $35,213.10

## FINANCIAL CONSIDERATION:
Funding Source: In the FY26 Adopted Budget line item 26224081 672828.
$20,000 in sponsorship

## LEGAL REVIEW:
The Legal Department has reviewed the sponsorship draft agreement. They will finalize the agreement upon approval by the governing body.

## BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted (5-0) to recommend that the City of Roswell negotiate sponsorship with ENMSF at its July 22, 2025, meeting.
The Finance Committee voted (5-0) to award ENMSF $20,000 for marketing, sanitation, and security, and to open negotiations with the City of Roswell for sponsorship at their August 7, 2025, meeting.
The City Council voted (10-0) to award ENMSF $20,000 for marketing, sanitation, and security, and to open negotiations with the City of Roswell for sponsorship at their August 14, 2025, meeting.

## STAFF RECOMMENDATION:
Proceed as presented

**Attachments**

FY25 ENMSF Reimbursement Tracking Sheet
FY24 ENMSF Reimbursement Tracking Form
FY23 ENMSF Reimbursement Tracking Form
FY26-DRAFT Sponsorship Agreement
Exhibit A- Special Event Fee Invoice

**EVENT NAME:** ENMSF
**DATE(S):** 9/30/2024 - 10/5/2024
**Reimb Due date:** 1/7/2025
**Rec'd Reimb date:** 1/5/2025

**Awarded Amount** **47,020.00**

**completed date:** **1/24/2025**

| ELIGIBLE EXP | VENDOR | DESCRIPTION | INVOICE AMT | ELIGIBLE INVOICE AMT (50%) | DOCUMENTATION PROOF OF PAYMENT | DOCUMENTATION PROOF OF WORDING | ELIG AMT | COMMENTS |
|---|---|---|---|---|---|---|---|---|
| Y | TNT Portable Toilets | Restrooms/Handwashing stations/sanitation | $6,865.09 | $3,432.53 | Check | | $3,432.53 | |
| Y | Quality Janitorial | Sanitation | $15,409.27 | $7,704.64 | Check | | $7,704.64 | |
| Y | Lore's Cleaning | Sanitation | $2,587.20 | $675.00 | Check | | $675.00 | |
| Y | Gate One Web | Website advertising | $473.50 | $236.75 | Check | Y | $236.75 | |
| Y | Roswell Daily Record | Newspaper advertising | $1,213.83 | $606.92 | Check | Y | $606.92 | |
| Y | Roswell Daily Record | Newspaper advertising | $256.90 | $128.45 | Check | y | $128.45 | |
| y | Roswell Daily Record | Newspaper advertising | $822.06 | $411.03 | Check | Y | $411.03 | |
| Y | Starr Janitorial | Sanitation | $270.94 | $135.47 | Check | | $135.47 | |
| Y | SCP Secuirty | Security services | $29,500.00 | $14,750.00 | Check | | $14,750.00 | |
| N | City of Roswell | Barricades/Personnel | $3,010.00 | $0.00 | Check | | $0.00 | Equiptment Rental |
| Y | Starr Janitorial | Sanitation products | $9,540.69 | $4,770.35 | Check | | $4,770.35 | |
| Y | Pecos Valley Broadcasting | Radio ads | $4,304.76 | $2,152.38 | Check | Y | $2,152.38 | |
| Y | Amazon | Postcard stamps for mailed ads | $153.80 | $76.90 | Card | Y | $76.90 | |
| Y | Officemax | Postcards for mailed ads | $265.35 | $132.68 | Card | Y | $132.68 | |

| | | |
|---|---|---|
| **Eligible Expendes** | **$35,213.10** | eligible for **$47,020** of award amount |
| **Awarded Amount** | **$47,020.00** | |
| **Balance** | **$11,806.90** | |

**EVENT NAME:** ENMSF
**DATE(S):** 10/2/2023-10/8/2023 **Awarded Amount** **44,500.00**
**Reimb Due date:** 1/5/2024
**Rec'd Reimb date:** 1/5/2024 via email **completed date:** **1.30.2024/TJC**

| ELIGIBLE EXP | VENDOR | DESCRIPTION | REQ AMT | DOCUMENTATION: ELIGIBLE INVOICE AMT | DOCUMENTATION: PROOF OF PAYMENT | DOCUMENTATION: PROOF OF WORDING | 50% ELIG AMT | COMMENTS |
|---|---|---|---|---|---|---|---|---|
| X | City of Roswell | Parade- Equiptment rental, sanitation, police | 7,490.00 | 5,570.00 | Ch # 32314 | | 2,785.00 | Equiptment rental- N/E |
| | City of Roswell | Main Entrance- Equiptment rental | 1,620.00 | 0.00 | | | 0.00 | Equiptment rental- N/E |
| X | Quality Janitorial | Clean and Sanitize Facilities | 2,659.90 | 2,659.90 | Ch #: 32776 | | 1,329.95 | |
| X | Quality Janitorial | Clean and Sanitize Facilities | 15,427.39 | 15,427.39 | Ch #: 32776 | | 7,713.70 | |
| X | TNT | Portable Toilets | 3,963.90 | 3,963.90 | Ch #: 32861 | | 1,981.95 | |
| X | City of Roswell | Water | 1,964.49 | 394.92 | Ch #: 32846/32764 | | 197.46 | Partially Reimbursed |
| X | SCP | Security | 27,562.84 | 27,562.84 | Ch #: 27002 | | 13,781.42 | |
| X | Tyler Carter | Digital Billboard/ Advertising | 484.69 | 484.69 | Ch #: 32496 | X | 242.35 | |
| X | Roswell Daily Record | Advertising | 184.44 | 184.44 | Ch #: 32348 | X | 92.22 | |
| | NM Mounted Patrol | Security | 500.00 | | Ch #: 32394 | | 0.00 | Need Invoice-N/E- Donation to MP |
| X | Starr Janitorial | Sanitation supplies | 9,922.22 | 9,922.22 | Ch #: 32389 | | 4,961.11 | Need individual invoices- Submitted 1/24 |
| X | Roswell Daily Record | Advertising | 919.03 | 919.03 | Ch #: 32779 | X | 459.52 | |
| X | Pecos Valley Broadcasting | Radio Advertising | 4,304.76 | 4,304.76 | Ch #: 32774 | X | 2,152.38 | |
| X | Roswell Daily Record | Advertising | 1,518.70 | 1,518.70 | Ch #: 32853 | X | 759.35 | Old LT logo on PoP/Ok per JJ |
| X | Majestic Communications | Radio Advertising | 1,000.00 | 1,000.00 | Ch #: 32853 | X | 500.00 | |
| X | City of Roswell | Sanitation supplies | 3,903.42 | 3,903.42 | Ch #: 32886 | | 1,951.71 | |
| | | | | | | | **38,908.11** | |

50% Eligible Expense 0.00

**38,908.11** eligible of **$44,500.00** awarded amount

Balance 5,591.90

Sanitation and Sewer reimbursed.

**EVENT NAME:** 2022 Eastern NM State Fair
**DATE(S):** 10/3-8/22 **Awarded Amount** **45,000.00**
**Reimb Due date:** 1/6/2023
1/6/2023 Partial granted
**Rec'd Reimb date:** extension; rec 4/11/23 **completed date: 5/1/2023-JJ**

| ELIGIBLE EXP | VENDOR | DESCRIPTION | REQ AMT | ELIGIBLE INVOICE AMT | DOCUMENTATION PROOF OF PAYMENT | DOCUMENTATION PROOF OF WORDING | 50% ELIG AMT | COMMENTS |
|---|---|---|---|---|---|---|---|---|
| ✓ | PVB Radio Ads | Radio Ads | 3,771.96 | 3,771.96 | Check#32031 | ✓ | 1,885.98 | |
| | NM Print House | T-shirt giveaway | 181.16 | 181.16 | Per Leslie remove 4/11/23 | | 90.58 | No proof of performance |
| | Desgins by Destiny | Freshie giveaways | 300.00 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | V12 Digital Graphics | Banners | 485.25 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | NM Printhouse | Baseball Cap giveaway | 1,242.24 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Vice Golf | Golfball giveaway | 707.34 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Vista Print | Business Card (Passes) | 190.63 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Gate One | Web | 91.66 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Gate One | Website Maintenance | 438.07 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Gate One | Website Maintenance | 437.56 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | Gate One | Website Maintenance | 437.56 | 0.00 | | | 0.00 | Duplicate |
| | Gladstone | Web based participant registration | 1,033.38 | 0.00 | | | 0.00 | Missing but non-eligible |
| | Regroup-texting | Calling geo-fencing program | 3,500.00 | 0.00 | | | 0.00 | Non-eligible 4a/c |
| | US Post Office | Survey Mailing | 166.06 | 166.06 | | | 83.03 | Missing receipt |
| ✓ | Office Max | Envelopes, labels, Stamps for mailing | 388.36 | 388.36 | Visa CC 2226 | | 194.18 | |
| | Judaun Prichard | Mailings | 336.79 | 336.79 | | | 168.40 | Missing receipt and N/E expenses; not acceptable per Janie |
| ✓ | US Post Office | Postage for invites | 60.00 | 60.00 | Visa CC 2226 | | 30.00 | |
| | SCP-Security | Security | 2,765.00 | 2,765.00 | Missing Invoice | | 1,382.50 | Received copy of check from bank per Chad/Janie ok to pay |
| | SCP-Security | Security | 12,772.50 | 12,772.50 | Missing Invoice | | 6,386.25 | Received copy of check from bank per Chad/Janie ok to pay |
| | SCP-Security | Security | 5,250.00 | 5,250.00 | Missing Invoice | | 2,625.00 | Received copy of check from bank per Chad/Janie ok to pay |
| ✓ | Demarees | Portapotties | 1,768.47 | 1,768.47 | Invoice #13528/Check#32131 | | 884.24 | |
| ✓ | City of Roswell | Sanitation | 1,435.63 | 1,435.63 | Invoice does not match | | 717.82 | Received copy of check from bank per Chad/Janie ok to pay |
| ✓ | Quality Janitorial | Sanitation | 15,427.39 | 15,427.39 | | | 7,713.70 | |
| ✓ | City of Roswell | Sanitation | 4,176.54 | 4,176.54 | Invoice does not match | | 2,088.27 | Received copy of check from bank per Chad/Janie ok to pay |
| | Starr Janitorial | Sanitation | 281.55 | 0.00 | Invoice 87024 Missing cleared check/or copy of CC | | 0.00 | |
| | | **TOTAL** | 57,645.10 | 48,499.86 | | | **24,249.93** | |
| | | | 50% Eligible Exp. | 24,249.93 | | | **24,249.93** | eligible for **$45,000.00** of award amount |
| | | | | | | Balance | 20,750.07 | |

**Eastern New Mexico State Fair 2025**
**Lodgers' Tax Sponsorship Agreement**

## Article 1.0 PARTIES AND DURATION

1.1 The parties to this Agreement are Easter New Mexico State Fair ("Party"), an incorporated business and the City of Roswell, NM. ("City" or "Sponsor").

1.2 **Eastern New Mexico State Fair** is incorporated in the **State of New Mexico** having its principal office located 2055 SE Main, Roswell, NM 88203.

1.3 The Sponsor is a municipal corporation agency located in New Mexico having an office at 425 N. Richardson, Roswell, NM 88201.

1.4 This Agreement is effective immediately upon its authorized execution by both parties.

## Article 2.0 PURPOSE

2.1 **Eastern New Mexico State Fair** is in an annual tourist event organized by **Eastern New Mexico State Fair Board**.

2.2 In order to generate funds to pay the expenses of operating **Eastern New Mexico State Fair**, Eastern New Mexico State Fair contracts with businesses to promote their goods and services at the event.

2.3 The Sponsor desires to utilize the public relations opportunities offered by **Eastern New Mexico State Fair** to promote goods/services and the City as a whole.

## Article 3.0 SPONSORSHIP PACKAGE

3.1 **Eastern New Mexico State Fair** shall:

a. display prominently the "Paid in Part by The City of Roswell" logo or the wording "Sponsored by the City of Roswell" on any publication (including electronic), at tourist related event, or at attraction from which sponsorship funds are expended. Logos shall be published consistent with Roswell's logo guidance, Exhibit 1,

b. provide that any publication (including electronic and radio), tourist-related event, or attraction from which sponsorship funds are expended shall be free admission to the youth (36" or shorter) when accompanied by an adult ticket holder during the **Eastern New Mexico State Fair**,

c. expend funds exclusively for publications, tourist-related events, or attractions that are reasonably considered family-friendly,

d. expend or encumber all funds before the final day of the **Eastern New Mexico State Fair**,

DRAFT

e. comply with all policies, rules and regulations applicable to each event under City laws and policies, and

f. Provide receipts and proof of performance of all expenditures made with sponsorship funds before 30 days of the last day of the event to the City of Roswell Special Event Supervisor.

3.2 Sponsor will be included on the Sponsor Page of **Eastern New Mexico State Fair** with a link to a sponsor page (link: www.seeroswell.com).

3.3 Sponsor will be included on the sponsor page of any event programs, fliers, postcards, posters or any other advertising, if produced.

**Article 4.0 CONSIDERATION**

4.1 The Sponsor shall provide to **Eastern New Mexico State Fair** cash consideration of **$AMOUNT** in consideration for the advertising services provided under Article 3.0. The sponsor shall also waive the Special Event Fees owed to the City of Roswell for street closures and personnel, Exhibit A.

4.2 The amount set forth in paragraph 4.1 shall be due to Eastern New Mexico State Fair within seven (7) days of the signing of this Agreement.

**Article 5.0 INSURANCE**

5.1 **Eastern New Mexico State Fair** shall maintain the policies of insurance as required under the special events policy of the City and shall indemnify and hold harmless the City for any liability that may result from any events in which sponsorship funds are utilized.

**Article 6.0 TERMINATION**

6.1 Either Party may terminate this Agreement at any time during the Term or any Renewal Term hereof by giving 30 days written notice in advance. Termination under this Section shall not terminate, prejudice or otherwise affect any right or obligation accruing hereunder before the termination. Upon termination, all unexpended funds shall be returned to the City.

**Article 7.0 ASSIGNMENTS**

7.1 The rights and duties under this Agreement cannot be assigned, delegated, or otherwise transferred or encumbered by **Eastern New Mexico State Fair** without prior written consent of the City, which the City may withhold in its total discretion.

**Article 8.0 MISCELLANEOUS**

8.1 City shall have the right, at all reasonable times, to inspect **Eastern New Mexico State Fair** goods, services, and promotional activities employing the City of Roswell logo to ensure that such use is of proper quality and otherwise consistent with this Agreement, and may terminate this Agreement should the City determine that the use is inconsistent with this Agreement.

DRAFT

8.2 The Parties agree that no failure to exercise and no delay in exercising any right, power, or privilege under this Agreement on the part of either Party shall operate as a waiver of any right, power, or privilege under this Agreement.

8.3 Any failure to submit receipts shall result in an obligation that **Eastern New Mexico State Fair** return any unaccounted-for consideration.

8. 4 Choice of law shall be New Mexico, and venue shall rest in Chaves County, NM, in the event of any dispute.

**IN WITNESS WHEREOF**, **Eastern New Mexico State Fair** and the City of Roswell have caused this Agreement to be executed by their duly authorized officers on the EFFECTIVE DATE, the Effective Date hereof.

**"City"**

**CITY OF ROSWELL**

_____

By: Chad Cole
City Manager

**"Eastern New Mexico State Fair"**

**Eastern New Mexico State Fair**

_____

By: Adriann Ragsdale
Director

CITY SEAL

_____
Amalia Martinez, City Clerk

Approved as to form:

_____
Hessel Yntema

City Attorney

DRAFT

Exhibit A

# CITY OF ROSWELL INVOICE

## Special Event Services 2025

**2025-012**

**$8,470.00**

**City of Roswell Public Affairs**

425 N Richardson St
PO Box 1838
Roswell, NM 88202

**Event Name:** ENMSF
**Event Dates:** Parade- 9/29/25-- Entrance 9/29/25-10/4/25 **Location: Main Street/SE Main**
**Street Closures:** Main from College to McGaffey

| QUANTITY | DETAILS | PRICE | LINE TOTAL |
|---|---|---|---|
| | **Street Closure:** | | |
| 68 | Barricades: | 10.00 | 680.00 |
| 150 | Barrels (entrance) | 2.00 | 300.00 |
| | Sand Bags | 5.00 | |
| 130 | Cones (50 for entrance) | 2.00 | 260.00 |
| 10 | Warning Signs (2 for entrance) | 10.00 | 100.00 |
| 2 | Programmable Signs (entrance) | 300.00 | 600.00 |
| | Water- Spicket | 10.00 | |
| | Water- Hydrant Setup | 75.00 | |
| | City Personnel | 30.00 | |
| 32 | Streets 16 x 2 hours | 30.00 | 960.00 |
| 100 | Emergency | 55.00 | 5,500.00 |
| 70 | Trash Cans (1trash Bag per can @ $1) | 1.00 | 70.00 |
| | Electrical (Per Day) | 15.00 | |
| | **RECREATION FEES:** | | |
| | Field Maintenance | 469.00 | |
| | Bathroom Maintenance/1st stock | 184.00 | |

| | |
|---|---|
| Net Total | $8,470.00 |
| Tax N/A | - |
| TOTAL DUE | $8,470.00 |

**Reminder: Balance must be paid at least 14 days before your event.**

**Payments can be made to:**
**The City of Roswell**
**RE: Special Events**
**425 N. Richardson Roswell, NM 88201**

CONTACT INFORMATION
TJ Conyers
575-315-5183
t.conyers@roswell-nm.gov

**An account needs to be set up for any santitation needs. Sanitation- 575-624-6746**

Finance Committee
Meeting Date: 09/04/2025
COMMITTEE: Finance
CONTACT: Tammi Smith CHAIR: Robert B. Corn

## ACTION REQUESTED:
Approval to enter into contract with OpenGov for Budgeting and Grants Management Software. This procurement will be through the Sourcewell contract 060624. (Gomez)

## BACKGROUND:
Initiated by: Toni Gomez

The City of Roswell currently utilizes ClearGov for budgeting functions. After review, staff recommends transitioning to OpenGov, a comprehensive budgeting and grants management software. OpenGov offers enhanced transparency, daily updates with actuals, and robust reporting features that better align with the City's commitment to financial accountability and accessibility. The transition from ClearGov to OpenGov will improve efficiency in budget development, monitoring, and grant administration while providing clearer information to elected officials, staff, and the public.

## FINANCIAL CONSIDERATION:
Funding for this contract is available in line item 11014041 663301 of the FY2026 Adopted Budget. No budget adjustment is required. The cost of the OpenGov subscription is $201,343.14 ClearGov services will be discontinued.

## LEGAL REVIEW:
This item was presented to the Legal Committee on August 21, 2025 and passed with a 5-0 vote. The contract will comply with the New Mexico Procurement Code (NMSA 1978, §§ 13-1-28 through 13-1-199) and will be reviewed by the City Attorney prior to execution.

## BOARD AND COMMITTEE ACTION:
This item was presented to the August 21, 2025 Legal Committee and passed with a 5-0 vote.

## STAFF RECOMMENDATION:
Staff recommends approval of a contract with OpenGov to provide budgeting and grants management software, replacing ClearGov. OpenGov's platform will deliver greater transparency, efficiency, and accuracy in financial reporting and grant oversight.

## Attachments
Quote
Vertosoft Contract

1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

**Cage Code:** 7QV38
**UEI Number** Y7D5MXRU2839
**DUNS#** 080431574
**Federal Tax ID:** 81-3911287
**Business Size:** Small Business

**Date:** 8/15/2025, 9:34 PM

**Phone:** 571 707-4130
**Fax:** 571-291-4119
**Email:** sales@vertosoft.com

**Vertosoft Contact:** David Ball
**Phone:** (571) 218-5194
**Email**: david.ball@vertosoft.com

# Vertosoft Quote for OpenGov - City of Roswell, NM

**Contract:** Sourcewell: 060624-VTO

**Quote #:** Q-13993
**Expires On:** 8/31/2025

**Ship To**
Toni Gomez
City of Roswell, NM
PO Box 1838
Roswell, NM 88202
t.gomez@roswell-nm.gov

**Quote For**:
**Name:** Toni Gomez
**Company:** City of Roswell, NM
**Email**: t.gomez@roswell-nm.gov
**Phone:**

| PAYMENT TERMS | DELIVERY METHOD | PAYMENT METHOD | VERTOSOFT CUST ID | SUPPLIER REF # |
|---|---|---|---|---|
| Net 30 | Electronic | Check/ACH/Credit Card | | |

Overall POP Start Date: 9/1/2025
Overall POP End Date: 6/30/2027

Prorated Year 1 Period of Performance: 09/01/2025 - 06/30/2026

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-SWBA-B100150M-AR-1Y | Budgeting & Planning - Between $100-150 Million - 1Y | 1.00 | $50,341.71 | $50,341.71 |
| OG-TWFP-B100150M-AR-1Y | Grants Management - Between $100-150 Million - 1Y | 1.00 | $36,521.43 | $36,521.43 |
| OG-PSBG-B100150M-OT-0Y | Professional Services Deployment - Prepaid - Between $100-150 Million - 0Y | 530.00 | $216.00 | $114,480.00 |
| | | | **Prorated Year 1 TOTAL:** | $201,343.14 |

Year 2 Period of Performance: 07/01/2026 - 06/30/2027

| PART # | DESCRIPTION | QTY | UNIT PRICE | EXTENDED |
|---|---|---|---|---|
| OG-SWBA-B100150M-AR-1Y | Budgeting & Planning - Between $100-150 Million - 1Y | 1.00 | $63,150.52 | $63,150.52 |
| OG-TWFP-B100150M-AR-1Y | Grants Management - Between $100-150 Million - 1Y | 1.00 | $45,813.85 | $45,813.85 |
| | | | **Year 2 TOTAL:** | $108,964.37 |

**TOTAL:** $310,307.51

## Quote Terms

By purchasing the products and services described in this order form, the Customer is expressly agreeing to the End User Agreement published at https://www.vertosoft.com/terms-and-conditions-opengov

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.
Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

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**Solicitation Number: RFP #060624**

# CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Vertosoft LLC, 1602 Village Market Blvd. SE, Suite 320, Leesburg, VA 20175 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Software Solutions and Related Services for Public Sector and Education Administration from which Supplier was awarded a contract in Categories 1, 2, and 4.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

## 1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires October 25, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

## 2. EQUIPMENT, PRODUCTS, OR SERVICES

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A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

## 3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

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A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

## 4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

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- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

## 5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## 6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

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subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## 7. CUSTOMER SERVICE

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A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## 8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

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price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## 9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## 10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

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D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## 11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

## 12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

## 13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

    a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

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b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

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## 14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

## 15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

## 16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

## 17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

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The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

**18. INSURANCE**

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

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no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:
$2,000,000 per claim or event
$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

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Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## 19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## 20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

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Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

## 21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with

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the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

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Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and

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records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

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R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

## 22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

| Sourcewell | Vertosoft LLC |
|---|---|
| Signed by: Jeremy Schwartz C0FD2A139D06489... | Signed by: H. Jay Colavita CE362D9DCA75431... |
| By: _____ | By: _____ |
| Jeremy Schwartz | Jay Colavita |
| Title: Chief Procurement Officer | Title: President |
| Date: 10/23/2024 \| 2:51 PM CDT | Date: 10/23/2024 \| 2:47 PM CDT |

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# RFP 060624 - Software Solutions and Related Services for Public Sector and Education Administration

## Vendor Details

| | |
|---|---|
| Company Name: | Vertosoft |
| Does your company conduct business under any other name? If yes, please state: | Virginia |
| Address: | 1602 Village Market Blvd SE<br>Suite 320<br>Leesburg, Virginia 20175 |
| Contact: | Ashlianne Shigley |
| Email: | ashlianne.shigley@vertosoft.com |
| Phone: | 571-799-9578 |
| HST#: | 81-3911287 |

## Submission Details

| | |
|---|---|
| Created On: | Tuesday May 14, 2024 10:42:32 |
| Submitted On: | Wednesday June 19, 2024 16:27:20 |
| Submitted By: | Chet Hayes |
| Email: | chet@vertosoft.com |
| Transaction #: | 24e4534c-d2ba-49f8-8719-aa21f40b0e00 |
| Submitter's IP Address: | 173.72.254.97 |

**Specifications**

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

| Line Item | Question | Response * | |
|---|---|---|---|
| 1 | Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier") | Vertosoft LLC | * |
| 2 | Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal. | Vertosoft LLC has no subsidiaries. | * |
| 3 | Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above. | Vertosoft | * |
| 4 | Provide your CAGE code or Unique Entity Identifier (SAM): | CAGE: 7QV38. UEI: Y7D5MXRU2839. | * |
| 5 | Proposer Physical Address: | 1602 Village Market Blvd SE Ste. 320<br>Leesburg, VA 20175 | * |
| 6 | Proposer website address (or addresses): | www.vertosoft.com | * |
| 7 | Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract): | Name: Jay Colavita<br>Title: President<br>Address: 1602 Village Market Blvd SE Ste. 320 Leesburg, VA 20175<br>Email: contracts@vertosoft.com<br>Phone: 703-568-4703 | * |
| 8 | Proposer's primary contact for this proposal (name, title, address, email address & phone): | Name: Ashlianne Shigley<br>Title: Government Contracts Program Manager<br>Address: 1602 Village Market Blvd SE Ste. 320 Leesburg, VA 20175<br>Email: ashlianne.shigley@vertosoft.com<br>Phone: 571-799-9578 | * |
| 9 | Proposer's other contacts for this proposal, if any (name, title, address, email address & phone): | Name: Chet Hayes<br>Title: CTO<br>Address: 1602 Village Market Blvd SE Ste. 320 Leesburg, VA 20175<br>Email: chet@vertosoft.com<br>Phone: 571-707-4137 | |

**Table 2: Company Information and Financial Strength**

| Line Item | Question | Response * | |
|---|---|---|---|
| 10 | Provide a brief history of your company, including your company’s core values, business philosophy, and industry longevity related to the requested equipment, products or services. | Vertosoft LLC (Vertosoft) is a technology services company that focuses on delivering innovative and emerging technologies to public sector organizations across the country. Established in 2016, Vertosoft has deep knowledge and experience supporting all phases of the acquisition life cycle. We specialize in providing services to emerging technology companies and the public sector agencies they serve. Our forte is strategic sourcing, which streamlines the time required to provide critical technology and services to government end-users at competitive prices. We provide Sourcewell members the flexibility, agility, and responsiveness of a small company with the experience of a large organization. Vertosoft's staff is widely respected and relied upon for its professional, ethical business approach. Our success is based upon the leadership of a highly-experienced management team, and our staff has deep expertise in meeting each agency's specific requirements and the technology required to satisfy those requirements. Our core values include an innovative mindset, an entrepreneurial spirit, and a deep knowledge and experience supporting all phases of government sales and acquisition lifecycle. We are widely respected and relied upon for our professional, ethical, and industry certified business process. | * |
| 11 | What are your company’s expectations in the event of an award? | An award from Sourcewell represents an opportunity for a beneficial partnership between Vertosoft, Sourcewell, and its members. This partnership ensures that Sourcewell members gain access to leading-edge technologies that are exclusively available through Vertosoft's robust catalog. As an awarded supplier under Sourcewell's rigorous selection process, Vertosoft gains a prestigious platform to showcase its innovative solutions. Sourcewell, in turn, enhances its offerings with a broader and more advanced range of technology solutions.<br>We believe that the strongest and most effective partnerships are built on a foundation of collaboration. We are committed to working hand-in-hand with Sourcewell to tailor solutions that precisely address the diverse needs of Sourcewell members, ensuring a relationship where progress and mutual satisfaction are the mainstays. | * |
| 12 | Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. | Vertosoft is a fast-growing and financially sound company that delivers high-quality software solutions to the public sector. Since 2016, we have achieved an impressive annual growth rate of 30-60%, reaching $74M in revenue in 2021 and over $178M in 2023. We have zero debt, and we invest our own funds to meet the diverse needs of our clients and partners. The financial statements that we have provided attest to our solid and stable performance.<br><br>You can find our 2023 Financial Statements within the “Step 2 - Documents” portion of the submission under “Financial Strength and Stability” for reference. | * |
| 13 | What is your US market share for the solutions that you are proposing? | Vertosoft is dedicated to introducing innovative and emerging technologies within the public sector. While our data on non-public sector market share is not within our purview, we are proud to state that for a substantial portion of the suppliers we represent, Vertosoft handles between 80% to 100% of all their public sector transactions. This significant figure demonstrates our strong position and influence in the public sector technology market. | * |

| | | | |
|---|---|---|---|
| 14 | What is your Canadian market share for the solutions that you are proposing? | The proposed solutions from our suppliers have a significant and growing presence in the Canadian market. Although specific market share values are not available, we can provide insights into their influence and adoption across various sectors in Canada.<br><br>UKG (Ultimate Kronos Group) is widely recognized in Canada for its comprehensive human capital management (HCM) solutions. Many Canadian organizations across public and private sectors leverage UKG's workforce management and HR solutions to enhance operational efficiency and employee engagement. Diligent's governance, risk, and compliance solutions are trusted by numerous Canadian enterprises and public sector organizations. Their tools are known for enhancing board governance and regulatory compliance, making them a preferred choice in Canada. Trintech's financial close management software is used by several leading Canadian companies to streamline their financial operations. Their solutions are appreciated for improving accuracy and efficiency in financial processes.<br><br>Visual Lease has a notable presence in the Canadian market, with its lease management solutions being adopted by organizations to ensure compliance with lease accounting standards and improve financial performance. OpenGov is a trusted partner for many Canadian government entities, providing financial and performance management solutions that promote transparency, efficiency, and data-driven decision-making. Cornerstone's cloud-based learning and talent management solutions are widely adopted by cCanadian businesses and educational institutions, supporting continuous learning and professional development. Udacity's online learning platform is popular among Canadian learners and organizations for its cutting-edge courses in technology and business, which help enhance workforce skills and adaptability.<br><br>Ivy.ai's AI-powered chatbot and virtual assistant solutions are utilized by various Canadian educational institutions and businesses to improve customer service and engagement through automated support. Fleet DM's fleet management solutions are implemented by several Canadian organizations to optimize their fleet operations, reduce costs, and enhance operational efficiency. Urban SDK's data analytics and visualization tools are used by Canadian urban planners and policymakers to improve city infrastructure and enhance urban development through data-driven insights.<br><br>Autura's automotive solutions support Canadian automotive businesses with real-time data and analytics on vehicle performance and maintenance, helping improve efficiency and decision-making. Fluxx Labs' grant management software is adopted by several Canadian philanthropic organizations and government agencies to streamline the grant application and management process. Swiftly's public transit solutions are employed by Canadian transit agencies to provide real-time data and analytics, improving transit operations and rider experience. Spare Labs, based in Canada, provides demand-responsive transportation solutions that are widely used by Canadian transit agencies to enhance mobility and accessibility in urban and rural areas. Public Input's community engagement platform is utilized by various Canadian municipalities to facilitate public participation and gather citizen feedback, enhancing community involvement in governance. | * |
| 15 | Has your business ever petitioned for bankruptcy protection? If so, explain in detail. | No, Vertosoft has never petitioned for bankruptcy protection. | * |
| 16 | How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.<br><br>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?<br><br>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party? | Vertosoft is best categorized as a distributor/dealer/reseller.<br><br>Answer to a): Due to the fact that Vertosoft has proposed a wide variety of solutions for this submission, we have attached the proposed suppliers Letter of Authorizations to fulfill this requirement. Letters of Authorization can be found in the "Step 2 - Documents" portion of the submission under "Upload Additional Documentation." A zip folder titled "LOAs" has been uploaded accordingly. | * |
| 17 | If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP. | Vertosoft was formed with the sole focus of serving the public sector market with the most advanced emerging technology available. To support this mission, Vertosoft has implemented and adheres to a comprehensive set of internationally recognized standards and certifications, demonstrating our commitment to quality, security, and regulatory compliance. These certifications include those held directly by Vertosoft as well as those maintained by our third-party partners and subcontractors.<br><br>Vertosoft has implemented the International Organization for Standardization (ISO) 9001:2015 standard, a globally recognized benchmark for quality management systems (QMS). This certification underscores our dedication to maintaining the highest standards of quality in our processes and services, ensuring that we consistently meet or exceed the rigorous requirements set by government agencies.<br><br>Recognizing the complexity and interdependence of global information technology supply chains, Vertosoft holds a certificate for the Open Trusted Technology Provider™ Standard (OTTPS), which is approved as ISO/IEC 20243:2015. This certification is critical for mitigating the risk of maliciously tainted and counterfeit products, thereby ensuring the integrity and security of our supply chain.<br><br>Many of Vertosoft's cloud-native suppliers are FedRAMP certified. FedRAMP is a government-wide program that standardizes security and risk assessments for cloud technologies, promoting the adoption of secure cloud services across the federal government. Additionally, our suppliers also hold StateRAMP certifications, which extend these stringent security protocols to state and local government entities, ensuring consistent protection and compliance.<br><br>To further bolster our commitment to data security, many of our suppliers are SOC 2 Type II certified. This certification involves a rigorous audit process that evaluates an organization's information systems against strict criteria for security, availability, processing integrity, confidentiality, and privacy. SOC 2 Type II certification is particularly crucial for service providers managing customer data in the cloud, ensuring that data is secure and protected from unauthorized access.<br><br>Furthermore, several of our suppliers are certified to the ISO/IEC 27001 standard. This international standard provides a robust framework for information security management systems (ISMS), enabling organizations to manage the security of assets such as financial information, intellectual property, and employee details, as well as information entrusted by third parties. | * |
| 18 | Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years. | In Vertosoft's 7+ years as a company, we have never been suspended or debarred. | * |

**Table 3: Industry Recognition & Marketplace Success**

| Line Item | Question | Response * |
|---|---|---|
| 19 | Describe any relevant industry awards or recognition that your company has received in the past five years | - INC 5000 2022 AND 2023<br>- Washington Business Journal Top Performing Small Technology Companies 2022 AND 2023<br>- Washington Business Journal Fast 50 2022 AND 2023<br>- Washington Business Journal Fast 50 2021<br>- Most Promising Public Sector Solution Providers 2021<br>- Best Places to Work 2021, 2022, 2023, & 2024 |
| 20 | What percentage of your sales are to the governmental sector in the past three years | 99.12% |
| 21 | What percentage of your sales are to the education sector in the past three years | 3.48% |
| 22 | List any state, provincial, or cooperative purchasing contracts that you hold.<br><br>What is the annual sales volume for each of these contracts over the past three years? | TIPS: 220105 -- $7,346,338.43<br>NCPA-OMNIA: 01-165 -- $4,770,754.68<br>BuyBoard: 692-23 -- $420,658.61<br>Texas DIR: DIR-TSO-4227 -- $13,782,528.51<br>California Multiple Award Schedule: 3-23-06-1020 |
| 23 | List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold.<br><br>What is the annual sales volume for each of these contracts over the past three years? | GSA: GS-35F-688GA -- $45,306,418.77<br>2GIT: 47QTCA21A002A -- $4,394,961.23<br>DoD ESI: N66001-21-A-0092 -- $259,717.60<br>ITES-SW2: W52P1J-20-D-0067 -- $19,225,960.62 |

**Table 4: References/Testimonials**

**Line Item 24**. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

| Entity Name * | Contact Name * | Phone Number * |
|---|---|---|
| Judiciary Courts of the State of Kansas | Jeff Peter | (785) 291-3054 |
| University of Alabama | Julie Shelton | (205) 348-7917 |
| County of Davidson, NC | Joel Hartley | (336) 242-2032 |

**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

| Entity Name | Entity Type * | State / Province * | Scope of Work * | Size of Transactions * | Dollar Volume Past Three Years * |
|---|---|---|---|---|---|
| State of West Virginia | Government | West Virginia - WV | Enterprise Lease Platform, Community Engagement and Citizen Engagement, Financial Reporting Software | Average Deal Size: $928,509 | $9,874,122 |
| State of Montana | Government | Montana - MT | Regulatory Publication Platform, Financial Reporting | Average Deal Size: $164,987 | $3,009,236 |
| Florida Department of Corrections | Government | Florida - FL | Budgeting and Planning Software | $2,134,236 | $2,134,236 |
| State of Maryland | Government | Maryland - MD | Enterprise Agile Planning Solution, Financial Reporting, Cloud Native Automation, Budgeting Software | Average Deal Size: $155,339 | $1,777,514 |
| City of San Antonio Texas | Government | Texas - TX | Transparency Platform | Average Deal Size: $345,839 | $1,020,000 |

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable.

Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

| Line Item | Question | Response * |
|---|---|---|

| | | |
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| 26 | Sales force. | Vertosoft's strategic positioning across the United States reflects our commitment to providing exceptional service and support for all our clients, including the prospect of serving Sourcewell's nationwide needs. Our corporate headquarters in Leesburg, VA, doubles as the national sales support center, orchestrating thousands of transactions across all 50 states, as well as extending our reach into Canada. This centralized hub ensures that we maintain a cohesive strategy and a consistent level of service across all jurisdictions.<br>We bolster our national presence with additional locations strategically placed in Charleston, SC; Charlottesville, VA; Denver, CO; Philadelphia, PA; Portland, ME; and Tacoma, WA. These offices are not mere points on a map; they are integral parts of a cohesive network that extends Vertosoft's capabilities and brings our services closer to Sourcewell members.<br>Our sales force, a dedicated team of 45 full-time individuals, is not just a number. Each member is a specialist, aligned with specific software suppliers to act as both a force multiplier for our partners and a trusted advisor to our public sector clients. This ensures that each Sourcewell member receives tailored attention and expertise that aligns with their unique missions and challenges.<br>Beyond our sales team, Vertosoft has crafted a core group of key individuals who will directly support this contract, including:<br><br>Executive Sponsor: Jay Colavita, President<br>Contract Management: Ashlianne Shigley, Government Contracts Program Manager<br>Technical Executive: Chet Hayes, CTO<br>Accounts Payable: Hannah Xiu, CFO<br>Sales Leadership: Josh Slattery, VP of Technology Sales<br>Sales Operations: Nur Rahman, Director of Operations<br>Contract Marketing: Mary Dawson, Digital Marketing Manager<br>Financial Reporting: Michael DiPlacido, Government Business Analyst<br><br>These leaders are not just overseeing operations; they are actively engaged in ensuring that every Sourcewell member receives the highest level of service and support.<br>The size of our team is a testament to our efficiency and dedication. With Vertosoft, Sourcewell will not be engaging with a cumbersome, slow-moving entity, but a nimble, responsive organization where every employee carries the weight of their expertise and commitment to public service. Our agility allows us to pivot and adapt to the changing needs of Sourcewell members, ensuring that each entity receives the attention and resources it deserves.<br>We are not just proposing a vendor-client relationship; we are offering a partnership where Sourcewell's needs are met with precision, professionalism, and a personal touch that only a team like Vertosoft's can provide. With our nationwide network, specialized team, and the direct involvement of our leadership, Sourcewell can be confident in Vertosoft's ability to meet and exceed their nationwide requirements. |
| 27 | Dealer network or other distribution methods. | Vertosoft is a software distributor and reseller and can sell directly to any of the Sourcewell participating entities across the United States. Vertosoft also maintains a broad partner network across the country that is comprised of companies that fall into a wide variety of disadvantaged categories such as women owned, service-disabled veteran owned, minority owned, etc. With this wide partner network, Vertosoft can help Sourcewell participating entities meet specific procurement goals related small or disadvantaged business.<br>Our reliable partner network of nearly 300 companies is made up of top industry participants (some being Sourcewell contract holders) such as BlueTech, GovSmart, Enterprise Technology Solutions, SHI, Insight Public Sector, New Tech, and Strategic Communications, just to name a few. |
| 28 | Service force. | As a software distributor and reseller, Vertosoft works directly with the software manufacturers and their service partners to provide needed service, rather than maintaining a large service force. These partners reside both in the United States and in Canada. We work heavily with multiple services providers for UKG, one of the proposed solutions in this submission. They are as follows: Worldgate, Project Genetics, Covalence, JK Seva, Fase Group, HRchitect, Mosaic Consulting Group, Jubilant LLC, PredictiveHR, Sability LP, and more. Service providers we commonly work with for other technologies include F.H. Black, Trintech, Aeyon, and Clearsulting. |
| 29 | Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others. | Vertosoft can act as both a distributor and reseller to help make the ordering process for Sourcewell participating entities as smooth and easy as possible. Here's how the process is tailored to meet the software-centric requirements:<br>When Vertosoft Acts as a Distributor:<br>1. Selection and Consultation: A Sourcewell entity selects their required software solutions with the possibility of consultation from Vertosoft and/or the software supplier to ensure the best fit for their needs.<br>2. Authorized Reseller Engagement: The entity then engages with an authorized reseller partner of Vertosoft to place the order. This partnership combines the local touch of a reseller with the extensive software offerings of Vertosoft. This could also help participating entities to achieve socio-economic goals when possible.<br>3. Order Coordination: Once the order is placed with the reseller, Vertosoft coordinates with the software supplier to fulfill the order. Vertosoft's role as a distributor ensures that the software supplier delivers the order effectively through the reseller partner.<br>When Vertosoft Acts as Both Distributor and Reseller:<br>1. Direct Order Placement: In scenarios where Vertosoft assumes the combined role, the Sourcewell entity places the order directly with Vertosoft, eliminating any thirdparty interaction.<br>2. Order Fulfillment: Vertosoft then takes on the responsibility of coordinating directly with the software supplier to fulfill the order. This direct line ensures clarity, efficiency, and expediency in delivery.<br>3. Post-Order Support: Regardless of the role, Vertosoft provides comprehensive post-order support, assisting with software entitlement, license management, and technical queries.<br>In both scenarios, Vertosoft's involvement guarantees a streamlined process that caters to the digital nature of the products offered. With no physical inventory to manage, the focus remains on prompt service and precise fulfillment of software orders, ensuring that Sourcewell entities receive the right software solutions at the right time, with Vertosoft as their dedicated point of contact. |
| 30 | Describe your strategy related to implementation, integration, and use of implementation partners. | Vertosoft's strategy for implementation, integration, and use of implementation partners is designed to ensure the successful and seamless deployment of solutions for our customers. Our approach is comprehensive, collaborative, and client-focused, with the ultimate goal of providing irrefutable value. We currently collaborate with nearly 50 implementation partners who are industry leaders in their specialty, consistently engaging with them for their highly skilled expertise and streamlined project facilitation. We view implementation partners as valuable extensions of any given project. |

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| 31 | Describe in detail the process and procedure of your customer service program, if applicable.<br><br>Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises. | Vertosoft is fully committed to delivering exceptional customer service to Sourcewell members through our comprehensive Customer Success Program. Our approach is designed to provide rapid, knowledgeable, and tailored support to ensure that our clients maximize the benefits of our technology solutions.<br>Upon commencement of our partnership, Sourcewell members will be assigned a dedicated Customer Success Manager (CSM) team. This team, comprised entirely of U.S. citizens, boasts an intimate understanding of various software manufacturers' entitlement systems, license management processes, and technical support frameworks. This ensures that the support provided is not only expert but also directly aligned with the nuances of the public sector's operational requirements.<br>To facilitate immediate and seamless communication, we provide a dedicated toll-free number and a specific email address that directly connects Sourcewell members to their CSM team. This direct line of contact is designed to eliminate delays and streamline the resolution process.<br>Our CSM team pledges to deliver on the following key customer service aspects:<br>Software Entitlement Management Support: Expert assistance in managing and optimizing software entitlements.<br>Customized License Reporting and Usage: Tailored reports that provide insights into software usage and compliance status, aiding in informed decision-making.<br>Service Desk Management Portal: Sourcewell members will have access to 'VertoDesk', our robust service management portal, allowing them to open and manage service tickets efficiently with the CSM team.<br>Technical Outreach and Advisory Sessions: Scheduled sessions to discuss new solutions, technology roadmaps, and to offer strategic advice tailored to the unique needs of Sourcewell members.<br>Our response-time capabilities are a cornerstone of our customer service commitment. The CSM team guarantees prompt attention to all inquiries and issues, with an initial response time target within one business hour of contact. We strive to resolve queries and service tickets swiftly, with a focus on first-contact resolution whenever possible.<br>To ensure these service goals are consistently met, Vertosoft incentivizes our CSM team based on key performance indicators that include response times, resolution times, and customer satisfaction levels. Regular reporting on these metrics, including the volume of calls, emails, and the status of service tickets, will be provided to Sourcewell to maintain transparency and encourage continuous improvement.<br>Our dedicated CSM team, responsive service capabilities, and strategic incentives all serve one purpose: to provide Sourcewell members with an unparalleled customer service experience that not only meets but exceeds their expectations for support and strategic guidance. | * |
| 32 | Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States. | Vertosoft's core business is selling to the Public Sector, both the State & Local and Federal Government. We have dedicated the entire business to our only customer being the Government due to the expanse and nuance of the Government as a customer. Due to this, this makes our ability as a software distributor and reseller to sell directly to any of the Sourcewell participating entities across the United States extremely plausible and within our normal reach. We look forward to working with Sourcewell participating entities to provide the solutions proposed as part of this solicitation. | * |
| 33 | Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada. | Vertosoft is committed to delivering high-quality software and related services to public sector and education administration entities, including those across Canada. Our ability and willingness to serve Sourcewell participating entities in Canada are rooted in the following key aspects:<br><br>- Vertosoft LLC has established a legal presence in Canada and has the ability to quote in CAD.<br>- We have an established, proven track record of success via direct transactions, as well as through our number of Canadian partners.<br>- Vertosoft offers comprehensive training and implementation services tailored to the specific needs of our customers. For any related services that we are proposing, we provide remote options, ensuring that Canadian entities can maximize the value of Vertosoft's solutions, while encountering minimal disruption to their daily operations.<br>- We are best able to serve the Canadian territories and provinces that conduct business in English. | * |
| 34 | Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract. | Vertosoft is currently equipped to and has done business with all 50 states of the US. We are also equipped to do business with all required areas of Canada. | * |
| 35 | Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract.<br><br>Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract? | Vertosoft anticipates being able to fully serve any participating entity sectors through this proposed contract, and looks forward to the opportunity of doing so. | * |
| 36 | Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories. | Vertosoft has no specific restrictions related to participating entities in Hawaii and Alaska. | * |

**Table 7: Marketing Plan**

| Line Item | Question | Response * | |
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| 37 | Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response. | Vertosoft has crafted a robust marketing strategy to ensure the successful promotion of the Sourcewell contract opportunity. Our approach is multifaceted, designed to leverage our expertise and resources to educated and engage public sector entities about the advantages of using this contract vehicle for their technology solution acquisitions.<br><br>The text in the following questions (#37-40) covering the Marketing Plan is meant to work in tandem with what we have submitted as an attachment under the “Step 2 - Documents” portion of the submission under “Marketing Plan/Samples.”<br><br>Dedicated Sales Team Effort:<br><br>Vertosoft’s seasoned public sector sales team, armed with extensive experience in leveraging national contracts, will actively collaborate with Sourcewell’s marketing division. The objective is to enlighten public sector organizations about the benefits and efficiencies gained by utilizing this contract for their technology purposes.<br><br>Partnership with Software Manufacturers:<br><br>Our Software Manufacturer Partners, who have well-established national sales forces, will integrate the promotion of this contract into their sales strategies. In their interactions with public sector entities, they will advocate for the use of this contract as the preferred procurement vehicle for acquiring state-of-the-art technology solutions.<br><br>Proactive Communication and Media Outreach:<br><br>Within the first 14 days post-award, Vertosoft will disseminate a co-branded press release, announcing the contract award with detailed insights into the contract specifics. This announcement will be bolstered by strategic social media campaigns, targeting public sector organizations to inform and promote the contract’s utilization.<br><br>Online Presence and Accessibility:<br><br>A dedicated Vertosoft website will be launched within 30 days of award notice, featuring the standard Sourcewell logo. This line resource will serve as a comprehensive hub, housing the original RFP, contract documents, product summaries, marketing materials, and direct links to the Sourcewell website. Additionally, we will establish a dedicated toll-free number and email address exclusively for Sourcewell participating entities, facilitating effortless access and inquiries.<br><br>Direct Engagement Campaign:<br><br>Within 60 days of the award, Vertosoft will initiate a targeted email and direct contact campaign. This initiative is designed to notify both existing and prospective public sector agencies about the contract. The communication will offer detailed guidance on how to effectively leverage the contract for future technology solution procurements.<br>Vertosoft’s marketing strategy is a testament to our commitment to not only inform but also empower participating agencies with the tools and knowledge to enhance their operational capabilities through this contract with Sourcewell. |
| 38 | Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness. | Vertosoft employs a sophisticated array of digital technologies and data analytics to enhance the effectiveness of our marketing initiatives. Here's an outline of our strategy:<br><br>Social Media Utilization: We leverage social media platforms to engage with our audience, utilizing targeted advertising and organic content strategies. By analyzing user interaction data, we tailor our content to increase engagement, foster community building, and enhance brand awareness.<br><br>Metadata Analysis: By harnessing metadata from various digital channels, we gain insights into customer behavior, preferences, and trends. This information allows us to optimize our content for search engines and improve the visibility of our digital assets.<br><br>Customer Relationship Management (CRM) Systems: Our CRM systems are integrated with marketing automation tools that utilize digital data to personalize communication and track the customer journey. This ensures that marketing campaigns are relevant and timely, increasing conversion rates.<br><br>Data-Driven Decision Making: We employ analytics tools to evaluate the performance of our marketing campaigns across digital channels. By understanding key performance indicators (KPIs), we can make informed decisions to refine our marketing tactics.<br><br>Content Personalization: Using data analytics, we personalize content for various segments of our audience. This approach ensures that the messaging resonates with the specific needs and interests of each segment, improving engagement and conversion rates.<br><br>Predictive Analytics: By analyzing past and current data trends, we employ predictive analytics to anticipate future behaviors and preferences. This allows us to stay ahead of market trends and adapt our marketing strategies accordingly.<br><br>Digital Engagement Tracking: We track engagements and interactions across our digital channels to understand what content performs best. This enables us to replicate successful tactics and drop ineffective ones.<br><br>Email Marketing Optimization: We use digital data to segment our audience and tailor email marketing campaigns, enhancing open rates and click-through rates.<br>Through these technologically driven strategies, Vertosoft ensures that our marketing efforts are not just widespread, but also precise, relevant, and effective, leading to a stronger market presence and higher ROI on marketing investments. |
| 39 | In your view, what is Sourcewell’s role in promoting contracts arising out of this RFP?<br><br>How will you integrate a Sourcewell-awarded contract into your sales process? | Vertosoft recognizes the immense value of a Sourcewell contract and the significant benefits it provides to Sourcewell contract holders. Therefore, we view it as very important that Sourcewell and Vertosoft have a symbiotic relationship in the promotion of a contract award. We view Sourcewell’s involvement in the successful promotion of our contract to include, but not necessarily be limited to:<br><br>1. Promotion via Sourcewell Channels: Leverage Sourcewell’s established communication channels, such as the official website, newsletters, and direct emails to regularly inform and update participating entities of the contract and its benefits. We would also like to establish an official landing page on Sourcewell’s website to highlight Vertosoft’s contract, similarly to how we would do on our own website.<br><br>2. Co-Branded Marketing Materials: Partner with Vertosoft to create co-branded marketing materials that combine the credibility and reputation of Sourcewell with the innovative offerings of Vertosoft, reinforcing the contract’s value proposition.<br><br>3. Educational Webinars and Workshops: Organize and host educational webinars and workshops that elucidate the contract’s features and instruct participating entities on how to leverage the offerings to effectively meet their needs.<br><br>4. Social Media Engagement: Utilize Sourcewell’s social media platforms to engage with the participating entity base, increase contract visibility, and encourage discussions around the contract’s usage and benefits.<br><br>5. Case Studies and Testimonials: Develop and share success stories and/or testimonials from customers who have seen great value through Vertosoft suppliers on the contract. This will provide real-world, timely examples of the value of Vertosoft's solutions and demonstrate the effectiveness of a properly leveraged Sourcewell contract awarded to Vertosoft. |

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| 40 | Are your products or services available through an e-procurement ordering process?<br><br>If so, describe your e-procurement system and how governmental and educational customers have used it. | All solutions proposed under this RFP are available for electronic delivery, either via download for on-premises installed software, or as a Software-as-a-Service (SaaS) offering, but not through an online e-procurement ordering system. | * |

**Table 8: Value-Added Attributes**

| Line Item | Question | Response * | |
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| 41 | Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. | As a leading distributor of innovative software solutions for the public sector, Vertosoft is uniquely positioned to offer a range of product-related training programs. Our training offerings are as diverse as our product portfolio, varying significantly based on each supplier's specific technology and approach.<br><br>Product Training Overview: Our training programs are designed to enhance the effective use and understanding of the software products we distribute. Recognizing that training needs vary from one supplier to another, we offer:<br><br>1. Standardized Training Programs:<br><br>- Offered for: Widely used software products with uniform functionalities.<br><br>- Details: These programs cover basic operations, user interface navigation, and standard application features.<br><br>- Provider: Trained professionals with comprehensive knowledge of specific software.<br><br>- Costs: Generally included with the purchase of software licenses.<br><br>2. Advanced and Specialized Training:<br><br>- Offered for: Software requiring specific skill sets or knowledge for optimal use.<br><br>- Details: Advanced operational techniques, customization options, and in-depth feature exploration.<br><br>- Provider: Specialists or even developers from the software supplier, ensuring an authoritative understanding of the product.<br><br>- Costs: Priced separately, reflecting the advanced level and specialized nature of the training.<br><br>3. Customizable Training Solutions:<br><br>- Offered for: Software with flexible or adaptable functionalities.<br><br>- Details: Tailored training modules developed in conjunction with the software supplier, focusing on the unique needs of each Sourcewell entity.<br><br>- Provider: A collaborative team of Vertosoft experts and supplier representatives. Costs: Varies based on the training scope, duration, and specific requirements.<br><br>- Unique Value Proposition: Vertosoft's strength lies in our ability to connect Sourcewell entities with a wide range of software training options, directly correlating to the diverse products offered by our suppliers. This approach ensures that each entity receives the most relevant, effective training for their chosen software solutions, maximizing the benefits and impact of their technology investments | * |
| 42 | Describe any technological advances that your proposed products or services offer. | Vertosoft stands at the forefront of technological innovation, providing cutting-edge solutions tailored for Core Administrative Systems, Education and Public Sector Information and Work Management, and Public Engagement and Specialized Services. Our offerings, derived from partnerships with emerging tech companies, seamlessly integrate into your operations, delivering significant benefits:<br><br>In Core Administrative Systems, Vertosoft's proposed solutions enhance automation and improve decision-making. Leveraging technologies such as AI-driven financial close processes from Blackline, and predictive analytics and financial automation from Trintech, our solutions streamline operations and optimize resource management. This enables public sector and educational institutions to effectively manage administrative tasks and improve overall operational efficiency.<br><br>For Education and Public Sector Information and Work Management, Vertosoft's solutions redefine efficiency in information and work management. By auto-generating designs and content, and developing novel data models, these tools significantly reduce time-to-market and foster innovation. For instance, Cornerstone onDemand's AI-powered learning management system personalizes learning paths and provides advanced analytics, while OpenGov's data-driven decision-making tools offer deep insights, trend analysis, and predictive forecasting crucial for strategic planning and operational efficiency. Moreover, platforms like Udacity offer cutting-edge learning programs in emerging technologies, further empowering institutions to unlock the full potential of their data.<br><br>In the realm of Public Engagement and Specialized Services, Vertosoft offers robust solutions that enhance communication and interaction with the community. AI-powered platforms, including chatbots and virtual assistants from Ivy.ai, facilitate efficient handling of inquiries and provide real-time data analytics. PublicInput's platform uses AI to analyze public feedback and sentiment, enhancing community engagement. These solutions streamline processes, reduce response times, and provide 24/7 support, thereby promoting stronger community relationships and trust. | * |

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| 43 | Please describe your software innovation maturity related to the following technology areas:<br>o Machine learning<br>o Natural language processing<br>o Virtual assistants/chatbots<br>o Predictive analytics<br>o Big data analytics<br>o AI/Generative AI | Vertosoft, along with our suppliers, offer Sourcewell participating entities advanced capabilities across key technology areas including machine learning, natural language processing, virtual assistants/chatbots, predictive analytics, big data analytics, and AI/Generative AI. The following companies Autura, Blackline, Cornerstone OnDemand, Diligent, Floqast, Fluxx Labs, Ivy.ai, OpenGov, Public Input, Red Rover, Schoox, Spare Labs, Swiftly, Thirdline, Trintech, Udacity, UKG, Urban SDK, and Visual Lease demonstrate exceptional innovation maturity in these fields, offering cutting-edge solutions aligned with the most advanced technology available.<br><br>Machine Learning:<br><br>UKG: Utilizes machine learning to enhance workforce management solutions, providing predictive scheduling, workforce forecasting, and advanced analytics to optimize labor costs and improve employee engagement.<br><br>Natural Language Processing (NLP):<br><br>Ivy.ai: Specializes in NLP to power intelligent chatbots and virtual assistants for higher education institutions, facilitating seamless communication and support for students and staff.<br><br>Udacity: Leverages NLP in their educational platforms to provide personalized learning experiences, adaptive content, and intelligent tutoring systems.<br><br>Virtual Assistants/Chatbots:<br><br>Ivy.ai: Offers advanced chatbot solutions that utilize AI and NLP to provide real-time, automated support for various user queries, improving customer service efficiency.<br><br>Cornerstone OnDemand: Integrates virtual assistants into their learning and talent management solutions, providing users with immediate assistance and enhancing overall user experience.<br><br>Predictive Analytics:<br><br>Floqast: Utilizes predictive analytics to streamline and optimize financial close processes, providing actionable insights that help organizations forecast and manage financial outcomes more effectively.<br><br>Swiftly: Applies predictive analytics to improve public transportation systems, offering real-time data and predictive insights to enhance transit operations and rider experience.<br><br>Big Data Analytics:<br><br>OpenGov: Employs big data analytics to provide governments with comprehensive financial management and transparency solutions, enabling data-driven decision-making and improved public service delivery.<br><br>Urban SDK: Uses big data analytics to provide urban planners and policymakers with actionable insights to improve city infrastructure, transportation, and overall urban development.<br><br>AI/Generative AI:<br><br>Red Rover: Implements generative AI to enhance their employee onboarding solutions, creating personalized and engaging onboarding experiences that streamline the integration of new hires.<br><br>Spare Labs: Utilizes AI and generative AI to optimize demand-responsive transportation systems, improving efficiency and accessibility for transit agencies and riders.<br><br>Comprehensive Innovation Across Technology Areas:<br><br>Diligent: Provides governance, risk, and compliance solutions that integrate AI and machine learning to enhance decision-making and risk management processes.<br><br>Trintech: Delivers financial close management software that incorporates predictive analytics and AI to automate and optimize financial operations.<br><br>Visual Lease: Uses machine learning and big data analytics to offer lease management solutions that improve compliance and financial performance.<br><br>Thirdline: Applies advanced machine learning and AI techniques to enhance their security and compliance monitoring solutions.<br><br>Blackline: Utilizes AI and machine learning to streamline and automate accounting and finance processes, providing real-time visibility and control.<br><br>Public Input: Uses big data analytics and AI to facilitate public engagement and community feedback, providing governments with deeper insights and more effective decision-making.<br><br>Fluxx Labs: Employs AI and big data analytics to improve grant management and impact measurement for philanthropic organizations.<br><br>Autura: Leverages machine learning and predictive analytics to enhance automotive industry solutions, improving vehicle performance and customer satisfaction.<br><br>Schoox: Implements AI and machine learning in their learning management systems to provide personalized training and development programs.<br><br>Together, these companies represent a robust and comprehensive suite of solutions that showcase our collective expertise and innovation maturity in key technology areas. By offering suppliers with the latest advancements in machine learning, natural language processing, virtual assistants, predictive analytics, big data analytics, and AI, Vertosoft and our suppliers are well-positioned to deliver exceptional value and transformative outcomes for Sourcewell participating entities. |

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| 44 | Describe connectivity and integration capabilities between your offered solution(s) and other software systems. | The diversity of connectivity and integration capabilities available are as varied and diverse as the suppliers we are proposing for this opportunity, ensuring seamless interoperability and comprehensive functionality across various software systems. We have provided a brief subset of some of the integration capabilities below:<br><br>Autura supports integrations with Salesforce, Hubspot, Zoho CRM, SAP, Oracle ERP, Microsoft Dynamics 365, Geotab, Samsara, and Verizon Connect, along with an API and SDK to assist with other connections.<br><br>Blackline's financial close management software integrates with major ERP systems such as SAP, Oracle, and Microsoft Dynamics. It offers APIs and pre-built connectors to streamline data flow between financial systems and enhance process automation.<br><br>Cornerstone OnDemand's learning and talent management systems integrate seamlessly with a variety of HRIS, payroll, and other enterprise systems, utilizing open APIs, connectors, and integration hubs to ensure data synchronization and workflow automation. Specifically, Cornerstone integrates with Workday, enabling smooth data flow for HR, payroll, and talent management processes, which supports unified reporting, automated data updates, and streamlined workflows. The system also integrates with SAP SuccessFactors, allowing for the synchronization of employee data, performance metrics, and learning management information, thus providing a comprehensive talent management solution. Furthermore, integration with Oracle HCM Cloud ensures synchronized HR data, payroll information, and talent management processes, enhancing data accuracy and operational efficiency. Cornerstone's compatibility with ADP helps synchronize payroll data, employee information, and compliance reporting, facilitating easier workforce data management across systems.<br><br>Additionally, Cornerstone integrates with UKG Pro (formerly UltiPro) to offer seamless HR, payroll, and talent management capabilities, promoting real-time data synchronization and efficient workflow automation. Integration with Microsoft Dynamics 365 allows for the connection of HR and talent management data, enabling comprehensive analytics and streamlined operations. The integration with PeopleSoft ensures that employee records, payroll data, and HR processes are synchronized, providing a unified platform for managing workforce information. Finally, Cornerstone's integration with Kronos aligns time and attendance data with HR and payroll systems, ensuring accurate payroll processing and compliance with labor regulations. These integrations enable Cornerstone to provide a cohesive and efficient experience for managing HR processes, payroll, and employee development, supporting comprehensive workforce management and development strategies across various enterprise systems.<br><br>Ivy.ai's AI-powered chatbot and virtual assistant solutions integrate seamlessly with a variety of systems to enhance customer service and engagement. Utilizing open APIs and connectors, Ivy.ai ensures smooth data flow and operational efficiency across educational institutions and businesses. Specifically, Ivy.ai integrates with CRM systems like Salesforce and HubSpot to streamline customer interactions, ensuring data from chatbot interactions is accurately captured and enhancing customer relationship management and marketing efforts. In learning management systems such as Canvas and Blackboard, Ivy.ai provides educational institutions with seamless student support, automating responses to inquiries and facilitating course navigation.<br><br>Additionally, Ivy.ai integrates with student information systems like Banner and PeopleSoft to automate administrative tasks, providing instant access to academic information and assisting with enrollment processes. For HRIS, Ivy.ai works with systems like Workday and SAP SuccessFactors to offer automated HR support, addressing employee queries related to benefits, leave balances, and payroll details. Furthermore, integrations with content management systems like WordPress and Drupal enable Ivy.ai to enhance user engagement on websites by providing real-time support and guiding visitors. These integrations collectively enable Ivy.ai to deliver a cohesive and efficient experience for managing customer interactions, student support, and HR services, significantly improving operational efficiency and user satisfaction.<br><br>OpenGov provides robust integration capabilities to enhance its financial and performance management solutions for government agencies. It integrates seamlessly with major Enterprise Resource Planning (ERP) systems such as SAP, Oracle, and Microsoft Dynamics, enabling comprehensive financial management and streamlined operations. OpenGov connects with financial systems like QuickBooks, NetSuite, and Sage Intacct, facilitating accurate financial reporting and budget management. Its platform also integrates with Customer Relationship Management (CRM) systems like Salesforce, enabling improved citizen engagement and service delivery. OpenGov supports data visualization and analytics tools such as Tableau and Power BI, providing real-time insights and data-driven decision-making. For document and records management, it integrates with systems like Laserfiche and SharePoint, ensuring efficient document handling and compliance. Additionally, OpenGov connects with geographic information systems (GIS) like Esri, enhancing spatial data analysis and planning capabilities. These integrations ensure that OpenGov's solutions provide comprehensive, efficient, and secure financial and performance management, enhancing the ability of government agencies to deliver transparent and effective public services.<br><br>UKG (Ultimate Kronos Group) offers extensive integration capabilities across various systems to enhance workforce management solutions. It integrates with major Human Capital Management (HCM) systems like Workday, Oracle HCM Cloud, and SAP SuccessFactors for seamless HR and payroll operations. UKG also connects with payroll systems such as ADP, Ceridian Dayforce, and Paychex to ensure accurate payroll processing. Its integration with ERP systems like SAP ERP, Oracle ERP, and Microsoft Dynamics 365 streamlines workforce planning and financial management. UKG's connectivity extends to CRM systems, including Salesforce, HubSpot, and Zoho CRM, aligning workforce management with customer relationship activities. Time and attendance systems like Kronos, Tanda, and Deputy are supported for efficient scheduling and tracking. Additionally, UKG integrates with Learning Management Systems (LMS) such as Cornerstone OnDemand, SAP Litmos, and Udemy for Business to enhance employee training and development. Benefits administration systems like Benefitfocus, Alight Solutions, and Businessolver are also supported, ensuring comprehensive benefits management. For secure access, UKG integrates with Single Sign-On (SSO) solutions like Okta, Microsoft Azure Active Directory, and Ping Identity. These integrations ensure UKG's solutions provide comprehensive, efficient, and secure workforce management across diverse business environments. |

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| 45 | Describe your migration, customization, configuration, and upgrade processes. | Each of the suppliers being proposed has a variety of methodologies they follow to ensure success. For example, OpenGov's implementation methodology ensures a smooth transition and successful adoption of their solutions through a structured approach consisting of several key phases: Initiate, Validate, Configure, Customize, Train, Test, Launch, and Support and Upgrade.<br><br>In the Initiate phase, OpenGov provides customer entity configuration and creates system administrator accounts, granting access to the system. This phase concludes with customer sign-off on product access.<br><br>During the Validate phase, OpenGov develops a Solution Blueprint based on the customer's requirements and confirms the data migration and validation strategy. The customer signs off on the Initial Draft Solution Blueprint to complete this phase.<br><br>The Configure phase involves configuring the deliverables as outlined in the project scope, with customer sign-off confirming the completion and acceptance of all configuration deliverables.<br><br>Customization follows in the next phase, based on specific customer requirements detailed in the Solution Blueprint. This includes custom feature development, integration with other systems, and workflow customizations. This phase concludes with customer sign-off on the completed customizations.<br><br>Training is provided through instructor-led virtual sessions, covering both administrators and end users as specified in the project scope. Customer sign-off confirms the completion of training.<br><br>OpenGov conducts thorough testing of the system in the Test phase, including user acceptance testing (UAT), to ensure all configurations and customizations work as expected. The customer signs off on the successful completion of the testing phase.<br><br>The Launch phase includes providing HyperAdopt support post Go-Live to ensure successful adoption, with customer sign-off transitioning the project from active deployment to Customer Success.<br><br>In the Support and Upgrade phase, OpenGov provides ongoing support to ensure the system continues to meet customer needs, regularly releasing updates and upgrades to enhance functionality and security. Customers are notified of upcoming upgrades, and OpenGov works with them to schedule and implement these upgrades with minimal disruption, concluding with customer sign-off on major upgrades to confirm successful implementation.<br><br>UKG uses the following methodology:<br><br>Project Management UKG guides the life cycle of the UKG HCM implementation, providing best practices to ensure successful deployment. The UKG Project Manager partners with the Customer Project Manager to develop the project plan, manage risks, and ensure objectives are achieved. The Customer Project Manager manages resources, secures executive sponsor buy-in, leads change management, liaises between UKG and project stakeholders, administers project changes, and resolves issues.<br><br>Welcome Phase In the Welcome Phase, UKG and the Customer team lay the foundation for a successful implementation. This includes assigning stakeholders, defining areas of responsibility, reviewing expectations and goals, discussing project assumptions, and establishing meeting cadences. The UKG Project Manager will also discuss the project plan, change management, testing, and end-user training activities with the Customer Project Manager. This phase concludes with the start of the Requirements phase.<br><br>Requirements Phase During the Requirements phase, UKG discusses specific configurations and identifies necessary modifications with the Customer. This involves discovery sessions with key department stakeholders and reviewing internal process changes based on industry best practices. The aim is to minimize configuration changes outside the preconfigured solution. These discussions help in making informed decisions about processes, testing scenarios, and end-user training.<br><br>Build Phase In the Build phase, UKG completes the agreed-upon configurations. The Customer provides necessary employee data from legacy systems, configures hardware if applicable, and attends recommended training. Working sessions are held to review the configuration and navigation of the UKG HCM solution. The Customer also designates System Administrators who actively participate in all activities to ensure they can maintain and troubleshoot the solution post-implementation.<br><br>Test Phase During the Test phase, the Customer leads User Acceptance Testing (UAT) with support from UKG. The Customer assigns resources to conduct unit tests, documents outcomes, and communicates issues to UKG for resolution. Concurrently, the Customer develops change management strategies and communication plans to ensure user adoption, prepares deployment groups, and rolls out end-user training.<br><br>Go-Live Phase In the Go-Live phase, the configured and tested solution is deployed to end users. The project's goals, success criteria, change management, end-user training, and risk management efforts culminate in this phase. The Customer signs off on an agreed Deployment Plan for the UKG HCM system. UKG supports one deployment group and provides a thirty-day warranty period before transitioning to UKG Global Support (Success Care) for post-implementation support. |

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| 46 | Describe any “green” initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each. | Vertosoft maintains a corporate Sustainability Policy which is provided below:<br><br>Vertosoft LLC strives to be a leader in environmental sustainability and believes that a successful future for our business and the customers we serve depends on the sustainability of the environment, communities, and economies in which we operate.<br><br>As a responsible corporate citizen, we bear a responsibility to consider the impacts of our actions and how they affect the environment both directly in terms of our own operation, and indirectly through our purchasing decisions, the products, and services we offer to our customers and the business opportunities we pursue.<br><br>We are committed to minimizing the impact of our operations on the environment and to demonstrating leadership by integrating environmental considerations into all our business practices.<br><br>We are committed to protecting the environment through responsible management of our operations and give appropriate weight and consideration to this environmental policy when making future planning and investment decisions.<br><br>Vertosoft LLC will set targets and objectives, within the scope of the environmental management system, to achieve continual improvement and a sustainable development;<br><br>Vertosoft LLC will establish and periodically review and report progress on objectives and targets in the pursuit of continual improvement in our environmental management system for the purpose of enhancing our environmental performance and ongoing prevention of pollution.<br><br>Vertosoft LLC will minimize the environmental impacts of our own operations through best practice management of use of our energy, transportation, material consumption, water use, waste and emissions. Vertosoft will also encourage suppliers, subcontractors, retailers and recyclers of our products to adopt the same environmental principals as Vertosoft LLC;<br><br>Vertosoft LLC will raise employee awareness and support employee creativity and enthusiasm with respect to implementing our environmental policies, guidelines, programs, and initiatives. Vertosoft will also continually promote environmental awareness, responsibility, and best practices and to support the environmental sustainability culture of our company through education and in-house initiatives to reduce our environmental footprint.<br><br>Guided by our Sustainability Policy, Vertosoft provides each employee with an Ocean Bottle “GO” water bottle. Each bottle is made from at least 67% recycled materials, and each bottle purchased funds the collection of 1,000 ocean-bound plastic bottles. To date, our usage of these bottles has funded the removal of over 40,000 ocean-bound plastic bottles.<br><br>Vertosoft has also installed an in-office point-of-use water system that is connected to the building water supply. This system is estimated to save 4,000 bottles annually.<br><br>Another policy that Vertosoft has put in place that is driven by our Sustainability Policy is our ‘Work from Home’ program. Employees that are eligible for this program can work from home 2 days a week. It is estimated that this policy saves ~10.67 metric tons of carbon emissions over the course of a year.<br><br>In addition to these items, Vertosoft requires all electronic equipment to be Energy STAR certified, and where available, EPEAT registered. We prioritize products made from recycled materials and those with minimal, eco-friendly packaging. Vertosoft also selects products designed for longevity and ease of upgrade to extend their usable life. One specific example is our laptops. Vertosoft’s laptops have an average lifespan of 5 years, as compared to many corporate laptops that have a lifespan of approximately 3 years. | * |
| 47 | Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors. | Several providers in our proposal demonstrate a strong commitment to sustainability through various certifications and eco-labels. UKG and Diligent both hold ISO 14001 certification for environmental management systems, underscoring their dedication to reducing environmental impact. Trintech, a member of the Green Business Certification Inc. (GBCI), reinforces its green business practices. Visual Lease partners frequently use Energy Star-certified equipment, promoting energy efficiency. OpenGov operates in LEED-certified facilities, reflecting their commitment to environmentally friendly building practices. Fluxx Labs, as a certified B Corporation, meets high standards of social and environmental performance. These certifications and practices highlight the focus on energy efficiency, sustainability, and green initiatives among our proposed solution providers. | * |
| 48 | Describe your strategy related to ecosystem partners for additional functionalities or capabilities. | Our strategy for leveraging ecosystem partners to enhance functionalities and capabilities revolves around building a robust network of integrations and collaborations that amplify the strengths of our core solutions. By partnering with leading providers across various domains, we ensure that our customers can access a comprehensive suite of tools and services that seamlessly integrate with our offerings, enhancing overall efficiency and effectiveness.<br><br>For instance, UKG (Ultimate Kronos Group) collaborates with numerous HRIS and payroll systems such as Workday, SAP SuccessFactors, and ADP, enabling seamless data flow and operational efficiencies. These integrations allow organizations to unify their workforce management and HR processes, providing a cohesive user experience. Similarly, Diligent’s governance, risk, and compliance solutions are enhanced through partnerships with other compliance tools and risk management systems, ensuring comprehensive governance and regulatory adherence.<br><br>OpenGov’s financial and performance management solutions benefit from integrations with ERP systems like SAP and Oracle, as well as data visualization tools such as Tableau and Power BI. This strategic collaboration enables government entities to leverage advanced analytics and reporting capabilities, driving data-driven decision-making. Cornerstone OnDemand’s learning and talent management systems integrate with CRM systems like Salesforce and HubSpot, as well as LMS platforms like Canvas and Blackboard, ensuring that educational institutions and businesses can provide seamless learning experiences and robust talent management.<br><br>Additionally, Ivy.ai’s AI-powered chatbot solutions integrate with various CMS, LMS, and HRIS platforms, offering enhanced customer service, student support, and HR functionalities. By partnering with ecosystem players such as WordPress, Drupal, and Workday, Ivy.ai ensures that its AI-driven solutions are easily accessible and highly effective across different use cases. | * |
| 49 | Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or HUB partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response. | Vertosoft LLC is a Certified Virginia Small Business Concern, number 725842 for reference. We have attached a copy of our Small, Women-owned, and Minority-owned Business (SWaM) certificate under the “Step 2 - Documents” portion of the submission - “WMBE/MBE/SBE or Related Certificates” | * |

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| 50 | What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities? | Presales Engineering Talent<br><br>Vertosoft's focus on emerging and innovative technologies are supported by experienced technical resources to identify the best overall solution for Sourcewell members. Vertosoft Account Managers are trained presales specialists who focus on specific technology domains such as Cloud Computing, Machine Learning and Artificial Intelligence, Cybersecurity, and Big Data and Analytics. Partnered with dedicated engineering resources from the software supplier, Vertosoft can provide Sourcewell participating entities with important insights about the technology solutions to best meet the member's needs.<br><br>Quality and Responsiveness<br><br>Vertosoft maintains an ISO 9001:2015 certification that demonstrates Vertosoft's commitment to the highest level of quality and customer satisfaction. Our Quality Management program supports our core business processes and provides the tools through which we measure, control, and improve these processes which include:<br><br>- Maintaining product catalogs and price lists on different government contract vehicles.<br>- Error free quoting to the government on behalf of our technology partners.<br>- Efficient purchase order (PO) processing from our government customers.<br>- Efficient PO delivery to our technology partners.<br>- Accurate invoice creation for government customers for solutions delivered by our technology partners.<br>- Payments to our technology partners upon payment from the government.<br>- Customer satisfaction measurement with the overall procurement process experience through Vertosoft.<br><br>Dedicated Customer Success Management Team<br><br>Vertosoft will assign a dedicated Customer Success Manager (CSM) team to Sourcewell participating entities. The assigned CSM team will all be US citizens with knowledge of the different software manufacturer's software entitlement systems, license management processes, and technical support systems. Vertosoft provides a dedicated 1-800 number and email address that will connect participating entities directly with the dedicated CSM team. The CSM will be able to provide Sourcewell and participating entities with the following benefits:<br><br>- Software Entitlement management support<br>- Customized license reporting and usage<br>- Service Desk Management Portal – ability to open and manage service tickets with Vertosoft CSM team<br>- Technical Outreach and Advisory Sessions<br><br>Vertosoft's CSM team will assist Sourcewell and participating entities with tracking the usage for each product. The CSM team will provide Sourcewell metrics on the calls/emails into the Vertosoft 1-800 and dedicated email address along with open/closed service tickets to help Sourcewell understand the volume and scale of support being requested and provided. Vertosoft will also provide Sourcewell participating entities with access to VertoDesk, which is a software entitlement portal where assigned participating entities can see the list of current software entitlements. *<br><br>Marketing and Training<br><br>Each of the software suppliers supported by Vertosoft provides complimentary webinars to Sourcewell member agencies to help them better understand different features within the tool, so that agencies can maximize the investment in the technology.<br><br>Vertosoft also hosts 'Tech-Days' where we bring emerging technology suppliers to our public sector customers where they can engage in technical deep dives, learn about product roadmaps, and get key industry updates and insights. Within the first 14 days post award, Vertosoft will issue a co-branded press release announcing the award and specific details of the contract. This will be combined with targeted social media postings to promote the use of the contract for eligible public sector organizations. Within 30 days of award, Vertosoft will launch a dedicated web site with the Sourcewell standard logo. The website will have a copy of the original request for proposal, a copy of the contract, summary of products being offered, marketing materials, and a link to Sourcewell website. Vertosoft will also include a dedicated toll-free number and email address for Sourcewell participating entities. Within 60 days of award, Vertosoft will execute a dedicated email and contact campaign to notify existing and potential public sector agencies about the contract and provide guidance on how to leverage the contract in the future.<br><br>Secure Software Supply Chain<br><br>Executive Order 14028, "Improving the Nation's Cybersecurity" called to establish baseline security standards for development of software. As part of this effort, Vertosoft is working with our suppliers to develop a 'software bill of materials' (SBOM) to help public sector agencies better understand the nested libraries that make up the software components they are using.<br><br>Minority and Women Business Enterprise (MWBE) and HUB Participation<br><br>Vertosoft believes that a diverse supplier base is important to our overall success as an organization. This is evident by hundreds of services and resell partners that Vertosoft works with around the country that are either minority, women owned, service-disabled veteran, certified 8(a), or HUB Zone companies. These partners compliant our software supplier's diversity programs and help public sector agencies meet their own goals for diversity.<br><br>Government Financing and Structured Payment Plans<br><br>Vertosoft offers extended payment plans and subscription billing for technology purchases to help align structured payments to government program budgets while meeting government guidelines. Vertosoft's deep understanding of the government acquisition process allows us to provide the government with simplified terms and conditions and flexible payment options. We also can provide utility-based pricing and quarterly or monthly subscription billing for cloud-based SaaS software. |
| 51 | If applicable, how does your solution facilitate increased citizen engagement and feedback in public sector processes? | We are proposing solutions PublicInput, OpenGov, and Ivy.ai to facilitate increased citizen engagement and feedback in public sector processes. They do so with their unique capabilities that you can read more about below:<br><br>PublicInput provides an all-in-one engagement and communications platform that enables government agencies to actively connect with their communities. The solution includes various tools like public surveys, virtual town halls, social media integration, and data analytics. By facilitating transparent communication and enhancing equitable citizen participation, PublicInput empowers governments to receive actionable insights through real-time feedback and representative reporting. This platform supports effective decision-making and strengthens community trust by creating an inclusive engagement environment.<br><br>OpenGov's Community Feedback software is specifically designed to enhance public sector processes through the collection and analysis of public feedback. The solution streamlines the process of gathering input via surveys and comment tracking, ensuring transparency and robust citizen engagement. With real-time feedback analysis, OpenGov enables informed decision-making based on community insights, fostering harmonious relationships between governments and citizens by efficiently utilizing public feedback to inform policies and services. *<br><br>Ivy.ai offers an AI-powered platform for Citizen Relationship and Engagement Management, featuring chatbots and virtual assistants that improve communication between governments and citizens. The solution provides automated responses, multi-channel support, and real-time data analytics, facilitating efficient handling of inquiries and enhancing citizen engagement. By streamlining processes, reducing response times, and providing 24/7 support, Ivy.ai promotes stronger community relationships and trust, thereby contributing to increased citizen engagement and feedback in public sector processes. |

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| 52 | How does your solution support digital transformation initiatives within the public sector, including cloud adoption, mobile access, and digital service delivery? | Our proposed solution, supported by a diverse group of innovative suppliers, robustly supports digital transformation initiatives within the public sector, emphasizing cloud adoption, mobile access, and digital service delivery.<br><br>UKG (Ultimate Kronos Group): UKG's cloud-based workforce management solutions facilitate seamless cloud adoption, providing scalable and secure HR, payroll, and workforce analytics. Their mobile access capabilities ensure that public sector employees can manage schedules, track time, and access critical HR information from anywhere, enhancing operational efficiency and employee engagement.<br><br>Diligent: Diligent's governance, risk, and compliance solutions are cloud-based, offering secure, scalable platforms that support public sector needs. Their mobile applications enable government officials to access critical information, manage risks, and ensure compliance on the go, streamlining governance processes and improving transparency.<br><br>Trintech: Trintech's cloud-based financial close management software supports public sector financial transformation by automating complex financial processes. Their solutions offer mobile access to financial data and workflows, enabling finance teams to collaborate and manage financial operations from anywhere, ensuring accuracy and efficiency.<br><br>Visual Lease: Visual Lease provides cloud-based lease management solutions that enhance compliance and financial performance for public sector organizations. Their mobile-friendly platform allows users to access lease data and perform management tasks remotely, supporting efficient lease administration and real-time decision-making.<br><br>OpenGov: OpenGov's cloud-based financial and performance management solutions are designed specifically for the public sector, facilitating efficient cloud adoption. Their mobile-friendly platforms enable government officials to access budget data, performance metrics, and financial reports on the go, enhancing transparency and decision-making capabilities.<br><br>Cornerstone OnDemand: Cornerstone offers cloud-based learning and talent management solutions that support public sector digital transformation. Their mobile applications allow government employees to access training, performance reviews, and development resources anytime, anywhere, promoting continuous learning and professional growth.<br><br>Udacity: Udacity provides cloud-based educational platforms that support digital transformation through online learning. Their mobile-accessible courses enable public sector employees to develop new skills and stay updated with the latest technologies, enhancing workforce capabilities and adaptability.<br><br>Ivy.ai: Ivy.ai's AI-powered chatbot and virtual assistant solutions support digital service delivery by providing instant, automated responses to public inquiries. Their cloud-based, mobile-friendly platforms ensure that citizens can access information and services anytime, improving public engagement and satisfaction.<br><br>Urban SDK: Urban SDK offers cloud-based data analytics and visualization tools that support smart city initiatives. Their mobile-accessible platform allows city planners and officials to access real-time data on urban environments, facilitating informed decision-making and efficient urban management.<br><br>Autura: Autura's cloud-based automotive solutions support public sector digital transformation by providing real-time data and analytics on vehicle performance and maintenance. Their mobile-friendly platforms enable efficient fleet management and decision-making from any location.<br><br>Fluxx Labs: Fluxx Labs' cloud-based grant management software supports public sector digital transformation by streamlining the grant application and management process. Their mobile-accessible platform allows grant managers to track and manage grants on the go, improving efficiency and accountability.<br><br>Swiftly: Swiftly's cloud-based public transit solutions support digital transformation by providing real-time data and analytics for transit operations. Their mobile applications enable transit agencies to monitor performance, optimize routes, and improve service delivery, enhancing the public transportation experience.<br><br>Spare Labs: Spare Labs' cloud-based, demand-responsive transportation solutions support public sector mobility initiatives. Their mobile-friendly platform allows users to book and manage rides in real-time, improving accessibility and efficiency in public transportation services.<br><br>By leveraging the capabilities of these innovative suppliers, our solution robustly supports the public sector's digital transformation initiatives, promoting cloud adoption, mobile access, and enhanced digital service delivery to improve operational efficiency and public engagement. | * |

**Table 9A: Warranty**

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure.

You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

| Line Item | Question | Response * | |
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| 53 | Do your warranties cover all products, parts, and labor? | Vertosoft is committed to providing comprehensive warranty coverage across the wide variety of suppliers we propose to meet the needs of Sourcewell participating entities. In general, our warranties cover products, parts, and labor, although specific terms and conditions may vary between suppliers. To ensure Sourcewell participating entities have a clear understanding of the warranties they can expect, we have included detailed warranty information from several key suppliers. This will provide a transparent view of the warranty coverage for products, parts, and labor, demonstrating our commitment to quality and customer satisfaction.<br><br>OpenGov Warranty:<br><br>General Warranty. OpenGov represents and warrants that it has all right and authority necessary to enter into and perform this Agreement.<br><br>Professional Services Warranty. OpenGov further represents and warrants that the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards. For any breach of the Professional Services warranty, Customer's exclusive remedy and OpenGov's entire liability will be the re-performance of the applicable services. If OpenGov is unable to re-perform such work as warranted, Customer will be entitled to recover all fees paid to OpenGov for the deficient work. Customer must give written notice of any claim under this warranty to OpenGov within 90 days of performance of such work to receive such warranty remedies.<br><br>Software Services Warranty. OpenGov further represents and warrants that for a period of 90 days after the subscription start date specified in the Order Form, the Software Services will perform in all material respects in accordance with the Documentation. The foregoing warranty does not apply to any Software Services that have been used in a manner other than as set forth in the Documentation and authorized under this Agreement. OpenGov does not warrant that the Software Services will be uninterrupted or error-free. Customer must give written notice of any claim under this warranty to OpenGov during the Subscription Term. OpenGov's entire liability for any breach of the foregoing warranty is to repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted or, if OpenGov is unable to do so, terminate the license for such Software Services and refund the pre-paid, unused portion of the fee for such Software Services to the Reseller.<br><br>By Customer. Customer represents and warrants that (a) it has all right and authority necessary to enter into and perform this Agreement; and (b) OpenGov's use of the Customer Data pursuant to this Agreement will not infringe, violate or misappropriate the Intellectual Property Rights of any third party.<br><br>Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.<br><br>UKG Warranty:<br><br>Mutual Warranties. Each Party hereby warrants that (a) it has the full right and authority to enter into this Agreement; and (b) the performance of its obligations and duties under this Agreement does not conflict with or result in a breach of any other agreement of such Party or any judgment, order, or decree by which such Party is bound.<br><br>Subscription Services Warranty. UKG warrants that the Subscription Services will substantially conform with the Documentation and that the functionality of the Subscription Services will not be materially diminished or adversely modified. In the event of a breach of the warranty described in this Section, as Customer's exclusive remedy and UKG's sole obligation, UKG will make commercially reasonable efforts to remedy such breach without additional cost to Customer, provided that if UKG cannot substantially remedy such breach, then Customer may terminate the affected Subscription Services in accordance with Section 7.2.2. Customer agrees to report any nonconformance of the Subscription Services within thirty (30) days of its discovery and provide UKG with reasonable information and assistance to enable UKG to reproduce or verify the non-conforming aspect of the Subscription Services.<br><br>Professional, Support, and Training Services Warranty. UKG warrants that the Professional Services, Support Services, and Training Services will be performed by qualified personnel in a good and professional manner. In the event UKG breaches the warranty described in this Section, as Customer's exclusive remedy and UKG's sole obligation, UKG will reperform the deficient Professional, Support, or Training Service, at UKG's cost, provided that if UKG cannot substantially remedy such breach, then UKG will refund any fees prepaid by Customer for the affected Services. Customer must report any deficiencies in such Services, including Professional Services, within thirty (30) days of the completion of the Services.<br><br>Disclaimer. TO THE EXTENT PERMITTED UNDER APPLICABLE LAW, UKG DISCLAIMS ALL OTHER WARRANTIES NOT SET FORTH IN THIS AGREEMENT, EITHER EXPRESS OR IMPLIED, INCLUDING ALL WARRANTIES OF MERCHANTABILITY, QUALITY, PERFORMANCE, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, TITLE, AND ANY WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE, IN CONNECTION WITH THIS AGREEMENT AND THE SERVICES. UKG DOES NOT REPRESENT, WARRANT, OR COVENANT THAT THE SERVICES OR ANY OTHER PRODUCT OR SERVICE PROVIDED HEREUNDER WILL BE UNINTERRUPTED, ERROR-FREE, VIRUS-FREE, OR SECURE. THIS DISCLAIMER OF WARRANTY MAY NOT BE VALID IN SOME JURISDICTIONS AND CUSTOMER MAY HAVE WARRANTY RIGHTS UNDER LAW WHICH MAY NOT BE WAIVED OR DISCLAIMED. ANY SUCH WARRANTY RIGHTS EXTEND ONLY FOR THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THIS AGREEMENT (UNLESS AND ONLY TO THE EXTENT SUCH LAW PROVIDES OTHERWISE).<br><br>Due to providing detailed examples in this text section for Warranty, we have not uploaded any attachments within the "Step 2 - Documents" portion of the submission under "Warranty Information." If interested in reading more supplier warranties, please navigate to the zip file entitled "EULAs" within the "Step 2 - Documents" portion of the submission under "Standard Transaction Document Samples." |
| 54 | Do your warranties impose usage restrictions or other limitations that adversely affect coverage? | There are no usage restrictions or other limitations that adversely affect coverage. |
| 55 | Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs? | The majority of the proposed solutions are software-based, ensuring that troubleshooting and warranty repairs are conducted remotely. This approach eliminates the need for technicians to travel, thereby avoiding additional expenses for travel time and mileage. Remote troubleshooting offers several advantages, including faster response times, reduced downtime, and increased convenience for Sourcewell participating entities. By leveraging advanced remote support technologies, we can quickly diagnose and resolve issues without the delays associated with scheduling and dispatching on-site technicians. This not only enhances the efficiency of our support services but also aligns with sustainable practices by reducing the carbon footprint associated with travel. Consequently, Sourcewell participating entities benefit from a more responsive and eco-friendly warranty service, ensuring that their operations continue smoothly and without unnecessary interruptions. |
| 56 | Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs?<br><br>How will Sourcewell participating entities in these regions be provided service for warranty repair? | The proposed solutions are software-based, allowing us to provide comprehensive support and warranty repairs remotely, without the need for certified technicians to travel to specific geographic locations. This approach ensures that all Sourcewell participating entities, regardless of their location within the United States or Canada, receive timely and effective service for warranty repairs. |
| 57 | Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer? | In general, each supplier included in our proposal will provide warranties for their respective software solutions. This warranty coverage extends even if the software solution incorporates third-party or open-source software components. Each supplier is responsible for the warranty service of their products, ensuring that Sourcewell participating entities receive consistent and reliable support directly from the source of the solution. This approach allows for specialized expertise and ensures that any warranty issues are addressed efficiently by the original manufacturers who are best equipped to handle their specific products. By relying on each supplier to manage their warranties, we ensure that all components of our proposed solutions are covered under appropriate and effective warranty terms. |

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| 58 | What are your proposed exchange and return programs and policies? | The exchange and return programs and policies vary from supplier to supplier. To provide Sourcewell with a clear understanding of what to expect, we have highlighted the diverse policies of a few key suppliers, illustrating the variations across the proposed solutions.<br><br>UKG (Ultimate Kronos Group): In the event of termination, UKG's policy ensures that all fees are paid by the customer for services rendered through the effective date of termination. If the termination is due to UKG's breach of the agreement, any prepaid fees for services not rendered before the termination date will be credited back to the customer's account, with any remaining amounts refunded within thirty days. This approach ensures financial fairness and transparency, providing peace of mind to customers regarding their investments in UKG's solutions.<br><br>OpenGov: OpenGov's exchange and return policies are outlined in their subscription terms. The agreement commences upon execution and continues until the end date specified on the order form, with provisions for renewal and termination. If either party materially breaches the agreement and fails to cure the breach within thirty days of written notice, the non-breaching party may terminate the agreement. Upon termination, customers are required to pay in full for all services rendered up to the termination date, and OpenGov will cease providing services. This structured approach ensures that both parties are protected and that services are delivered effectively up to the termination point.<br><br>BlackLine: BlackLine's policy includes a refund or payment on termination clause. If the customer terminates the agreement pursuant to the specified terms, BlackLine will issue a prorated refund for any payment corresponding to the period after the effective termination date. Conversely, if BlackLine terminates the agreement, the customer must pay any unpaid fees covering the remainder of the current term. This policy guarantees that customers are only billed for the services they receive, ensuring a fair and equitable financial arrangement. |
| 59 | Describe any service contract options for the items included in your proposal. | Vertosoft provides comprehensive service contract options to support the solutions proposed. We include a range of implementation, training, and support services to ensure successful deployment and ongoing operation of our solutions.<br><br>Implementation Services:<br><br>-Project Kick-off & Oversight: Initial meetings to introduce the project team, develop a high-level project plan, and establish regular status updates.<br><br>-Configuration & Integration: Custom setup and integration of solutions tailored to specific organizational needs, including data migration and system configuration.<br><br>-Prototyping & Validation: Creation of solution prototypes using customer data to validate processes and outcomes, with iterative refinement sessions.<br><br>Training Services:<br><br>-Onboarding & Enablement Training: Remote and on-site training options are available, providing hands-on experience with the solutions. Training sessions cover system navigation, user access administration, and utilization of platform features.<br><br>-Specialized Training Programs: Tailored training programs for different user groups, including administrators and end-users, ensuring all staff are proficient in using the solutions.<br><br>Support Services:<br><br>-24/7 Customer Support: Continuous support for high-priority issues, with prioritized response times based on issue severity. Medium and low-priority issues are addressed during business hours.<br><br>-Technical Escalation & Remote Support: Access to technical experts for complex issue resolution, including remote support capabilities for real-time assistance.<br><br>-Ongoing Maintenance & Updates: Regular updates and maintenance to keep the systems current and functioning optimally. Includes monitoring and management of system performance and security.<br><br>Additional Support Options:<br><br>-Success Manager: Dedicated resource to provide best practices guidance and ensure optimal use of the solutions.<br><br>-Feature Review & Activation Assistance: Support for reviewing and activating new features as they become available, along with industry best practices reviews and configuration optimization.<br><br>These service contract options are designed to provide robust support throughout the lifecycle of the solutions, from initial deployment to ongoing management, ensuring Sourcewell participating entities maximize the value of its investment in our solutions.<br><br>Examples of service options and SOWs have been provided “Step 2 - Documents” portion of the submission under “Upload Additional Documentation.” A folder entitled "Services Information" provides in depth details as well as past examples on what could be expected of a project including services. |

**Table 9B: Performance Standards or Guarantees**

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

| Line Item | Question | Response * |
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| 60 | Describe any performance standards or guarantees that apply to your services | Vertosoft collaborates with a wide array of software suppliers, each bringing their unique performance standards and guarantees to the table. While specifics may vary depending on the supplier, the following are general aspects that are commonly addressed:<br><br>Service Availability: Many of our suppliers aim for high service availability, striving to ensure their platforms are accessible and functional during key operational hours. This commitment is subject to variations based on the individual supplier's capabilities and service model.<br><br>Software Quality Assurance: Several of our suppliers adhere to rigorous quality testing protocols, ensuring that their software meets industry standards for reliability and functionality. This may include regular updates and security patches.<br><br>Timely Delivery: Suppliers generally commit to delivering software products in a timely manner. The exact timelines and delivery mechanisms can vary, depending on the nature of the software and the distribution channels used.<br><br>Technical Support and Maintenance: Support and maintenance services are often provided, with the scope and responsiveness varying by supplier. This can range from basic troubleshooting to comprehensive technical assistance and regular maintenance.<br><br>Compliance and Security: Most suppliers ensure that their software and services comply with relevant industry norms, legal standards, and security protocols, though the specifics of these compliance measures can differ.<br><br>Customization and Integration Support: Depending on the supplier, there may be options for customization and integration support to align the software with specific business needs and systems.<br><br>Performance Metrics: Some suppliers may offer transparency through performance metrics reporting, such as uptime statistics and customer support response times, though the level of detail and frequency of such reporting can vary.<br><br>Continuous Improvement: Many suppliers engage in continuous improvement efforts based on client feedback and industry developments, aiming to enhance service quality and client experience over time.<br><br>It is important to note that the specific performance standards and guarantees are subject to the individual terms and policies of each software supplier in Vertosoft's network. As such, we recommend reviewing the detailed terms and conditions provided by each supplier for precise information. | * |
| 61 | Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.) | Each supplier provides different levels of SLAs and guarantees, and the following examples illustrate the type of service standards available.<br><br>Visual Lease Service Standards: Visual Lease ensures high service standards for its customers, as outlined in their Service Level Agreement (SLA). They commit to a monthly uptime of 99.0% for their production environments, excluding planned maintenance periods. Scheduled maintenance is communicated in advance, typically taking place during non-business hours. In the event that Visual Lease does not meet the uptime commitment, they offer service credits based on the percentage of monthly uptime achieved.<br><br>Visual Lease categorizes technical issues into four severity levels, each with specific response and resolution time targets. For instance, critical issues (Severity 1) should receive a response within one hour during support hours, and a resolution is aimed within one calendar day. Visual Lease provides disaster recovery capabilities with defined objectives for backup retention, business continuity, recovery point, and recovery time, ensuring the availability and integrity of customer data.<br><br>UKG Service Standards: UKG provides robust support and service standards through their various support plans, including Gold, Platinum, and Platinum Plus. They offer priority-based support, ensuring customers with the most critical issues are serviced first. High priority issues receive a response within 30 minutes or immediately via rapid response, while medium and low priority issues have response times of one hour and two hours, respectively. UKG's support is available 24/7/365 for high-priority issues, with business hours support for other issues.<br><br>UKG's support services include technical escalation, management escalation, and remote support through web-based screen-sharing tools. They also offer access to the UKG Community for how-to articles, discussion boards, and case management. UKG's SLAs ensure continuous effort on high-priority events, leveraging a team-based approach to resolve issues swiftly and efficiently. They provide detailed documentation, knowledgebase access, and regular service releases to keep their software up-to-date and functioning optimally.<br><br>We have uploaded the two example documents within the "Step 2 - Documents" portion of the submission - "Upload Additional Documentation" The folder entitled "SLAs" includes the mentioned Visual Lease SLA and UKG SLA. | * |
| 62 | Describe your data integrity and protection standards, data backup, recovery, and secure storage solutions. | Our suppliers prioritize the protection and integrity of customer data, employing robust strategies for data backup, recovery, and secure storage. While each supplier may approach these aspects differently, the following examples illustrate the comprehensive measures in place to safeguard customer information.<br><br>Cornerstone OnDemand: Cornerstone's customer environments and disaster recovery capabilities are hosted in AWS regions and colocation data centers in the U.S., with plans to migrate production environments fully to AWS. The production sites are in US-West-1 (N. California) and US-West-2 (Oregon), with disaster recovery sites in US-West-2 and US-East-1 (N. Virginia). AWS was selected for its high service availability and strong data protection controls, ensuring that all connectivity and security measures are maintained. Additionally, Cornerstone uses Equinix colocation data centers in El Segundo, CA, and Ashburn, VA, with strict access controls, including biometric hand scanners and restricted entry to authorized personnel only. Furthermore, Cornerstone leverages Google Cloud Platform (GCP) for its machine learning platform and content-related microservices, ensuring secure connectivity and data protection using redundant IPSec tunnels and Palo Alto firewalls. Cornerstone adheres to several compliance certifications, including SSAE18 SOC 1 & SOC 2, ISAE 3402 Type II, ISO/IEC 27001:2013, ISO/IEC 27018:2014, and ISO/IEC 27701:2019.<br><br>OpenGov: OpenGov employs infrastructure provided by AWS, utilizing services such as EC2 and RDS with security best practices recommended by AWS. OpenGov's security infrastructure includes AES 256 encryption for data at rest and TLS 1.2 encryption for data in transit. Additional protection is provided by Cloudflare, acting as a web application firewall. OpenGov uses a multi-AZ deployment strategy for enhanced availability and durability, capturing regular backups and snapshots stored in regional data centers. This approach ensures data replication in real-time across AWS and Azure availability zones, minimizing data loss to one minute in the event of a fault. OpenGov has also passed SOC 2 audits, with the latest SOC 2 Type 2 report available upon request.<br><br>Visual Lease: Visual Lease hosts its application on AWS, employing a network architecture that places web servers in a public subnet and database servers in a private subnet, accessible only from approved sources. Data at rest is protected with AES-256 bit encryption, and data in transit is secured with SSL (TLS 1.2) encryption and SSH (SFTP) for managed file transfers. Visual Lease leverages AWS Backup, a fully managed backup service, ensuring data integrity and protection. | * |

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| 63 | What are your policies and governance features regarding large language models and generative AI? | Vertosoft implements a robust governance framework to ensure the responsible use of generative AI within our solutions. Our approach includes several key components to align with industry best practices. We adhere to ethical AI principles to ensure responsible use, avoid biases, and respect user privacy and data security. We maintain transparency by clearly communicating how AI technologies are used, including the types of data processed and the purposes of AI-generated outputs, ensuring users are informed and can provide informed consent. Our data privacy and security measures comply with regulations such as GDPR and CCPA, and we implement encryption and other security measures to protect sensitive data used in AI models.<br><br>Regular audits and updates to our AI models help identify and mitigate biases, ensuring fair outcomes for all users. We ensure human oversight by reviewing AI-generated outputs, especially in critical decision-making processes, to prevent potential errors or unintended consequences. We establish clear accountability mechanisms for AI deployment, defining roles and responsibilities for managing and overseeing AI systems. Vertosoft also aims for relevant certifications and conducts regular compliance checks to ensure our AI systems meet industry standards and regulatory requirements.<br><br>Continuous improvement efforts are made through ongoing research and development to enhance the accuracy, efficiency, and ethical considerations of our AI technologies. By adopting these best practices, Vertosoft ensures that our use of generative AI aligns with industry standards for ethical and responsible AI deployment, providing innovative solutions while maintaining high standards of trust and integrity. For more specific information, our detailed policies and practices regarding generative AI are available upon request. | * |
| 64 | User Accessibility: How does your software ensure accessibility for all users, including those with disabilities, in compliance with standards? | Vertosoft and our suppliers are committed to ensuring that software solutions are accessible to all users, including those with disabilities, in compliance with established accessibility standards such as the Web Content Accessibility Guidelines (WCAG) and Section 508 of the Rehabilitation Act. Our suppliers, including OpenGov, Thirdline, and PublicInput, prioritize accessibility and have developed Voluntary Product Accessibility Templates (VPATs) to demonstrate their compliance with these standards.<br><br>OpenGov: OpenGov's software is designed with accessibility in mind, ensuring that all users, including those with disabilities, can effectively use their solutions. OpenGov adheres to WCAG 2.1 and Section 508 standards, providing a VPAT that details their compliance. Their platform includes features such as keyboard navigation, screen reader compatibility, and high-contrast modes to accommodate users with various disabilities. OpenGov regularly updates their accessibility features based on user feedback and advances in accessibility technology to ensure an inclusive user experience.<br><br>Thirdline: Thirdline is dedicated to making their software accessible to everyone. They follow WCAG and Section 508 guidelines and provide a comprehensive VPAT to outline their compliance. Thirdline's software includes customizable interface settings, alternative text for images, and support for assistive technologies like screen readers and voice recognition software. They continuously assess and enhance their accessibility features to ensure all users can navigate and utilize their solutions effectively.<br><br>PublicInput: PublicInput ensures their platform is accessible to all users, including those with disabilities, by adhering to WCAG 2.1 and Section 508 standards. They offer a detailed VPAT to demonstrate their commitment to accessibility compliance. PublicInput's software includes features such as text-to-speech capabilities, keyboard shortcuts, and adjustable text sizes. They engage with accessibility experts and users to regularly review and improve their platform, ensuring it meets the highest accessibility standards. | * |

**Table 10: Payment Terms and Financing Options**

| Line Item | Question | Response * | |
|---|---|---|---|
| 65 | Describe your payment terms and accepted payment methods. | Vertosoft accepts Net 30 payment terms as is what is commonly seen/offered among State and Local Government entities. Our accepted payment methods are via ACH, check, and credit card. | * |
| 66 | Describe any leasing or financing options available for use by educational or governmental entities. | Vertosoft offers extended payment plans and subscription billing for technology purchases to help align structured payments to government program budgets while meeting government guidelines. Vertosoft's deep understanding of the government acquisition process allows us to provide the government with simplified terms and conditions, and flexible payment options. We also can provide utility-based pricing and quarterly or monthly subscription billing for cloud-based SaaS software. | * |
| 67 | Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response. | We have attached the End User License Agreements (EULAs) or applicable terms & conditions document for the software suppliers we are proposing as part of this submission. End User License Agreements/terms documents can be found in the "Step 2 - Documents" portion of the submission under "Standard Transaction Document Samples." A zip folder titled "EULAs" has been uploaded accordingly. | * |
| 68 | Do you accept the P-card procurement and payment process?<br><br>If so, is there any additional cost to Sourcewell participating entities for using this process? | Yes, we do accept the e P-card procurement and payment process for any orders less than $50,000. There is a 3% processing fee associated with these transactions. | * |

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

| Line Item | Question | Response * | |
|---|---|---|---|
| 69 | Describe your pricing model (e.g., line-item discounts or product-category discounts).<br><br>Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response. | Due to the number of suppliers we are proposing and thus the large number of parts this brings, Vertosoft is providing a percentage discount off our catalog.<br><br>The % discount will be off the named supplier/OEM MSRP. This approach will make it simplistic for Sourcewell participating entities to calculate the cost of any given part using the formula: Sourcewell price = MSRP – (MSRP * % discount). For example, if the supplier discount is 10%, and the MSRP is $100, the cost to the Sourcewell participating entity would be $90.00, shown as: $100 – (100*0.10) = $90.00.<br><br>We have provided an Excel Spreadsheet titled “Sourcewell pricing” that contains detailed pricing information in the “Step 2 - Documents” section of the submission under “Pricing." | * |
| 70 | Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range. | As stated in our answer to Question #69, Vertosoft is proposing a large number of suppliers as a part of our submission and therefore a one size fits all approach regarding a pricing discount is not feasible. In the “Sourcewell pricing” Excel file (previously referenced as submitted in “Step 2 - Documents” section of the submission under “Pricing”) we have different percentage discounts listed that are dependent upon the supplier. The discount range is anywhere from 1-50% off MSRP. | * |
| 71 | Describe any quantity or volume discounts or rebate programs that you offer. | There are no quantity or volume discounts or rebate programs available from the proposed software suppliers. Our discounts provided off of MSRP are designed to be competitive without the need for such programs. In most cases this is negotiated on a deal-by-deal basis, as needed. | * |
| 72 | Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request. | For any requests or items that are considered “open market,” Vertosoft will provide a quote that is labeled as such. | * |
| 73 | Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response.<br><br>This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer. | There are no elements regarding the total cost of acquisition that are not included in our response. | * |
| 74 | If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program. | There are typically no additional costs such as freight, delivery, or shipping associated with our transactions as all of our products are non-tangible (i.e. software licenses) | * |
| 75 | Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery. | We do not have any specific freight, shipping, delivery terms and/or programs available for Alaska, Hawaii, Canada, or any offshore delivery. | * |
| 76 | Describe any unique distribution and/or delivery methods or options offered in your proposal. | We do not have any unique distribution or delivery methods associated with our transactions. We do, however, have the ability to work through our software suppliers to provide license Proof of Entitlement or Proof of Delivery (PoE/PoD) upon transaction completion.<br><br>This ensures Sourcewell participating entities buying products through Vertosoft benefit from an additional layer of security - guaranteeing transparency, accountability, and confidence in receiving the intended products and services. | * |

**Table 12: Pricing Offered**

| Line Item | The Pricing Offered in this Proposal is: * | Comments |
|---|---|---|
| 77 | b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments. | |

**Table 13: Audit and Administrative Fee**

| Line Item | Question | Response * |
|---|---|---|
| 78 | Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell.<br><br>This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.<br><br>Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. | Vertosoft is committed to providing the highest quality of service to Sourcewell through this contract. To facilitate this high level of service, Vertosoft maintains an ISO 9001:2015 certification that demonstrates Vertosoft's commitment to the highest level of excellence and customer satisfaction. Our Quality Management program supports our core business processes and provides the tools through which we measure, control, and improve these processes which include:<br><br>- Maintaining product catalogs and price lists on different government contract vehicles.<br><br>- Error free quoting to the government on behalf of our technology partners.<br><br>- Efficient Purchase Order (PO) processing from our public sector customers.<br><br>- Efficient PO delivery to our technology partners. Accurate invoice creation for public sector customers for solutions delivered by our technology partners.<br><br>- Customer satisfaction measurement with the overall procurement process experience through Vertosoft.<br><br>- Accurate and timely fee remittance.<br><br>Due to the number of other contracts we hold and currently report monthly and/or quarterly on, Vertosoft has established a tailored, streamlined process for contract reporting. Therefore, we are confident that we can successfully deliver quarterly reports to Sourcewell within 45 days following the end of each quarter, meeting all the required fields specified in the contract template.<br><br>Oracle NetSuite, the ERP (Enterprise Resource Planning) tool used by Vertosoft currently generates monthly reports on all invoiced transactions, already including the relevant fields from the Sourcewell contract template, such as entity name, address, contact details, price, date, etc.<br><br>Typically received in the first week of the month, our Contracts team reviews the transactions within the report and transposes them into the specified contracting template or portal to issue successful fee payments. The administrative fee is also inputted at the Sourcewell account level and will auto-apply to all Sourcewell transactions in the report, ensuring the proper fee is always remitted.<br><br>We ensure Sourcewell participating entities receive the proper pricing through our quoting system, CPQ by Salesforce. This will have Sourcewell contract pricing pre-loaded upon contract execution to eliminate manual processes and potential human error. |
| 79 | If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract. | Vertosoft will employ a Quality Assurance Surveillance Plan (QASP) to benchmark, measure, and improve the effectiveness of our business and technical operations that support the contract. The QASP will be administered and controlled by a separate Quality Assurance Manager to independently monitor and evaluate business and technical activities each quarter. Results and any changes from quarterly evaluations will be shared with Sourcewell. Vertosoft has tailored a QASP for relevant functions to include responsiveness to the Public Sector and Education Administration Software Solutions RFP, timeliness for order processing and delivery, and accuracy and timeliness of contract deliverable requirements.<br><br>Metric: Administrative Fee<br><br>Surveillance Method: Inspection<br><br>Performance Standard: Acceptable performance is met by timely submission and accuracy of reports and remittance of payments.<br><br>Quality Level: 100%<br><br>Reporting Methods: Quarterly reporting to Sourcewell<br><br>Metric: Quarterly Sales Reporting<br><br>Surveillance Method: Inspection<br><br>Performance Standard: Acceptable performance is met by timeliness and accuracy of the report<br><br>Quality Level: 100%<br><br>Reporting Methods: Quarterly reporting to Sourcewell<br><br>Metric: Quote Accuracy<br><br>Surveillance Method: Inspection<br><br>Performance Standard: All quotes issued to Sourcewell participating entities utilize the correct contract pricing. This is made possible through our quoting system, CPQ by Salesforce, that has contract pricing pre-loaded to eliminate manual processes and potential human error.<br><br>Quality Level: 100%<br><br>Reporting Methods: Quarterly reporting to Sourcewell |
| 80 | Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods.<br><br>(See the RFP and template Contract for additional details.) | Vertosoft LLC proposes a 1.25% administrative fee. This fee will keep the contract competitive against Vertosoft's other contract offerings and accelerate the internal adoption of the contract, all whilst ensuring we have the necessary mechanisms in place to provide superior value to Sourcewell's participating entities. |

**Table 14: Depth and Breadth of Offered Equipment Products and Services**

Proposers including solutions offered within the scope of Categories 1, 2, 3, and 4 within its singular proposal must designate they are seeking award in **Category 5** in the Sourcewell Procurement Portal. Proposers seeking award in Category 1, 2, 3, or 4, as defined herein must make that designation below. Proposers may only receive an award within the Category(-ies) they designate. Sourcewell reserves the right to re-categorize any designation as it deems appropriate.

| Line Item | Category Selection | Offering * | |
|---|---|---|---|
| 81 | Category 1: Core Administrative Systems | (•) Yes<br>( ) No | * |
| 82 | Category 2: Education and Public Sector Information and Work Management | (•) Yes<br>( ) No | * |
| 83 | Category 3: Asset and Risk Management | ( ) Yes<br>(•) No | * |
| 84 | Category 4: Public Engagement and Specialized Services | (•) Yes<br>( ) No | * |
| 85 | Category 5: Integrated Enterprise Solutions | ( ) Yes<br>(•) No | * |

**Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 1 will be submitting in the broad category that includes Core Administrative Systems. See RFP Section II. B. 1 for details.

☐ We will not be submitting for Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

| Line Item | Category or Type | Offered * | Comments | |
|---|---|---|---|---|
| 86 | Human Resources Software | ◉ Yes<br>○ No | Vertosoft is proposing UKG (Ultimate Kronos Group) for this category, Human Resources Software.<br><br>UKG, or Ultimate Kronos Group (formerly known as Kronos) is a leading provider of HR, payroll, and workforce management solutions. UKG Ready and UKG Pro are the two HR offerings we are proposing for this category, which constitute the Human Capital Management (HCM) offering of UKG. UKG Ready is ideal for small to mid-sized organizations, while UKG Pro is ideal for large organizations.<br><br>UKG's HR solutions are designed to help entities manage their human capital effectively. Features of the platform include centralized data management, flexible workflows, advanced reporting and analytics, employee self-service, and compliance tools. UKG solutions streamline administrative tasks, facilitate data-driven decision-making, and empower employees with self-service options. These tools help improve efficiency, ensure compliance, and foster a positive workplace culture, ultimately driving greater outcomes. | * |
| 87 | Financial Performance, Spend, or Expense Management Software | ◉ Yes<br>○ No | Vertosoft is proposing Diligent, Trintech, Visual Lease, ThirdLine, and FloQast for this category, Financial Performance, Spend, or Expense Management Software.<br><br>Diligent is a leading GRC (Governance, Risk, and Compliance) SaaS company that gives organizations the tools and solutions they need to bring clarity to complex risk, elevate impactful insights and get ahead of a world that is constantly changing. Diligent currently empowers more than 1 million users and 700,000 board members and leaders. Diligent's Audit Management solution for government and education streamlines the audit process with automated workflows, advanced analytics, and real-time data integration. It ensures compliance, continuous control monitoring, and effective management of audit workpapers.<br><br>Trintech Inc. is a leading global provider of cloud-based, integrated reconciliation and financial close solutions for Finance & Accounting departments. From high volume transaction matching, to automating and managing balance sheet reconciliations, intercompany accounting, journal entries, close management tasks, to governance, risk and compliance – Trintech's portfolio of financial solutions, including its Cadency® Platform (for large enterprises) and Adra® Suite (for mid-market organizations), help manage all aspects of the reconciliation and financial close processes.<br><br>Visual Lease is the #1 lease optimization software provider. Visual Lease help organizations become compliant with FASB, IFRS and GASB lease accounting standards, while simultaneously improving the financial, legal and operational performance of their leases. The easy-to-use SaaS platform is embedded with more than three decades of best practices from major corporations and leading industry professionals. Visual Lease's award-winning solutions are used by 80+ organizations to manage 500,000+ real estate, equipment and other leased assets. Committed to ongoing innovation and unparalleled customer service, Visual Lease helps organizations transform their lease compliance requirements into financial opportunities.<br><br>ThirdLine's financial analytics software for government and education offers deployable analytics within a week, providing real-time risk assessments, monitoring of ARPA/SLFRF funds, and cost-control planning. Designed by accountants, it addresses common challenges such as resource constraints, talent retention, and pandemic-related disruptions with a low-cost, no-code platform that enhances fraud detection and financial oversight.<br><br>FloQast is the leading provider of accounting workflow automation created by accountants for accountants. FloQast enables customers to streamline processes such as automated reconciliations, documentation requests, and other workflows that impact the month-end close, financial reporting, and payroll. | * |
| 88 | Accounts Payable, Accounts Receivable, Billing, or Revenue Collection Solutions | ◉ Yes<br>○ No | Vertosoft is proposing Blackline and InvoiceCloud for this category, Accounts Payable, Accounts Receivable, Billing, or Revenue Collection Solutions.<br><br>Blackline's cloud-based financial operations management and market-leading customer service help companies move to modern accounting by unifying their data and processes, automating repetitive work, and driving accountability through visibility. Blackline provides solutions to manage and automate financial close, accounts receivable and intercompany accounting processes, helping large enterprises and midsize companies across all industries do accounting work better, faster, and with more control.<br><br>InvoiceCloud provides a complete, simple, and secure electronic bill presentment and payment solution. The SaaS platform provides flexible and always up to date online payment solutions that can be configured to meet the unique needs of your organization. InvoiceCloud's simple to use interface engages customers throughout the payment process to deliver your highest ever e-payment adoption rates. | * |
| 89 | Procure-to-Pay and Contract Management Systems | ◉ Yes<br>○ No | Vertosoft is proposing OpenGov for this category, Procure-to-Pay and Contract Management Systems.<br><br>OpenGov's Procurement software is a comprehensive, collaborative procurement suite designed for government agencies to streamline their entire procurement lifecycle. Trusted by over 1,600 agencies, the platform enhances supplier engagement and evaluation speed, supports compliance, and centralizes contract management. These features work to expedite processes by up to 75%, all while offering compliant solicitation development. Users experience increased efficiency, reduced stress, and higher vendor participation. Additionally, OpenGov provides dedicated support with account managers, training, and live assistance.<br><br>OpenGov Procurement capabilities:<br>- Develop Solicitations<br>- Engage Suppliers<br>- Evaluate and Award<br>- Manage Contracts | * |

**Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 2 will be submitting in the broad category that includes Education and Public Sector Information and Work Management. See RFP Section II. B.

1 for details.

☐ We will not be submitting for Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

| Line Item | Category or Type | Offered * | Comments | |
|---|---|---|---|---|
| 90 | Student Information System (SIS) | ◉ Yes<br>○ No | Vertosoft is proposing Red Rover and UKG (Ultimate Kronos Group) for this category, Student Information System (SIS).<br><br>Red Rover has been built from the customer-first perspective, delivering on the features that education professionals yearn for – an easy-to-use, adaptive, and delightful experience that grows with any school district, flexible and customizable to what educators tell us they need. With Red Rover, administrators can assess staffing needs, teachers/other full-time staff can declare time off, and substitutes can connect with openings tailored to their skill sets. Although our service is rooted in technology, our people are our most valued asset. Our culture of trust and transparency allows us to adapt to evolving client needs more effectively and helps create meaningful, enduring relationships.<br><br>UKG's, or Ultimate Kronos Groups (formerly known as Kronos) K-12 solutions streamline workforce management for school districts, providing tools for timekeeping, scheduling, talent management, and compliance. By optimizing resources and enhancing employee experiences, UKG helps districts focus more on student success. The platform reduces compliance risks and supports efficient HR processes, making it easier for schools to manage their staff and improve operational efficiency. | * |
| 91 | Learning Management System (LMS) | ◉ Yes<br>○ No | Vertosoft is proposing Cornerstone OnDemand, Schoox, and Udacity for this category, Learning Management System (LMS).<br><br>Cornerstone OnDemand's Learning Management System (LMS) enhances employee training and development with personalized learning paths, content libraries, and robust analytics. The platform supports compliance, skill development, and performance management, helping organizations to effectively upskill their workforce. Cornerstone's LMS provides tools for creating, managing, and tracking learning programs, ensuring employees have access to both relevant and engaging content.<br><br>Schoox's Learning Management System (LMS) offers a flexible and intuitive platform for employee training and development. The LMS features social personalized learning paths, comprehensive analytics, and social collaboration tools to track progress and measure effectiveness. The LMS supports various content formats and integrates with other HR systems to streamline administrative tasks and enhance the user learning experience.<br><br>Udacity is a global, online training platform powering digital transformation and accelerated time-to-market initiatives for Public Sector, Fortune 500 and Global 2000 enterprises. Udacity programs provide industry-created practitioner skills through a series of "Nanodegree" programs consisting of online courses and real-world projects in artificial intelligence, machine learning, data science, autonomous systems, and cloud computing among other disciplines. In partnership with Udacity's experts, they will co-design a tailored transformation journey to solve acute workforce challenges to deliver next-level results. | * |
| 92 | Work Management Software | ◉ Yes<br>○ No | Vertosoft is proposing Wrike and Ivy.ai, and for this category, Work Management Software.<br><br>Wrike offers a versatile work management platform designed to streamline project planning, collaboration, and execution. It features customizable workflows, real-time collaboration tools, and robust reporting capabilities to enhance productivity and transparency. Wrike integrates with various applications, empowering your teams to do their best work with 360° visibility. Wrike is suitable for handling complex projects and enhancing team productivity, as it offers a unified platform for information and communication that enables teams to remain aligned and work in real time.<br><br>Ivy.ai is an innovative technology company specializing in AI-powered chatbots and omnichannel communication platforms, designed to enhance customer support. Ivy.ai has made significant strides in leveraging AI to provide accurate, 24/7/365 assistance across various sectors, including government, education, and healthcare. The company's solutions are distinguished by their ability to seamlessly integrate with an organization's existing knowledge sources, ensuring up-to-date and consistent information delivery. With a focus on ease of deployment and maintenance, Ivy.ai's chatbots are built quickly and require no coding for upkeep, thanks to their industry-leading crawler technology and unique shared brain structure. This approach ensures a unified user experience across all communication channels, underlining Ivy.ai's commitment to driving efficiency and improving engagement through cutting-edge AI technology. Leveraging Ivy.ai, many public sector entities have seen material results, either by saving thousands of dollars, or by having call/agent volume reduced by significant percentages. | * |

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|---|---|---|---|---|
| 93 | Enterprise Content Management/Records Management | ◉ Yes<br>○ No | Vertosoft is proposing IBM and Quadient for this category, Enterprise Content Management/Records Management.<br><br>IBM ranks among the world's largest information technology companies, providing a wide spectrum of software, services, and hardware offerings. Vertosoft is proud to be an IBM Gold Partner and authorized to sell IBM's entire portfolio of software. IBM creates value for clients by providing integrated solutions and products that leverage data, information technology, deep expertise in industries and business processes, trust and security, and a broad ecosystem of partners and alliances. IBM solutions provide clients with new capabilities that change their businesses and allow them to connect with their customers and employees in different ways. These solutions use a leading portfolio of enterprise systems and software, consulting and IT implementation services, cloud, digital, and cognitive offerings, which are all supported by one of the world's leading research organizations.<br><br>Quadient is the driving force behind the world's most meaningful customer experiences. By focusing on three key solution areas, Intelligent Communication Automation, Parcel Locker Solutions and Mail-Related Solutions, Quadient helps simplify the connection between people and what matters. Quadient's records management solution offers comprehensive document digitization to enhance efficiency and compliance. It features automated workflows, secure storage, and easy retrieval of records, ensuring accuracy and accessibility. The platform supports regulatory compliance, reduces manual processes, and integrates with existing systems for seamless operations. | * |
| 94 | Enrollment Management Systems | ◉ Yes<br>○ No | Vertosoft is proposing Red Rover and UKG (Ultimate Kronos Group) for this category, Enrollment Management Systems.<br><br>UKG, or Ultimate Kronos Group (formerly known as Kronos) Ready Benefits offers a comprehensive enrollment management system designed to streamline benefits administration for organizations. It features intuitive self-service enrollment, automated eligibility tracking, and real-time analytics to enhance employee engagement and simplify benefits management. The platform ensures compliance, reduces administrative burden, and provides a seamless experience for both HR teams and employees.<br><br>Red Rover's enrollment management system is tailored for K-12 schools, focusing on efficient substitute management and attendance tracking. The platform streamlines the hiring and onboarding process, ensures compliance with state regulations, and provides real-time analytics. Its goal is to enhance operational efficiency and improve substitute teacher experiences, ensuring that schools maintain seamless operations. | * |

**Table 17: Category 3 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 3 will be submitting in the broad category that includes Asset and Risk Management. See RFP Section II. B. 1 for details.

☑ We will not be submitting for Table 17: Category 3 - Depth and Breadth of Offered Equipment Products and Services

| Line Item | Category or Type | Offered * | Comments | |
|---|---|---|---|---|
| 95 | Computerized Maintenance Management System (CMMS) | ○ Yes<br>○ No | | * |
| 96 | Facility Management Software | ○ Yes<br>○ No | | * |
| 97 | Energy Management Software | ○ Yes<br>○ No | | * |
| 98 | Insurance and Risk Management | ○ Yes<br>○ No | | * |
| 99 | Environmental, Health, and Safety (EHS) management | ○ Yes<br>○ No | | * |

**Table 18: Category 4 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 4 will be submitting in the broad category that includes Public Engagement and Specialized Services . See RFP Section II. B. 1 for details.

☐ We will not be submitting for Table 18: Category 4 - Depth and Breadth of Offered Equipment Products and Services

| Line Item | Category or Type | Offered * | Comments | |
|---|---|---|---|---|
| 100 | Court, Corrections, and Justice System | ◉ Yes<br>○ No | Vertosoft is proposing Soma Global for this category, Court, Corrections, and Justice System.<br><br>SOMA Global has been a leading provider of cloud-native critical-response public safety software solutions since 2017. SOMA's team of public safety veterans and mission-driven developers are focused on enabling agency partners to focus on what matters most, fulfilling their mission in the communities they serve. Through world-class customer service in combination with SOMA Telos™ and SOMA Global's modern-cloud software solutions, operations are a unified ecosystem of pre-built applications, workflows, automations and data interoperability that can be rapidly configured based on the specific needs of your agency and community. | * |

| | | | | |
|---|---|---|---|---|
| 101 | Municipal Services, Inspections, Licensing, Grants, Tax, and Permitting Management Solutions | (•) Yes<br>( ) No | Vertosoft is proposing OpenGov, Autura, Fluxx Labs, Urban SDK, Swiftly, Spare Labs, and Transit App for this category, Municipal Services, Inspections, Licensing, Grants, Tax, and Permitting Management Solutions.<br><br>OpenGov offers comprehensive solutions for Municipal Services, Inspections, Licensing, Grants, Tax, and Permitting Management. The Permitting and Licensing solution streamlines application processes, enhances transparency, and reduces approval times through a user-friendly interface and automation features. It supports efficient workflows for permits, licenses, and inspections. The Tax and Revenue solution improves tax administration with real-time data access, automated workflows, and robust reporting capabilities. It ensures compliance, enhances revenue collection, and provides detailed insights for informed decision-making.<br><br>Autura (previously known as AutoReturn) is an innovative towing ecosystem that not only ensures swift and efficient vehicle recovery, but also keeps more tow operators on the road and more law enforcement protecting the community. Using a state-of-the-art SaaS platform combined with towing industry expertise, Autura has disrupted outdated, analog systems and transformed the towing industry into a seamlessly integrated ecosystem that benefits law enforcement agencies, tow operators, and vehicle owners. This system optimizes resource use, improves road safety, and reduces secondary crashes, saving time for officers and dispatchers. Autura significantly enhances community safety by promptly removing dangerous, illegally parked, or abandoned vehicles from the streets.<br><br>Fluxx Labs' (dba Fluxx) cloud-based grant management software helps government agencies manage their data in one place, reduce the time to respond and collaborate with grantees and team members, and connect your systems to a single source of the truth. Fluxx supports your end-to-end grantmaking operations: from Notices of Funding Opportunities to Pre-award application intake and review to post-award payments and reporting requirements — and all in one intuitive and integrated platform. Its modern solution helps reduce complexity for Grantors, ease administrative burden on grantees, improve visibility into the grants process and mitigate compliance risk through robust audit trails. With a centralized data-driven platform, all information is connected in a single solution for grants management.<br><br>Urban SDK is the nation's leading Traffic Calming software. It provides Traffic Speed, Volume, and Delay metrics for ALL local roads in your municipality, displayed on dynamic maps. Urban SDK works with 100+ Public Works Departments to aid with: traffic calming measures, pre and post-implementation studies, safety analysis, fielding public complaints, and reporting to council.<br><br>Swiftly is a single platform to unify your public transit data. Swiftly's products combine to form a single, powerful platform that centers your transit agency on the industry's most accurate data, thereby improving service reliability and operational efficiency for municipalities. Swiftly's cloud infrastructure and subscription model simplify how agencies build their transit data stack. It provides real-time data for vehicle locations, optimizing operations and planning. Swiftly improves passenger information reliability, boosts operational efficiency, and integrates seamlessly with existing systems.<br><br>Spare Labs is on a mission to help accelerate the global shift to autonomous vehicles by enabling anyone to create and manage a smart transportation network in seconds. With Spare Platform, Spare's core product, anyone can plan, launch, operate, and analyze a smart transportation network, all from one place. Spare's platform supports ADA paratransit and micro transit services, enhancing access and operational efficiency. Spare's technology automates workflows, reduces costs, and improves rider experiences with real-time data and flexible service options. The platform integrates with local fleets and ensures compliance, making it an ideal choice for municipalities seeking to optimize transit services.<br><br>Transit is the public transit app that makes life better without a car in more than 300 cities worldwide. Millions of public transit riders rely on its accurate real-time updates, intuitive step-by-step navigation, and helpful crowdsourcing features. It provides real-time departure information, trip planning, and seamless integration with various transit modes including bikeshare, scooters, and ride hail services. Transit collaborates with transit agencies to improve urban mobility, making it easier for municipalities to manage and optimize their transportation services. | * |
| 102 | Parks and Recreation Software | (•) Yes<br>( ) No | Vertosoft is proposing OpenGov for this category, Parks and Recreation Software.<br><br>OpenGov's Parks and Recreation Software offers a robust platform for managing park assets, financials, and community engagement. It streamlines operations with key features such as online reservations and payments, maintenance tracking, activity registration, facility scheduling, and comprehensive financial reporting. The software supports efficient operations and enhances transparency with real-time data access and automated workflows. It also facilitates better community interaction through intuitive, user-friendly portals, making it easier for citizens to access park services and amenities. | * |

| | | | | |
|---|---|---|---|---|
| 103 | Citizen Relationship/Engagement Management | ◉ Yes<br>○ No | Vertosoft is proposing PublicInput, OpenGov, and Ivy.ai for this category, Citizen Relationship/Engagement Management.<br><br>PublicInput provides an all-in-one engagement and communications platform, enabling governments agencies to connect with the communities they serve. The solution includes tools for public surveys, virtual town halls, social media integration, and data analytics. It facilitates transparent communication, enhances equitable citizen participation, and provides actionable insights through real-time feedback and representative reporting. PublicInput supports effective decision-making and strengthens community trust by creating an inclusive engagement environment.<br><br>OpenGov's Community Feedback software is designed to collect and analyze public feedback. The solution streamlines the process of gathering and analyzing public input through surveys and comment tracking. It enhances transparency and citizen engagement by providing real-time feedback analysis, enabling informed decision-making based on community insights. This platform fosters harmonious relationships between governments and their citizens by ensuring that public feedback is efficiently collected and utilized to inform policies and services.<br><br>Ivy.ai offers an AI-powered platform for Citizen Relationship and Engagement Management, providing chatbots and virtual assistants that enhance communication between governments and citizens. The solution features automated responses, multi-channel support, and real-time data analytics, enabling efficient handling of inquiries and improved citizen engagement. Ivy.ai helps streamline processes, reduce response times, and provide 24/7 support, thereby promoting stronger community relationships and trust. | * |

**Table 19: Category 5 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 5 will be submitting in the broad category that includes Integrated Enterprise Solutions. See RFP Section II. B. 1 for details.

☑ We will not be submitting for Table 19: Category 5 - Depth and Breadth of Offered Equipment Products and Services

| Line Item | Category or Type | Offered * | Comments | |
|---|---|---|---|---|
| 104 | Comprehensive suites that encompass Enterprise Resource Planning (ERP) and at least one solution from EACH category 1-4 above | ○ Yes<br>○ No | | * |

**Table 20: Depth and Breadth of Offered Equipment Products and Services**

| Line Item | Question | Response * | |
|---|---|---|---|
| 105 | Provide a detailed description of the equipment, products, and services that you are offering in your proposal. | A detailed description of the solutions we are proposing have been incorporated into the subcategories we are responding to as follows:<br><br>- Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services<br>- Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services<br>- Table 18: Category 4 - Depth and Breadth of Offered Equipment Products and Services | * |
| 106 | Equipment and accessories related to the offering of systems or solutions described in subsections categories 1-5 above, including but not limited to, hardware, peripherals, and accessories | UKG (Ultimate Kronos Group) offers timeclocks that integrate seamlessly with their Human Capital Management offering, providing robust functionalities for workforce management. | * |
| 107 | Services related to the offering of systems or solutions described in categories 1-5, including, but not limited to, hosting, cloud migration, modernization, customization, integration, implementation, installation, maintenance, training, data collection, import, export and backup, record-keeping and reporting, mobile, cloud, and web-based applications or platforms, customer service, auditing, compliance, security, and technical and user support | Vertosoft offers a comprehensive range of services to support the solutions described in the categories we are responding to, categories 1, 2, and 4. Our service offerings are designed to ensure successful deployment, seamless integration, and ongoing operation of the proposed solutions. These services include but are not limited to:<br><br>Implementation Services:<br>- Project Kick-off & Oversight<br>- Configuration<br>- Integration<br><br>Training Services:<br>- Onboarding<br>- Enablement Training<br>- Specialized Training Program<br><br>Support Services:<br>- Remote Support<br>- Ongoing Maintenance & Updates<br><br>Additional Services:<br>- Cloud Migration<br>- Modernization<br>- Customization<br>- Installation<br>- Data Services<br>- Record-Keeping & Reporting<br>- Auditing & Compliance<br>- Security | * |

**Table 21: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 108.** **NOTICE**: To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

| Do you have exceptions or modifications to propose? | Acknowledgement * |
|---|---|
| | ○ Yes<br>◉ No |

**Documents**

**Ensure your submission document(s) conforms to the following**:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - Vertosoft LLC Pricing - Sourcewell 060624.xlsx - Wednesday June 19, 2024 15:28:50
- Financial Strength and Stability - 2023 Financial Statement_Vertosoft.pdf - Tuesday June 18, 2024 12:06:19
- Marketing Plan/Samples - Vertosoft Sourcewell Marketing Plan.pdf - Tuesday June 18, 2024 13:04:17
- WMBE/MBE/SBE or Related Certificates - VA small business certification.pdf - Wednesday May 22, 2024 10:41:45
- Warranty Information  (optional)
- Standard Transaction Document Samples - EULAs.zip - Wednesday June 19, 2024 08:22:46
- Requested Exceptions  (optional)
- Upload Additional Document - Additional Documentation.zip - Wednesday June 19, 2024 13:17:58

**Addenda, Terms and Conditions**

**PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;
    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or
    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Chet Hayes, CTO, Vertosoft LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

○ **Yes** ○ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

| File Name | I have reviewed the below addendum and attachments (if applicable) | Pages |
|---|---|---|
| **Addendum 17 Software Solutions RFP 060624**<br>Mon June 3 2024 10:31 AM | ☑ | 1 |
| **Addendum 16 Software Solutions RFP 060624**<br>Thu May 30 2024 10:38 AM | ☑ | 4 |
| **Addendum 15 Software Solutions RFP 060624**<br>Tue May 28 2024 02:32 PM | ☑ | 2 |
| **Addendum_14_Software_Solutions_RFP_060624**<br>Fri May 24 2024 03:00 PM | ☑ | 4 |
| **Addendum_13_Software_Solutions_RFP_060624**<br>Tue May 21 2024 04:25 PM | ☑ | 1 |
| **Addendum_12_Software_Solutions_RFP_060624**<br>Mon May 20 2024 06:33 PM | ☑ | 1 |
| **Addendum 11 Software Solutions RFP 060624**<br>Fri May 17 2024 03:19 PM | ☑ | 2 |
| **Addendum 10 Software Solutions RFP 060624**<br>Thu May 16 2024 01:38 PM | ☑ | 4 |
| **Addendum 9 Software Solutions RFP 060624**<br>Tue May 14 2024 03:18 PM | ☑ | 2 |
| **Addendum 8 Software Solutions RFP 060624**<br>Thu May 9 2024 12:50 PM | ☑ | 1 |
| **Addendum 7 Software Solutions RFP 060624**<br>Wed May 8 2024 01:39 PM | ☑ | 1 |
| **Addendum 6 Software Solutions RFP 060624**<br>Tue May 7 2024 12:00 PM | ☑ | 2 |
| **Addendum 5 Software Solutions RFP 060624**<br>Fri May 3 2024 01:56 PM | ☑ | 1 |
| **Addendum 4 Software Solutions RFP 060624**<br>Thu May 2 2024 12:30 PM | ☑ | 1 |
| **Addendum 3 Software Solutions RFP 060624**<br>Tue April 30 2024 03:17 PM | ☑ | 1 |
| **Addendum 2 Software Solutions RFP 060624**<br>Mon April 22 2024 02:21 PM | ☑ | 1 |
| **Addendum 1 Software Solutions RFP 060624**<br>Fri April 19 2024 02:53 PM | ☑ | 1 |

Docusign Envelope ID: 51AFA9DE-8145-4BBB-AB4A-0A5D0D6F8AA2

# AMENDMENT #1
# TO
# CONTRACT # 060624-VTO

THIS AMENDMENT is effective upon the date of the last signature below by and between **Sourcewell** and **Vertosoft LLC** (Supplier).

Sourcewell awarded a contract to Supplier to provide Software Solutions and Related Services for Public Sector and Education Administration to Sourcewell and its Participating Entities, effective October 23, 2024, through October 25, 2028 (Contract).

The parties wish to amend the Proposal to ensure compliance with Sourcewell's Procurement Policy and standard government procurement practices.

NOW, THEREFORE, the parties amend the Contract as follows:

1. Line item 69 of "Table 11: Pricing and Delivery" of the Proposal is deleted in its entirety and replaced with the following: "Due to the number of suppliers we are proposing and thus the large number of parts this brings, Vertosoft is providing a percentage discount off our catalog by supplier. This table, with each supplier listed alphabetically can be found under contract documentation on Vertosoft's Sourcewell landing page, titled "Contract 060624-VTO-Price Information." This table will be updating accordingly when new additions, removals, etc. are approved through Contract. A Master Price File will also be internally maintained and made available upon request."

2. Line item 70 of "Table 11: Pricing and Delivery" of the Proposal is delete in its entirety and replaced with the following: "Vertosoft is proposing a large number of suppliers as a part of our submission and therefore a one size fits all approach regarding a price discount is not feasible. The file labeled "Contract 060624-VTO-Price Information" on the contract documentation portion of Vertosoft's Sourcewell page will be the source for supplier discounts, ranging from 0-50% off MSRP."

Except as amended by this Amendment, the Contract remains in full force and effect.

**Sourcewell**

Signed by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz, Chief Operating Officer

Date: 2/19/2025 | 11:34 PM CST

**Vertosoft LLC**

DocuSigned by:
By: Jay Colavita
B85871DC292A47C...
Jay Colavita, President

Date: 2/19/2025 | 7:57 PM PST

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** F. 13.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026. (Gomez)

## BACKGROUND:
Initated by: Toni Gomez

The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing revenues and/or expenses in the approved budget. The finance department is requesting a budget adjustment for line items in Exhibit "A". These adjustments are for various departments.

## FINANCIAL CONSIDERATION:
â€¢ Various Funds: Revenue Expense $4,914,855.68 and Expense $14,573,377.73

## LEGAL REVIEW:
No legal review is required at this time.

## BOARD AND COMMITTEE ACTION:
Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026.

## STAFF RECOMMENDATION:
Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026.

**Attachments**

Exhibit A
Resolution 25-XX

| Fund | Department | Category (Revenue/Expense) | Description | Proposed Adjustment (+/-) |
|---|---|---|---|---|
| General | Police | Revenue | Real Time Crime Center Grant | 1,485,000.00 |
| General | Fire | Revenue | Station 1 Expansion Grant | 1,188,000.00 |
| General | Emergency Management | Revenue | SHSGP Grant | 51,407.97 |
| General | Dispatch | Revenue | NM DFA Grant 24-I2882 | 149,075.76 |
| Museum | Museum | Revenue | Conservation Center | 60,345.00 |
| Streets | Streets | Revenue | NMDOT TPF Funds | 1,520,000.00 |
| Lodger's Tax | Lodger's Tax | Revenue | NMTD Grant | 36,085.92 |
| Safety Donations | Donations | Revenue | Donation | 1,500.00 |
| Zoo Donations | Donations | Revenue | Donation | 57,049.43 |
| FEMA | FEMA | Revenue | Synergy Disaster Solutions | 366,391.60 |
| | | | | 4,914,855.68 |
| | | | | |
| General | Police | Expenditure | Real Time Crime Center Grant | 1,485,000.00 |
| General | Fire | Expenditure | Station 1 Expansion Grant | 1,188,000.00 |
| General | Information Technology | Expenditure | Backup Infrastructure | 85,000.00 |
| General | Information Technology | Expenditure | Firewall | 85,000.00 |
| General | Emergency Management | Expenditure | SHSGP Grant | 51,407.97 |
| General | Fire | Expenditure | Pierce Aerial Ladder Truck | 2,204,755.00 |
| General | Dispatch | Expenditure | NM DFA Grant 24-I2882 | 149,075.76 |
| Museum | Museum | Expenditure | Conservation Center | 60,345.00 |
| Recreation | Recreation | Expenditure | Noon Optimist Park Lighting | (640,000.00) |
| Lodger's Tax | Lodger's Tax | Expenditure | NMTD Grant | 36,085.92 |
| Safety Donations | Donations | Expenditure | Donation | 1,500.00 |
| Zoo Donations | Donations | Expenditure | Donation | 57,049.43 |
| FEMA | FEMA | Expenditure | Synergy Disaster Solutions | 366,391.60 |
| Streets | Streets | Expenditure | Collectors & Residential Mill & Fill | 1,500,000.00 |
| Streets | Streets | Expenditure | Motor Grader | 374,401.82 |
| Streets | Streets | Expenditure | Patch Spray Injection Machine | 173,163.90 |
| Streets | Streets | Expenditure | Arrow Board | 5,848.50 |
| Streets | Streets | Expenditure | Snow Plow For Dump Truck | 27,169.00 |
| Streets | Streets | Expenditure | NMDOT TPF Fund | 1,520,000.00 |
| Solid Waste | SW Collections | Expenditure | Side Load Truck | 471,362.00 |
| Solid Waste | SW Collections | Expenditure | Roll-Off Containers | 149,200.00 |
| Landfill | LF Landfill | Expenditure | Replace HVAC & Miscellaneous Infrastructure | 338,456.00 |
| Landfill | LF Landfill | Expenditure | Rebuild John Deer Grader | 61,032.00 |
| Water | Water Source of Supply | Expenditure | Well 4 VFD | 133,642.62 |
| Water | Water Source of Supply | Expenditure | Well 5 VFD | 670,970.00 |

| | | | | |
|---|---|---|---|---|
| Water | Water Source of Supply | Expenditure | Electronic Chlorine Scale | 88,410.00 |
| Water | Water maintenance and Transmission | Expenditure | 2 Dump Trucks | 300,000.00 |
| Water | Water maintenance and Transmission | Expenditure | New Truck | 65,330.00 |
| Water | Water maintenance and Transmission | Expenditure | Waterline Replacement | 189,810.00 |
| Water | Water maintenance and Transmission | Expenditure | Hydra Stop | 169,000.00 |
| Wastewater | Wastewater Treatment Plant | Expenditure | Replace Vehicle Unit 351 | 42,898.00 |
| Wastewater | Wastewater Treatment Plant | Expenditure | Kawasaki Mule UTV | 25,000.00 |
| Wastewater | Wastewater Treatment Plant | Expenditure | Replace Isolation Gates/Water Control Slide Gates | 1,949,793.00 |
| Wastewater | Wastewater Treatment Plant | Expenditure | Generator | 459,833.00 |
| Wastewater | Wastewater Treatment Plant | Expenditure | DeWatering Project | 150,134.21 |
| Wastewater | Wastewater Sewer Maintenance | Expenditure | Vactor | 578,313.00 |
| | | | | 14,573,377.73 |

**RESOLUTION 25-XX**

**A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026, FOR VARIOUS DEPARTMENTS.**

**WHEREAS,** the governing body of the City of Roswell, State of New Mexico, has previously approved a budget for the fiscal year 2025-2026, ending June 30, 2026; and

**WHEREAS,** the City of Roswell desires to amend said budget in the amount of $4,914,855.68 in revenues and $14,573,377.73 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues $4,914,855.68 and Expenses $14,573,377,.73

**WHEREAS,** it is the majority opinion of the Governing Body that the proposed amended budget continues to meet fiscal requirements as currently determined for the fiscal year 2025-2026.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO,** hereby adopts the budget adjustment hereinabove described and respectfully request approval for same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

**PASSED, ADOPTED, SIGNED, and APPROVED the 4th day of September 2025.**

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Approval of Minutes** G. 13.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Consider approval of the August 7, 2025, Regular Finance Committee Minutes

**Attachments**

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, August 7, 2025, at 2:00 PM

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 25-28.

**ROLL CALL**
The meeting convened at 2:00 pm with Councilor Corn presiding. Councilor Cavin, Councilor Heldenbrand, Councilor Johnson, and Councilor Halvorson are present.

**STAFF PRESENT**
Becky Hicks, Naomi Steward, Andrew Valadez, Justin Jones, Enid Costley, Teri Best, TJ Conyers Alison Herring, Mac Rogers, Caroline Brooks, Angela Garcia, Amalia Martinez, Chad Cole, Albert Aldana, Abraham Chaparro, Brittany Shannon, Jeff Bechtel, Cloe Medrano, James MacCornack, Randy Bunch, Steve Chavez, Derek Washichek, Hess Yntema, Bobbi Thompson, Mike Mathews, Mayor Tim Jennings, Lance Bateman, and Cristina Arnold.

**GUESTS PRESENT**
Elaine Mayfield with Lodger's Tax-Kennel Club and Galacticon, John Erard with Horseshoe Nail Brigade, Jennifer Zapata with Roswell Symphony Orchestra, Barbara Gomez with MainStreet Roswell, Judy Scharmer with True Business Solutions, Karl Jindra, Julius Smith, Terri Harber with Roswell Daily Record.

**GUESTS ON-LINE**
Rita Kane-Doerhoefer, Capi, Councilor A. Moore, Greg Gibson with TA, 19 Guests, Holly, JD, Jessica Parham, jparham, S. Bell, S H, 2 User1, and Zach S.

**APPROVAL OF AGENDA**

Councilor Heldenbrand made a motion to approve the agenda for July 3, 2025. Councilor Halvorson was the second. The motion passed 5-0.

**FLOOD PLANNING AND UPDATES**
Mac Rogers gave an update on the insurance claims.

**BUDGET PLANNING**

1. Roswell Fire Department – Roswell Department – Strategic Vision and Investment Plan. Chief Steve Chavez presented this item.

The department stands at a crossroads of tradition and transformation. The Roswell Fire Department has long been a proud, professional institution, staffed by some of the most dedicated firefighters, paramedics, and officers in the region. We serve not only as first responders but also as protectors, educators, technicians, and neighbors. This document represents more than a

spending plan; it is our roadmap—a unified vision of where we are, where we must go, and how we plan to get there. Our mission is clear: to deliver the highest level of fire, rescue, and emergency medical services with integrity, efficiency, and compassion. With this plan, we respectfully seek your partnership in building a fire department capable of meeting the demands of a growing city, supporting the safety and well-being of our personnel, and moving Roswell closer to becoming one of the most prepared, cohesive, and resourceful departments in the state—a team grounded in trust, seamless coordination, and a shared commitment to leveraging every asset in service of our community. He discussed how the Strategic Vision outlines the Roswell Fire Department's three-year roadmap for enhancing emergency response capability, firefighter safety, operational efficiency, and long-term sustainability. It details key initiatives, including pursuing ISO Class 1 certification, launching a city-operated ambulance service, upgrading critical apparatus and equipment, addressing fire station infrastructure needs, improving firefighter wellness, and implementing strategic staffing. The goal is to present a comprehensive overview of department priorities and funding requirements in language accessible to all city stakeholders.

**ACTION ITEMS**

2. Consider recommending authorization to issue a PO for renewal of the contract for the professional services of temporary dispatchers to assist in the staffing issues of Consolidated Dispatch in the amount of $330,000. Item initiated by Teri Best.

Contracted dispatchers have been supporting Consolidated Dispatch during a period of critical staffing levels. Newly hired dispatchers are anticipated to complete training to work independently in or around January of 2026. Current contract expires in August 2025.

Councilor Johnson made a motion to authorize to issue of a PO for renewal of the contract for the professional services of temporary dispatchers to assist in the staffing issues of Consolidated Dispatch in the amount of $330,000 to the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

3. Consider the recommendation of approval for RFD to move forward on the implementation of the RFD ambulance service proposal. Randy Bunch presented this item.

The Roswell Fire Department (RFD) is proposing to establish a fully operational ambulance transport service under the authority of the department. This move is intended to enhance emergency medical services within the city by improving response times, expanding service capabilities, and ensuring greater continuity of care from incident to hospital. To begin this process, RFD is requesting permission to move forward with the necessary steps to implement the service, including the authority to research, select, and purchase ambulances, medical equipment, and supplies required to operate the transport service at a foundational level. This initiative is part of RFD's long-term strategic plan to meet the evolving needs of the community and to ensure that the highest level of care is available to Roswell residents and visitors. City staff recommends approval to allow the Roswell Fire Department to begin the implementation phase of the ambulance transport service, including the authority to initiate necessary purchases and planning

actions. This step is essential to improve the city's emergency medical response capabilities and align with modern public safety standards.

Councilor Halvorson made a motion to consider the recommendation of approval for RFD to move forward on the implementation of the RFD ambulance service proposal on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

4. Consider recommending approval to issue a purchase order to Southwest Ambulance Sales for a total of eight (8) new ambulances to support the implementation of ambulance transport services. This purchase includes five (5) Type I ambulances and three (3) Type III ambulances. Total purchase price is $1,778,782.49. Randy Bunch presented this item

The acquisition of reliable and mission-ready ambulances is critical. Based on operational needs and deployment models, the department is proposing the purchase of: Five (5) Type I Ambulances at $235,984.00 each- Three (3) Type III Ambulances at $199,620.83 each - Total: $1,778,782.49

These units are new builds with full warranty and delivery timelines guaranteed prior to May 2026. The Type I ambulances are best suited for high-volume response and inter-facility transport, while the Type III units will support backup and station-specific response needs. Quotes from vendors are attached to this proposal, reflecting the per-unit cost for each type. The combination of Type I and Type III units will allow the department to meet both frontline and support demands as we transition to a transporting EMS model. The selected vendor can meet our delivery timeline.

Councilor Heldenbrand made a motion to approve the purchase order to Southwest Ambulance Sales in the amount of $1,778,782.49to to be placed on the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

5. Consider recommending approval to issue a purchase order in the amount of $86,526.03 to Code 3 Services for the purchase and installation of radio equipment necessary for ambulance communications. Randy Bunch presented this item.

As part of the planned implementation of the Roswell Fire Department (RFD) ambulance transport service, it is critical that each ambulance be fully outfitted with mobile and portable radio equipment. This will ensure direct and reliable communication with the City of Roswell Dispatch, receiving hospitals, and other responding agencies. Effective and immediate communication is essential for coordinating emergency response, ensuring firefighter and paramedic safety, and delivering high-quality patient care.

Councilor Cavin made a motion recommending approval to issue a purchase order in the amount of $86,526.03 to Code 3 Services for the purchase and installation of radio equipment necessary for ambulance communications to be placed on the consent agenda. Councilor Johnson was the second, and the motion passed 5-0.

6. Consider recommending approval of issuing a purchase order to Howe Medical in the amount of $763,099.92 for eight (8) gurneys and eight (8) cardiac monitors. Randy Bunch presented this item.

Purchase gurneys and cardiac monitors for new ambulances to make the units transport-capable. In order for the fire department to maintain its Advanced Life Support program throughout the state of NM, this equipment is a requirement for the treatment and transport of patients.

Councilor Johnson made a motion to recommend approval of issuing a purchase order to Howe Medical in the amount of $763,099.92 for eight (8) gurneys and eight (8) cardiac monitors to be placed on the consent agenda. Councilor Heldenbrand was the second, and the motion passed 5-0.

7. Consider approving and sending to the full Council Resolution 25-XX Financial Support for Roswell Transit FY2027. Becky Hicks presented this item.

NMDOT requires a Resolution of Financial Support every year in August for the following Fiscal Year. The budget that we are submitting to NMDOT for FY2027 includes $952,171.12 in financial support from the City of Roswell.

Councilor Halvorson made a motion approving and sending to the full Council Resolution 25-XX Financial Support for Roswell Transit FY2027 to the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

8. Resolution 25-XX Disposal of Certain Surplus Personal Property - consider recommending adoption of Resolution 25-XX to dispose of certain surplus personal property listed on the attachment. Becky Hicks presented this item.

This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell. Exhibit A: Items valued at less than $2,500. This list includes vehicles and equipment that have been either totaled by insurance or deemed ready for auction because the needed repairs exceed the asset value. Exhibit B: Items valued at more than $2,500. This list includes vehicles and equipment that have been either totaled by insurance or deemed ready for auction because they are in a state of disrepair and have exceeded their life expectancy.

Councilor Johnson brought up an item that is a capital fixed asset, a 2009 Dodge Charger that could not be located. Also, two Remington semi-automatic 11-87s that were sold and are still on our list. Becky Hicks will work closely with Chad Cole on the three items discussed.

Councilor Halvorson made a motion to approve Resolution 25-XX to dispose of certain surplus personal property on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

9. Consider approval to purchase two CDL buses from the City of Roswell budget and the Federal budget from Creative Bus Sales, Model 1, using State of Oklahoma Contract SW0797C. Beck Hicks presented this item.

The NMDOT has been saving insurance funds for the City of Roswell from wrecked buses. At this time, they are holding $114,837.33 in insurance funds that they are willing to apply to our portion of the new buses. They have already agreed to pay the city portion of the FY2025 non-

CDL bus order that was placed last year in the amount of $39,638.60. The balance remaining of the extra funds is $75,198.73. This year's City cost to order two new CDL buses is $83,286.80. The overage cost of $8,088.07 will be transferred from our Fuel account in our current FY2026 budget that was already approved by the Council.

Councilor Heldenbrand made a motion to approve two CDL buses from the City of Roswell budget and the Federal budget from Creative Bus Sales, Model 1, using the State of Oklahoma Contract to be placed on the consent agenda. Councilor Cavin was the second the motion passed 5-0.

10. Consider the recommendation of Resolution 25-XX for support of the application to the New Mexico Water Trust Board for the large-diameter water line replacement project. Andrew Valadez presented this item.

The City of Roswell Utility Department has identified a potential large-diameter replacement project for the 36-inch diameter transmission line on Montana, from 19th Street to 8th Street. This line has had multiple leaks in the past few years and is also identified in the current Water Master Plan as a priority replacement project. It is proposed to apply to the Water Trust Board for a $10,000,000 project to replace this line.

Councilor Cavin made a motion to consider the recommendation of Resolution 25-XX for support of the application to the New Mexico Water Trust Board for the large-diameter water line replacement project. Councilor Halvorson was the second, and the motion passed 5-0

11. Consider recommending approval of the FY26 Solid Waste Purchasing Authorization Request. Debbie Reyer presented this item.

This request covers proposed purchasing authorizations for Solid Waste. The purchasing authorization is a “not to exceed” number for each vendor. This will allow us to streamline the purchasing process and make purchases in a timelier manner. If we get close to the “not to exceed” amount, a change order will come back to the Committee/City Council for approval. The Finance Officer has approved this concept and will continue to be the check and balance with all purchase orders issued under this authorization.

Councilor Heldenbrand made a motion for approval of the FY26 Solid Waste Purchasing Authorization Request to be placed on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

12. Recommending Award of RFQ for Environmental Monitoring, Reporting & Support Services to Parkhill in the amount of $145,949.04, which includes GRT. Abraham Chaparro presented this item.

Bids received on July 25th, 2025, for the services have been reviewed. Two bids were received, with two being non-responsive. Parkhill - $145,949.04 | Souder, Miller & Associates - $134,976.44 | MoulzenCorbin - No Response | HDR Inc. - No Response

Councilor Johnson made a motion to award of RFQ for Environmental Monitoring, Reporting & Support Services to Parkhill in the amount of $145,949.04, to be placed on the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

13. Consider recommending authorization for PO approval to CES in the amount of $636,261.53 for Roswell Airfield Temporary Barrier for the National Championship Air Races. Bobbi Thompson presented this item.

The TSA has required additional security fencing for the National Championship Air Races in September to enhance safety for attendees and participants. This fencing will help manage crowd access during the event. This project will utilize CES Contract Number 2023-08-C3115-ALL.

Councilor Heldenbrand made a motion to remove the word "Temporary" because this is a purchase. Councilor Halvorson was the second, and the motion passed 5-0.

Councilor Cavin made a motion to approve authorization for PO approval to CES in the amount of $636,261.53 for the Roswell Airfield Barrier for the National Championship Air Races, as amended to the consent agenda. Councilor Johnson was the second, and the motion passed 4-1 with Councilor Heldenbrand voting no.

14. Consider recommending authorization for PO approval to Desert West in the amount of $1,239,791.95 for micro surfacing for the main spectator area for the National Championship Air Races. Bobbi Thompson presented this item.

This will be the surface finish for the main spectator area at the National Championship Air Races in September. This project will be utilizing Eddy County RFP#24-02.

Councilor Halvorson made a motion to consider recommending authorization for PO approval to Desert West in the amount of $1,239,791.95 for micro surfacing for the main spectator area for the National Championship Air Races to the consent agenda. Councilor Johnson was the second, and the motion passed 5-0.

15. Consider recommending authorization for PO approval to Desert West in the amount of $591,035.68 for micro surfacing the pit area for the National Championship Air Races. Bobbi Thompson presented this item.

This will be the surface finish for the pit area at the National Championship Air Races in September. This project will be utilizing Eddy County RFP#24-02.

Councilor Johnson made a motion to consider recommending authorization for PO approval to Desert West in the amount of $591,035.68 for micro surfacing the pit area for the National Championship Air Races to the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

16. Consider recommending authorization for PO approval to Nieto Custom Builders in the amount of $135,364.20 for roof repair to Building 1166. Bobbi Thompson presented this item.

Roof repair for Building 1166. The roof has shown significant signs of wear and tear, including multiple leaks and damaged shingles, which could lead to further structural issues if not addressed promptly. Quote was obtained using NM State Wide Price Agreement 30-00000-23-00070.

Councilor Cavin made a motion recommending authorization for PO approval to Nieto Custom Builders in the amount of $135,364.20 for roof repair to Building 1166 to the consent agenda. Councilor Heldenbrand was the second, and the motion passed 5-0.

17. Consider recommending authorization for PO approval to Custom Construction II in the amount of $1,062,510.80 for the demolition of Buildings 112 and 115. Bobbi Thompson presented this item.

Demolition of Buildings 112 and 115 is required due to the fire damage sustained at the Air Center, which rendered both buildings structurally unsound and unsafe for occupancy. The demolition will ensure the safety of the surrounding area and allow for future redevelopment. This project will be utilizing ITB-23-001 Building Demolitions.

Councilor Heldenbrand made a motion to consider recommending authorization for PO approval to Custom Construction II in the amount of $1,062,510.80 for the demolition of Buildings 112 and 115 to the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

Councilor Johnson requested an updated quote because the proposal date was over 30 days old. Councilor Heldenbrand amended his motion to recommend authorization for PO approval to Custom Construction II in the amount of $984,756.40 with GRT for the demolition of Buildings 112 and 115 to the consent agenda with the updated quote. Councilor Halvorson was the second, and the motion passed 5-0.

Councilor Halvorson mentioned that the 250th anniversary of the United States is coming up in the next 11 months. Also, it would be the 100th anniversary of Robert H. Goddard. If the Mayor were interested in creating a task force to prepare for this event. Consider a task force to use the Lodger's Tax.

18. Consider the recommendation of the National Championship Air Races Lodgers' Tax Funding Request to the City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding. Bobbi Thompson presented this item.

Following the highly anticipated, successful inaugural year in 2025, the National Championship Air Races (NCAR) will return to Roswell, New Mexico, for its 2nd annual event, solidifying Roswell's role as the new home for one of aviation's most prestigious spectacles. Held at the historic Roswell Air Center, the 2026 event is scheduled for September 9–13, continuing to elevate Roswell's profile on the national and international stage. Recognized globally as "The World's Fastest Motorsport," the NCAR combines competitive air racing with world-class aviation entertainment. The National Championship Air Races currently has a Memorandum of Understanding with the City of Roswell for funding of up to $300,000 per year, subject to Occupancy Tax Board and Governing Body approval. Historical Lodgers' Tax Funding Data: Sponsorship FY2025- $300,000.

After discussion with City Attorney, Hess Yntema. Councilor Heldenbrand made a motion to table this item. The motion passed was by unanimous consent.

19. Consider the recommendation of the Eastern New Mexico State Fair Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

The Eastern New Mexico State Fair (ENMSF) has been an annual event in Chaves County for over 100 years. This event begins with the parade on Monday, followed by five days of agricultural events, arts and crafts displays, a ranch rodeo competition, food and goods vendors, and a carnival. The Fair operates Monday through Saturday. The mission of ENMSF is to educate as well as entertain patrons from all over the region. In addition to live music from a variety of genres, performances from local groups, and contracted variety entertainers, ENMSF also showcases non-profit organizations and community resources. ENMSF hosts school groups for field trips, unique activities for our senior citizens, and exclusive access for individuals with special needs.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security (with the old policy of 50% reimbursement)

FY2023-Awarded $75,228.63-Expended $24,249.93
FY2024-Awarded $44,500-Expended $38,908.11
FY2025-Awarded $47,020-Expended $35,213.10

Councilor Heldenbrand made a motion to approve for the Eastern New Mexico State Fair Lodgers' Tax Funding Request in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

20. Consider the recommendation of the Rio Pecos Kennel Club Lodgers' Tax Funding Request to City Council in the amount of $3,997 for marketing, sanitation, and security. Presented by Tommi Conyers.

From their application: This will be the 72nd annual AKC All-Breed dog show held in Roswell with over 350 entries from all over New Mexico and the United States. Generally, about only 50 entries reside in the Roswell area. We have held the dog show at RIAC Park for about 26 years. Club members and participants own most equipment, generators, and tents used. About 30 RVs attend the show and park on the grounds, but all are self-contained since there are no amenities there. We hire 24-hour private security and custodial services, including porta-potties, which we include in the request for Lodgers' Tax Funding.

We have applied for and received Lodgers Tax Funding for many years. 3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.
FY2023- No request for funding
FY2024- No request for funding
FY2025- Awarded $4,578- Expended $2,021.32

Councilor Halvorson made a motion to approve the Rio Pecos Kennel Club Lodgers' Tax Funding Request in the amount of $3,997 for marketing, sanitation, and security to the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

21. Consider the recommendation of the Roswell Symphony Orchestra Lodgers' Tax Funding Request to City Council to open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

From their application: The Roswell Symphony Orchestra's 2025–2026 concert season will include four full-orchestra performances hosted at the historic and prestigious New Mexico Military Institute (NMMI) in Roswell, NM. NMMI provides a stately and acoustically sound venue, ideal for professional symphonic performances and accessible to both the community and visiting guests.

Confirmed Concert Dates:
Opening Concert – Wednesday, October 1, 2025
Holiday Concert – Sunday, December 14, 2025
Spring Concert – Saturday, February 28, 2026
Season Finale – Saturday, April 18, 2026

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.
FY2023- Awarded $8,725- Expended- $3,074.33
FY2024- Awarded $8,860- Expended- $4,16.49
FY2025- Awarded $20,000- Expended $16,812.05

Sponsorship FY2025- Awarded $20,000

Councilor Halvorson made a motion to approve the Roswell Symphony Orchestra Lodgers' Tax Funding Request to open negotiation with the City of Roswell for sponsorship to the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

22. Consider the recommendation of the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of $20,000 for marketing, sanitation, and security. Presented by Tommi Conyers.

From their application: This is the fifth year that the Galacticon and the Roswell Daily Record have worked together to promote the Roswell UFO Festival, supporting the city's economy and tourism industry. After losing the Convention Center in October of 2024, we have held our activities downtown as part of the UFO Festival weekend. In 2025, the RDR supported the patriotic Aerial Drone Show for the public. The Galacticon was held in the Roswell UFO Museum Annex at 119 North Main in the former La-Z-Boy showroom, now owned by the Museum. We helped fund our part of the advertising and marketing of the event and plan to do so again.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.
FY2023- No record of application

FY2024- Did not apply as a joint effort
FY2025- Awarded $20,000- Expended $11,413.13

Councilor Heldenbrand made a motion to table this item. The motion passed by unanimous consent.

23. Consider the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

rom their application: We are requesting sponsorship of a free-to-the-public attraction(s) to be held outside the Galacticon facility to draw people to all areas of the UFO Festival footprint. We will provide appropriate and family-friendly attractions for all ages. It will be open during the Galacticon hours and overseen by the Galacticon Director. This will be the third year we have requested sponsorship and received it in both previous years.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship
FY2024- Awarded $10,000- Expended $7,414.88
FY2025- Awarded $8,000- Expended $3,700
FY2026- Requested $8,000

Councilor Heldenbrand made a motion to table this item. The motion passed by unanimous consent.

24. Consider the recommendation of the Roswell Daily Record Lodgers' Tax Funding Request to City Council to open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

From their application: Partner with the City of Roswell for an Independence Day Aerial show. An Aeriel Spectacle is a visually stunning drone light show designed to draw locals and visitors alike for an unforgettable evening of entertainment. Utilizing state-of-the-art drone technology, the event features hundreds of synchronized, LED-equipped drones performing choreographed aerial displays set to music. The show highlights regional culture, landmarks, and themes through innovative sky-based storytelling. The event is family-friendly, free to the public, and held in an open outdoor venue to encourage wide attendance and maximize tourism impact. Complementary attractions- such as Main Street Roswell's live music, local food vendors, UFO Museum, and Galacticon, will enhance the visitor experience and extend overnight stays. that is free to the public and will be located in Downtown Roswell.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship
FY2024- Awarded $10,000- Expended $10,000
FY2025- Awarded $10,000- Expended $10,000 (helped fund City of Roswell Drone Show for UFO Festival)

Councilor Heldenbrand made a motion to table this item. The motion passed by unanimous consent.

25. Consider the recommendation of the Roswell Invasion's Crash and Clash Wrestling Tournament Lodgers' Tax Funding Request to City Council to open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

From their application: This tournament is held at Roswell High School at the end of the High School Rio Hondo Tournament. All planning and preparation are taken care of by the Roswell Invasion Wrestling Club. Wrestlers come in on Saturday for official weigh-ins prior to the start of the Novice tournament on Saturday evening and the qualifier tournament on Sunday.

2 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security (old policy of 50% reimbursement)
FY2024- No record of request
FY2025- Awarded $1,250- Expended $762.17

Councilor Heldenbrand made a motion to approve the Roswell Invasion's Crash and Clash Wrestling Tournament Lodgers' Tax Funding Request up to $2,500 to the consent agenda. Councilor Halvorson was the second and the motion passed 5-0.

26. Consider the recommendation of the Roswell Community Little Theater Lodgers' Tax Funding Request to City Council in the amount of $6,100 for marketing, sanitation, and security. Presented by Tommi Conyers.

From their application: Something Wicked this Way Comes will open August 29th at 7:30. We will have six performances of the play, Friday and Saturday nights at 7:30 and Sunday afternoons at 2:30. We are seeking funding for print advertising and mailing. The advertisements will be for the full season of four plays and two weeks out for the four plays of our regular season. New Lodgers' Tax event funding request. No historical data are available.

Councilor Halvorson made a motion to approve the Roswell Community Little Theater Lodgers' Tax Funding Request up to $5,000 for marketing, sanitation, and security to the consent agenda. Councilor Heldenbrand was the second and the motion passed 5-0.

27. Consider the recommendation of the Not of This World Flag Football's Sling It Fling It Tournament Lodgers' Tax Funding Request to City Council in the amount of $18,500 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

From their application: Sling it Fling it 2026 will be our 5th year as a local committee running this event. This is a flag football tournament that is held in Roswell, New Mexico. This is a 4 on 4 tournament that has brought in over 100 teams in previous years and is continuing to grow each year. The tournament is held Memorial Day Weekend.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security
FY2023- Event organized by a different organization
FY2024- Event organized by a different organization

FY2025- Awarded $19,000- Expended $10,165.98

Councilor Heldenbrand made a motion to approve Not of This World Flag Football's Sling It Fling It Tournament Lodger's Tax Funding Request in the amount of $18,500 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

28. Consider the recommendation of MainStreet Roswell for the UFO Festival Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship.

From their application: Roswell is known for the UFO / AlienFest event. This event and Roswell are known statewide, nationally, and internationally as the UFO Capital of the world. This was evident in the number of people who attended and the number of local and national news stations that covered the event, from the Alien car to the UFO Parade. It was great to the see the City of Roswell embrace the event and get in on the fun from merchants decorating their windows, wearing costumes, and inviting the overall public to have a nice cold drink of water. Pets were not left out with the annual Pet Costume contest held by the Galacticon to merchants putting out water on the sidewalk to hydrate our furry friends. Working collaboratively, the UFO Museum, MainStreet Roswell, Roswell Galacticon, Roswell Daily Record, Roswell Miniature Museum, Roswell Museum and the City of Roswell we were able to provide a unique experience that captured the essence of aliens and UFOs with a 7-block street festival, 2 stages, kid friendly fun such as the foam party, water slide & blow-ups in the Main Street district. This year, we added a car show and corn-hole competition. The Galacticon and Roswell Daily Record provided world-renowned speakers, vendors, hosted the Alien Car & sponsored the Drone Show, in coordination with the City of Roswell. Roswell Miniature Museum hosted the community created Trekstar installation using recycled materials. This event is unique due to the collaborative nature of the event that makes it an out of this world event!

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security
FY2023- Awarded $32,476.00- Expended $16,238.00 (old policy of 50% reimbursement)
FY2024- Awarded $100,000- Expended $88,741.01 (Collaboration between MSR and city)
FY2025- Awarded $20,000- Expended $20,000 (documentation for event due 8/6/2025)

Sponsorship
FY2024-Awarded $60,000- Expended $52,201.75
FY2025- Awarded $50,000- Expended- $50,000 (documentation for event due 8/6/2025)

Councilor Heldenbrand made a motion to table this item. The motion passed by unanimous consent.

29. Consider the recommendation of the Roswell Hispano Chamber Pinata Fest Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship. Presented by Tommi Conyers.

From their application: The Roswell Hispano Chamber of Commerce's annual PiñataFest is one of Southeastern New Mexico's most vibrant cultural celebrations, attracting over 5,000 visitors from across the state and West Texas each year. Centered on the colorful piñata, the festival blends tradition, entertainment, and entrepreneurship into an unforgettable family experience. Highlights include live music, folklórico dancing, piñata competitions, artisan markets, and performances by mariachi and dance troupes. Families enjoy interactive exhibits, a children's piñata break zone, and diverse local food vendors. For 38 years, PiñataFest has promoted tourism, celebrated Hispanic heritage, and supported small businesses through vendor opportunities and heightened visibility. With strong brand recognition and growing out-of-town interest, PiñataFest is poised to evolve into a premier regional destination festival, boosting the tourism economy while honoring the rich diversity that makes Southeastern New Mexico unique.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security
FY2023- Applied for funding but was denied by OTB and City Council for lack of relation to tourism
FY2024- No record of request
FY2025- No record of request

Councilor Halvorson made a motion to approve Roswell Hispano Chamber of Commerce Tax Funding Request up to $5,000 for marketing, sanitation, security, and $5,000 for a sponsorship on the consent agenda. Councilor Heldenbrand was the second and the motion passed 5-0.

Recess was taken from 5:51 to 6:01.

30. Approval of a budget adjustment in the amount of $173,431.83 to accommodate a payment from the fine art insurance claim from the October flood. Presented by Caroline Brooks.

This request is for a budget adjustment to accommodate a payment from Huntington T. Block Insurance Agency, Inc. for three portions of the claim: 1) Artwork lost that was on loan by exhibition and consignment artists for payment to the artists to cover their losses ($126,105.88). 2) Payment for museum store resale items, including wholesale items, that were owned by the museum and lost in the flood ($44,025.95). 3) Reimbursement for appraisal services ($3,300.00).

Councilor Halvorson made a motion to approve a budget adjustment in the amount of $129,405.88 to accommodate a payment from the fine art insurance claim from the October flood to the consent agenda. Councilor Johnson made the second and the motion passed 5-0.

31. Approval of a budget adjustment in the amount of $110,173.40 for disaster recovery expenses for collection appraisals, conservation examinations, and conservation of ten loaned paintings. Presented by Caroline Brooks.

Specific to this request are 1) appraisals of historic weaponry, fine art, and archive material located at The Conservation Center in Chicago, 2) conservator site visits to Roswell to develop treatment proposals, and 3) treatment by conservators of nine paintings on loan to the museum at the time of the flood. The appraisals (1) are a necessary part of the insurance claim in order to ascertain the value of each item for comparison to treatment costs. The site visits (2) will allow conservators to

develop proposals for the treatment of the damaged items that remain in Roswell. The quantity and diversity of affected items in Roswell will require multiple conservators. Therefore, two conservation groups are being requested to conduct site visits to examine the items. In an effort to conserve and return loaned artwork (3) as soon as possible, an in-state conservator will be addressing seven of the ten loaned paintings, which require cleaning by a conservator. The remaining three in this request are in Chicago, among other priority collection and loaned objects. As the declared value of the three Chicago-based works fell below the treatment costs, payment for the losses will be a part of the claim, and the gap between the value/payment and cost of treatment ($3,655) will be covered by the Roswell Museum and Art Center Foundation.

Councilor Heldenbrand made a motion to approve a budget adjustment in the amount of $110,173.40 for disaster recovery expenses for collection appraisals, conservation examinations, and conservation of ten loaned paintings to the consent agenda. Councilor Johnson was the second and the motion passed 5-0.

32. Requesting ratification of purchase order to Mountain States Constructors Inc in the amount of $4,490,000.26 (including GRT) for construction of the Taxiway C extension at the Air Center. Presented by Mac Rogers.

This request is for ratification of purchase order to Mountain States Constructors Inc in the amount of $4,490,000.26 (including GRT) for construction of the Taxiway C extension the Air Center. The purchase order was funded with a grant provided by the NMDOT aviation division and procured through CES contract #2023-05-R1222. The taxiway will be built using FAA specifications and the proposed cost is well below the engineers' estimate and the grant award amount. This is critical infrastructure necessary to host the Air Races. The taxiway will be completed prior to the event in September.

Councilor Cavin made a motion for approval of ratification on the purchase order to Mountain States Constructors Inc. in the amount of $4,490,000.26 (including GRT) for construction of the Taxiway C extension at the Air Center to the consent agenda. Councilor Halvorson was the second and the motion passed 4-1, with Councilor Heldenbrand voting no.

33. Resolution 25-XX - Consider approval of Resolution 25-XX certification of correctness of the physical inventory of assets for FY2025. Presented by Toni Gomez.

Pursuant to Subsection A of Section 12-6-10 NMSA, it is required that, at the conclusion of each fiscal year, local government entities conduct a physical inventory of their assets. The physical inventory of assets, listed as Exhibit A, must be reviewed and formally approved for accuracy by the City Council.

Councilor Heldenbrand made a motion for adoption of Resolution 25-XX certification of correctness of the physical inventory of assets for FY2025 on the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

34. Approval of the agreement between the City of Roswell and Southeastern New Mexico Economic Development District/COG. Presented by Amalia Martinez.

The District agrees to provide the following services to the Member upon request and final approval of the District budget: Undertake studies, collect data, and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities, and the general improvement of living and working environments.

- Furnish technical and management assistance in the development of planning activities.
- Coordinate local planning with that of other Members of the District and the State.
- Assist in community and economic development, transportation, and public works projects.
- Assist member governments with their legislative activities.
- Assist in the preparation of applications for funding under various state, federal, and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administer the project.
- Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- Engage in such other activities as are necessary to improve area development and address regional problems. The Member agrees to the following: to remain an active member of the District.

Councilor Johnson made a motion for the approval of the agreement between the City of Roswell and Southeastern New Mexico Economic Development District/COG to the consent agenda. Councilor Halvorson was the second and the motion passed 5-0.

35. Resolution 25-XX - adoption of Resolution 25-XX: Southeastern NM Economic Development District/COG. Presented by Amalia Martinez.

The City of Roswell is a member of the Southeastern New Mexico Economic Development District/COG. In accordance with Article 58, section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/COG is required. The City continues to be an active member. A copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division, and the Southeastern New Mexico Economic Development District/COG, and shall be made a part of the budget documentation of the Municipality.

Councilor Heldenbrand made a motion for the adoption of Resolution 25-XX: Southeastern NM Economic Development District/(COG) on the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

36. Approval of purchases over $60,000 pursuant to the City's Purchasing Policy. Presented by Amalia Martinez.

Pursuant to the City's Purchasing Limits Policy, expenditures over $60,000 require committee recommendation to the City Council for approval.

Councilor Halvorson made a motion for the approval of purchased over $60,000 pursuant to the City's Purchasing Policy to the consent agenda. Councilor Heldenbrand was the second and the motion passed 5-0.

37. Approval to enter into a professional services contract with True Business Solutions to provide internal audit services for the City of Roswell. Presented by Toni Gomez.

The City of Roswell is seeking to engage a qualified firm to perform internal auditing services to strengthen internal controls, enhance compliance, and support transparency in municipal operations

Councilor Cavin made a motion for the approval to enter into a professional services contract with True Business Solutions to provide internal audit services for the City of Roswell to the consent agenda. Councilor Halvorson was the second and the motion passed 5-0.

38. Consider recommending the adoption of Resolution 25-XX approving a budget adjustment for the fiscal year ending June 30, 2026. Presented by Toni Gomez.

The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing revenue and/or expense in the approved budget. The finance department is requesting a budget adjustment for line items in Exhibit "A". These adjustments are for various grants, transfers, and other departments.

Councilor Heldenbrand made a motion for the adoption of Resolution 25-XX approving a budget adjustment for the fiscal year ending June 30, 2026 to the consent agenda. Councilor Cavin was the second and the motion passed 5-0.

FOR THE RECORD: Councilor Calvin left at 6:32 PM

**G. APPROVAL OF MINUTES**

39. Consider approval of the July 3, 2025, Regular Finance Committee Meeting Minutes.

Councilor Heldenbrand made a motion to approve the minutes from the July 3, 2025. Councilor Halvorson was the second. The motion passed 4-0.

40. Consider approval of the July 23, 2025, Regular Finance Committee Meeting Minutes.

Councilor Halvorson made a motion to approve the minutes from the July 23, 2025. Councilor Heldenbrand asked to recuse himself from approving the minutes for the July 23, 2025, Finance Committee Meeting because he was absent. Councilor Johnson was the second. The motion passed 3-1 with Counselor Heldenbrand recusing himself.

**H. NON-ACTION ITEMS**

41. Visitors Center

Report submitted as stands, no questions.

42. Golf June Report
Report submitted as stands, no questions.

43. Lodgers' Tax
Report submitted as stands, no questions.

44. Public Affairs
Report submitted as stands, no questions.

45. Museum Monthly Report
Report submitted as stands, no questions.

46. Roswell Public Library
Report submitted as stands, no questions.

47. Cannabis Excise Tax and Gross Receipts Tax
Report submitted as stands, no questions.

I. PUBLIC PARTICIPATION

J. ADJOURN
The meeting adjourned at 7:06 PM.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 14.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
July Report - Golf

**Attachments**

Golf July Report

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ROSWELL

## GOLF – July, 2025

- July 2025 is in the books, which means summer has basically come to an end!! However, things have not slowed down at all here!! We did almost 3,000 rounds last month, while also hosting two tournaments and a Birthday Party.
- With more rounds and more people comes more sales!! We sold about $5,500.00 in Pro Shop merchandise, $14,000.00 in Alcohol Sales, and $5,000.00 in Drinks and Snacks. What a solid month.
- We also welcomed 17 new members!! So many new faces over the past few months.
- Taco Tuesdays are still going strong, to everyone's dismay, August will be the last month!!
- I wanted to share several pictures of the golf course and how amazing of a product we have.
- Also, I wanted to give a quick on Hole #15!!! We were able to get the green graded, prepped and seeded. We also got some Rye laid down and the new temporary green ready for shaping.

Specific & Routine Maintenance:

- Cut cups 3 times a week,
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens 7 times a week.
- Finished seeding and covering bare areas on the greens.



Revenues:

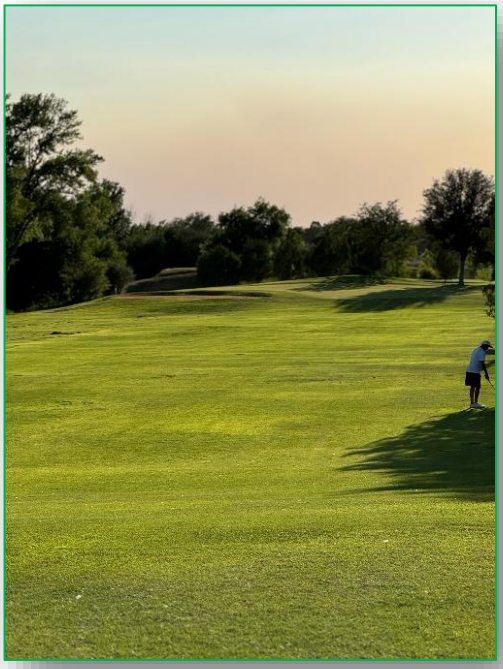
| Category | Qty | Subtotal | Subtotal w/o Tax | Cost | Profit |
|---|---|---|---|---|---|
| Alcohol / Beer | 2954 | $12,326.08 | $11,712.16 | $4,009.46 | $8,316.71 |
| Alcohol / Liquor | 1646 | $7,734.63 | $7,348.01 | $2,344.47 | $5,390.14 |
| Food and Beverage / Drinks | 2880 | $5,146.11 | $7,884.22 | $1,735.23 | $3,410.94 |
| Food and Beverage / Snacks | 1328 | $2,827.41 | $2,682.82 | $1,049.13 | $1,778.29 |
| Golf / Green Fees | 2966 | $24,930.10 | $23,685.57 | $0.00 | $25,410.10 |
| Golf / Memberships | 17 | $3,000.03 | $2,850.06 | $0.00 | $3,000.03 |
| Golf / Services (GHIN & Club Storage) | 1 | $0.00 | $0.00 | $0.00 | $35.00 |
| Golf Carts | 2697 | $43,160.61 | $41,004.37 | $0.00 | $43,684.61 |
| Merchandise / Accessories | 118 | $1,280.94 | $1,216.88 | $625.27 | $655.62 |
| Merchandise / Apparel | 2 | $88.57 | $84.14 | $77.50 | $11.07 |
| Merchandise / Clubs | 12 | $4,582.12 | $4,353.03 | $3,792.78 | $1,138.37 |
| Merchandise / Footwear | 1 | $91.43 | $86.86 | $81.68 | $9.75 |
| Merchandise / Gloves | 85 | $1,671.61 | $1,588.22 | $971.67 | $699.99 |
| Merchandise / Golf Bags | 3 | $1,004.76 | $954.52 | $722.86 | $281.90 |
| Merchandise / Golf Balls | 489 | $6,702.27 | $6,367.04 | $4,247.95 | $2,454.51 |
| Merchandise / Headwear | 16 | $514.27 | $488.54 | $323.65 | $190.59 |
| Range Balls | 782 | $3,983.85 | $3,785.70 | $0.00 | $4,063.85 |
| Rental Club Fees | 28 | $441.96 | $419.92 | $0.00 | $441.96 |
| Tournament Credit Book | 65 | $0.00 | $0.00 | $0.00 | $12,633.00 |
| Tournament Fees | 389 | 0 | 0 | $0.00 | $15,560.00 |
| Total July Profit | 16,479 | $119,486.75 | $113,512.06 | $19,981.65 | $129,166.43 |
| TOTAL GROSS REVENUE | | | | | $155,122.48 |

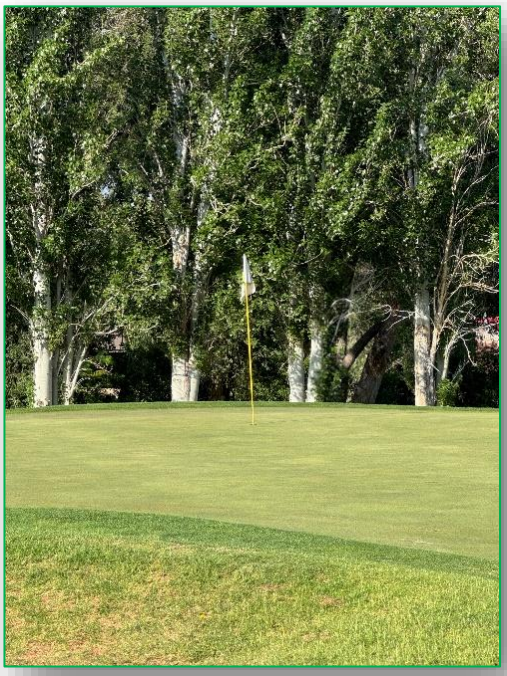




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ROSWELL









# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 15.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
July 2025 Visitor Center Monthly Report

**Attachments**

July 2025 Visitor Center Monthly Report

ROSWELL
New Mexico

Public Affairs

# Monthly Visitor Center Report
# July 2025

**Visitor Center Retail Store:**

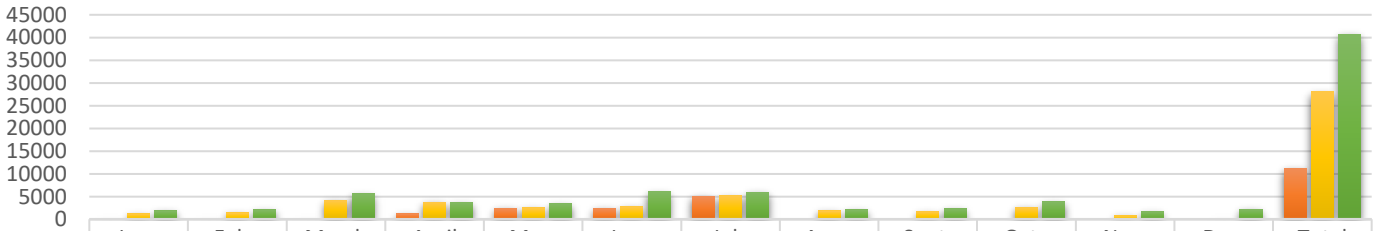
- Welcomed **5092** guest, **2502** overnight stays in Roswell or **49%** and **494** Roswell locals.
- **July** sales total **$12,559**
- **Top 5 items sold:** Alien Glasses, Posters, Believe Tee, 2025 Limited Edition UFO Festival Tee, We Come in Peace Tee.

## July Visitation Report

| | July Comparison | | | YTD Comparison | | |
|---|---|---|---|---|---|---|
| | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| **Roswell Only** | 304 | 550 | 494 | 1100 | 1085 | 788 |
| | | | | | | |
| **New Mexico Visitors** | 685 | 862 | 744 | 2172 | 1571 | 1097 |
| **(Not including Roswell Area)** | | | | | | |
| **US Visitors** | 4676 | 3545 | 3658 | 23766 | 16929 | 8739 |
| **(Not including New Mexico)** | | | | | | |
| **International Visitors** | 231 | 187 | 196 | 1549 | 1485 | 566 |
| **Unknown** | 0 | 0 | 0 | 0 | 0 | 0 |
| **Totals Visitors** | 5896 | 5144 | 5092 | 28587 | 21070 | 11190 |

**Numbers reflected above are by calendar year**
***Now closed on Sundays & Mondays***

## Visitor Comparison By Calendar Year 2025




| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2025 | 0 | 0 | 0 | 1263 | 2421 | 2414 | 5092 | | | | | | 11190 |
| 2024 | 1244 | 1447 | 4159 | 3769 | 2531 | 2776 | 5144 | 1881 | 1718 | 2596 | 834 | 0 | 28099 |
| 2023 | 1862 | 2081 | 5566 | 3674 | 3455 | 6053 | 5896 | 2073 | 2326 | 3851 | 1726 | 2200 | 40763 |

2025 2024 2023

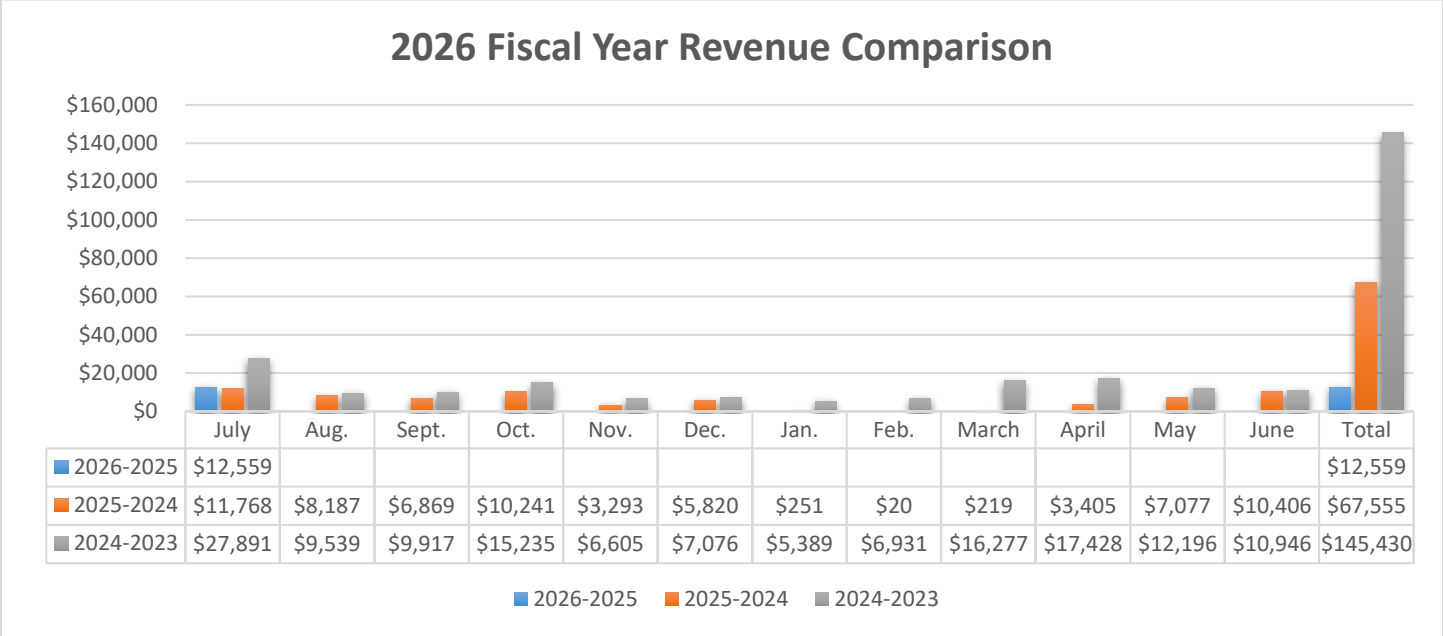
PO Box 1838
Roswell, NM 88202-1838

TEL: 575.637.6203
FAX: 575.624.6700

roswell-nm.gov
seeroswell.com

**Facility Operations:**

- Posted events on Community Calendar, SeeRoswell.com and Visit Widget that were submitted to the websites or events that we have looked for through using other resources.
- Promoted blood drives, small businesses, Spring River Zoo, Virtual Events, Roswell Museum and CSPs on KENW-Portales radio station every Thursday which is written by Visitor Center Staff.
- Updated inventory numbers at Visitors Center once a week and stock room once a month.
- Worked on staff training to help with advancements. Staff has started on new CBT that is required yearly.
- 7/2-7/3 - Drone Show & UFO Festival set up - Amanda
- 7/4-7/6 - UFO Festival extended hours 8am – 8pm (Opened to public at 9am).
- 7/9/25 – COR Safety Committee meeting @ Recreation 9am - Amanda
- 7/22/25- OTB Meeting 2:30pm - Amanda
- 7/23/25- UFO Festival after action meeting 10am - Amanda
- 7/25/25- Equipment Road'eo meeting 1pm - Amanda
- 7/25/25- Started OSHA 30 CBT due by 9/1/25 – Amanda & Dorothy
- 7/25/25 Started OSHA 10 CBT due by 9/1/25– Jasmine & Caoimhe
- July promotional bag requested – 3
- July Attraction Map requested -2 (Raton, NM Visitor Center and Cloudcroft, NM Chamber of Commerce)
- July Information Packet requested – 3 (residents from South Dakota, Texas, New York)

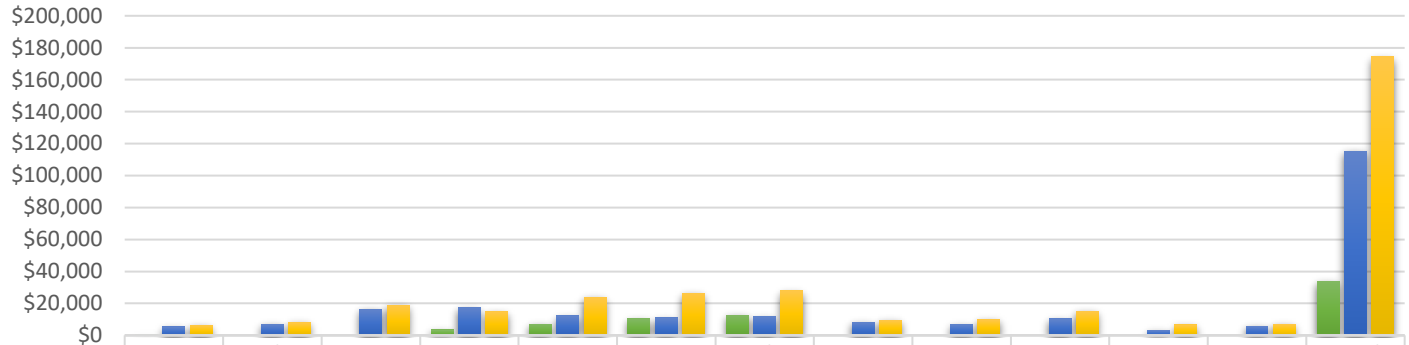



| | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2026-2025 | $12,559 | | | | | | | | | | | | $12,559 |
| 2025-2024 | $11,768 | $8,187 | $6,869 | $10,241 | $3,293 | $5,820 | $251 | $20 | $219 | $3,405 | $7,077 | $10,406 | $67,555 |
| 2024-2023 | $27,891 | $9,539 | $9,917 | $15,235 | $6,605 | $7,076 | $5,389 | $6,931 | $16,277 | $17,428 | $12,196 | $10,946 | $145,430 |

ROSWELL
New Mexico

Public Affairs

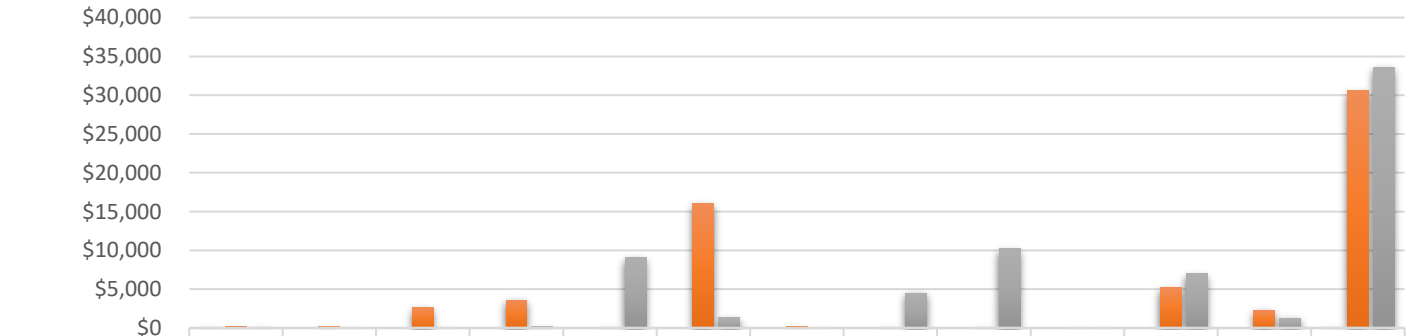
## Calendar Year 2025 Revenue Comparison




| | Jan. | Feb. | Mar. | Apr. | May | Jun. | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2025 | $251 | $20 | $219 | $3,405 | $7,077 | $10,406 | $12,559 | | | | | | $33,936. |
| 2024 | $5,389 | $6,931 | $16,277 | $17,428 | $12,196 | $10,946 | $11,768 | $8,187 | $6,869 | $10,241 | $3,293 | $5,820 | $115,345 |
| 2023 | $6,261 | $8,111 | $18,725 | $14,836 | $23,751 | $26,428 | $27,891 | $9,539 | $9,917 | $15,235 | $6,605 | $7,076 | $174,373 |

2025 2024 2023

## Fiscal Year 2025 Merchandise Expenses




| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2026 - 2025 | $127 | | | | | | | | | | | | $127 |
| 2024 - 2025 | $131 | $205 | $2,622 | $3,594 | $128 | $16,005 | $149 | $118 | $111 | $44 | $5,190 | $2,280 | $30,576 |
| 2023 - 2024 | $92 | $0 | $0 | $192 | $9,041 | $1,293 | $0 | $4,508 | $10,183 | $0 | $7,005 | $1,282 | $33,596 |

2026 - 2025 2024 - 2025 2023 - 2024

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 16.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Amalia Martinez **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Lodgers Tax Report

**Attachments**

Lodgers Tax

# Lodgers' Tax

August 5, 2025
(Corn/Jones)

# Lodgers' Tax Update May 2025 Activity Collected in June 2025

- One hotel did not report on time.
- STR data shows we were at 59.8% occupancy.  Down 4.1%
- ADR percent change this month is up 7.7% from last year.

# Lodgers' Tax Report 5%

ROSWELL
Finance

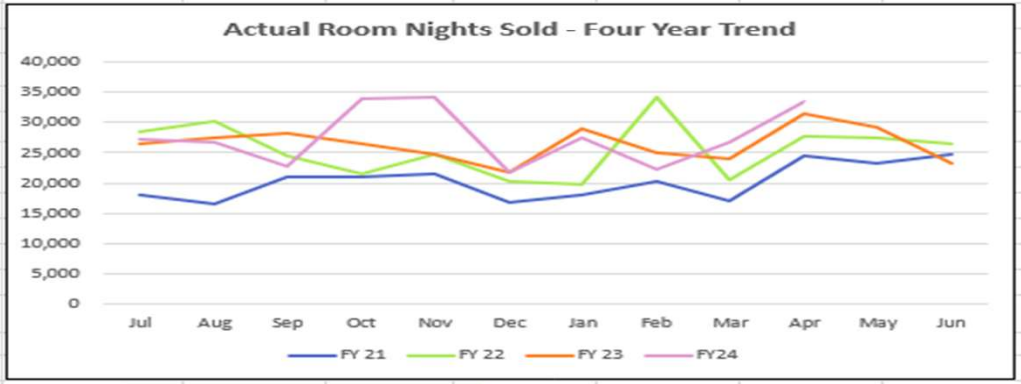
**CITY OF ROSWELL**
**5% LODGERS' TAX COLLECTION REPORT**
**COLLECTED IN JUNE 2025 FOR THE MONTH OF MAY 2025 ACTIVITY**

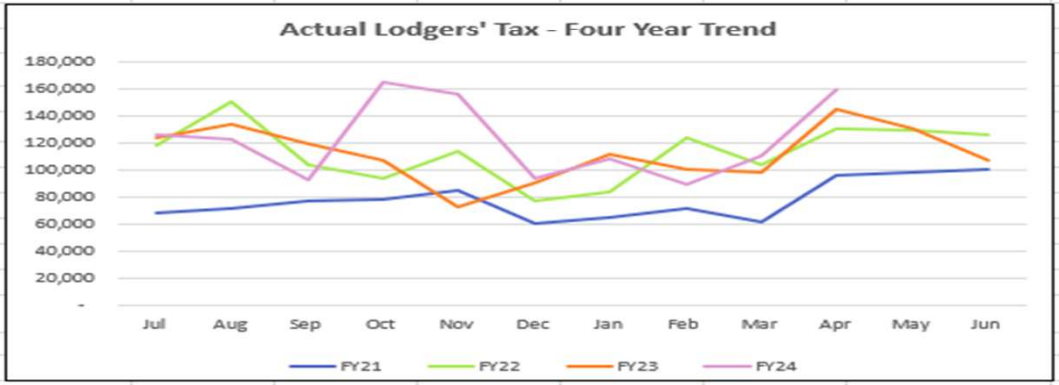
**ROOM NIGHTS REPORTED BY MONTH:**

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY 22 | 28,402 | 30,239 | 24,575 | 21,575 | 24,634 | 20,216 | 19,849 | 34,166 | 20,640 | 27,847 | 27,495 | 26,487 | 306,125 |
| FY 23 | 26,570 | 27,515 | 28,330 | 26,385 | 24,822 | 21,885 | 28,847 | 24,972 | 24,102 | 31,539 | 29,313 | 23,353 | 317,633 |
| FY24 | 27,246 | 26,672 | 22,821 | 33,964 | 34,230 | 21,867 | 27,393 | 22,269 | 26,694 | 33,329 | 26,826 | 27,611 | 330,922 |
| FY25 | 34,628 | 28,716 | 26,372 | 25,091 | 33,101 | 25,752 | 22,812 | 21,634 | 24,353 | 29,043 | 24,629 | 26,392 | 322,523 |
| Available Room Nights | 47,460 | 49,042 | 49,042 | 47,460 | 49,042 | 47,460 | 49,042 | 49,042 | 44,296 | 49,042 | 47,460 | 49,042 | |
| Occupancy % | 73.0% | 58.6% | 53.8% | 52.9% | 67.5% | 54.3% | 46.5% | 44.1% | 55.0% | 59.2% | 51.9% | 53.8% | |

**LODGERS' TAX COLLECTED BY MONTH:**

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY22 | 118,258 | 151,086 | 104,159 | 93,657 | 113,865 | 77,700 | 84,351 | 123,959 | 103,688 | 130,711 | 129,419 | 126,099 | $ 1,356,953 |
| FY23 | 123,675 | 133,648 | 120,051 | 107,406 | 73,116 | 91,015 | 111,293 | 100,743 | 98,450 | 145,415 | 130,573 | 107,096 | $ 1,342,481 |
| FY24 | 126,306 | 123,243 | 92,711 | 164,942 | 156,080 | 94,157 | 108,666 | 89,983 | 110,577 | 159,226 | 115,351 | 126,741 | $ 1,467,982 |
| FY25 | 177,303 | 159,992 | 118,806 | 114,100 | 157,353 | 132,870 | 99,619 | 95,871 | 105,116 | 149,261 | 117,774 | 124,547 | $ 1,552,612 |



# Lodgers' Tax Reports – Convention Center Bed Fee $2.50 days 1-15

**CITY OF ROSWELL**

**$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT**

**Collected in June 2025 for May 2025 Activity**

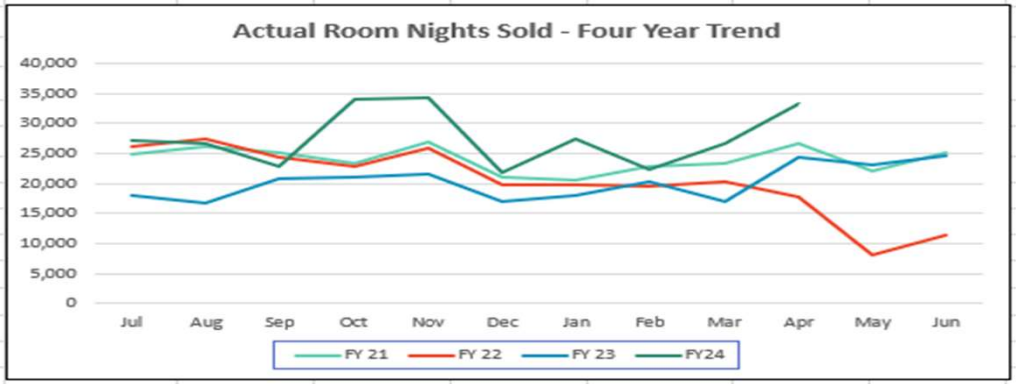
ROSWELL
Finance

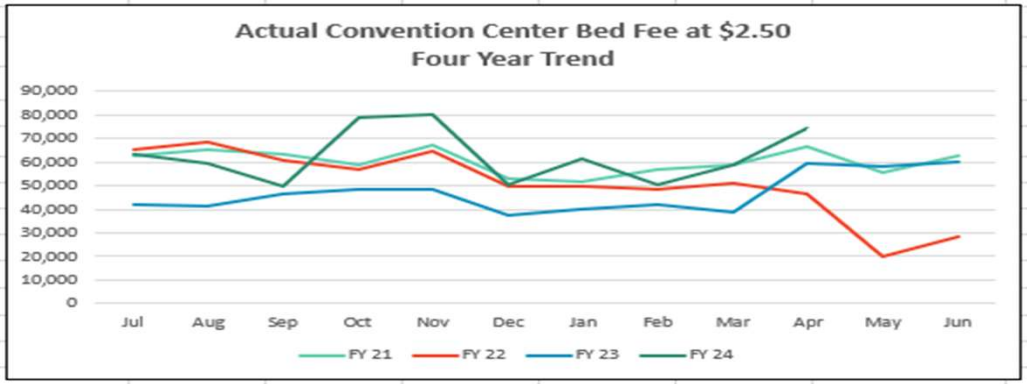
**ROOM NIGHTS REPORTED BY MONTH:**

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY22 | 28,402 | 30,239 | 24,575 | 21,575 | 24,634 | 20,216 | 19,849 | 34,166 | 20,640 | 27,847 | 27,495 | 26,487 | 306,125 |
| FY23 | 26,570 | 27,515 | 28,330 | 26,385 | 24,822 | 21,885 | 28,847 | 24,972 | 24,102 | 31,539 | 29,313 | 23,353 | 317,633 |
| FY24 | 27,246 | 26,672 | 22,821 | 33,964 | 34,230 | 21,867 | 27,393 | 22,269 | 26,694 | 33,329 | 26,826 | 27,611 | 330,922 |
| FY25 | 34,628 | 28,716 | 26,372 | 25,091 | 33,101 | 25,752 | 22,812 | 21,634 | 24,353 | 29,043 | 24,629 | 26,392 | 322,523 |
| Available Room Nights | 47,460 | 49,042 | 49,042 | 47,460 | 49,042 | 47,460 | 49,042 | 49,042 | 44,296 | 49,042 | 47,460 | 49,042 | |
| Occupancy % | 73.0% | 58.6% | 53.8% | 52.9% | 67.5% | 54.3% | 46.5% | 44.1% | 55.0% | 59.2% | 51.9% | 53.8% | |

**CONVENTION CENTER FEES COLLECTED BY MONTH:**

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY22 | 65,080 | 78,085 | 57,453 | 53,670 | 64,243 | 45,085 | 52,568 | 62,906 | 60,999 | 70,850 | 72,816 | 62,375 | $ 746,129 |
| FY23 | 62,518 | 65,830 | 67,088 | 61,810 | 44,848 | 51,480 | 68,305 | 57,842 | 53,238 | 75,480 | 63,965 | 54,313 | $ 726,714 |
| FY24 | 63,160 | 59,332 | 49,567 | 79,130 | 80,079 | 50,482 | 61,255 | 50,565 | 58,575 | 74,128 | 61,840 | 63,755 | $ 751,868 |
| FY25 | 80,315 | 70,870 | 60,612 | 56,428 | 76,247 | 64,132 | 53,257 | 49,550 | 50,762 | 63,197 | 56,455 | 58,595 | $ 740,420 |



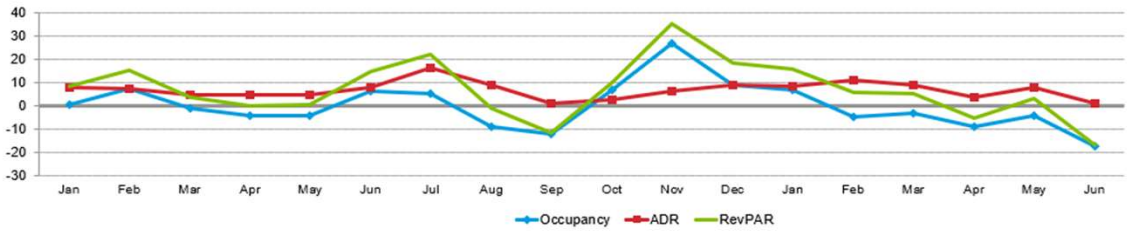
# Tab 2 - Trend City of Roswell, NM+: City of Roswell NM

Currency: USD - US Dollar

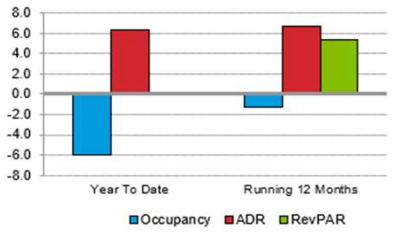
City of Roswell NM

For the Month of June 2025

## Monthly Percent Change




## Overall Percent Change




| Occupancy (%) | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 51.0 | 65.8 | 75.3 | 66.0 | 62.4 | 75.8 | 71.2 | 58.6 | 58.9 | 75.6 | 70.5 | 56.2 | 54.6 | 62.7 | 72.8 | 60.2 | 59.8 | 62.5 | 65.6 | 66.0 | 62.1 | 63.1 | 64.4 | 63.6 |
| Last Year | 50.7 | 61.3 | 76.2 | 69.0 | 65.1 | 71.3 | 67.6 | 64.5 | 67.2 | 70.7 | 55.5 | 51.7 | 51.0 | 65.8 | 75.3 | 66.0 | 62.4 | 75.8 | 61.7 | 65.6 | 66.0 | 63.7 | 63.1 | 64.4 |
| Percent Change | 0.5 | 7.4 | -1.1 | -4.4 | -4.2 | 6.3 | 5.2 | -9.2 | -12.4 | 7.0 | 27.0 | 8.9 | 7.0 | -4.8 | -3.4 | -8.8 | -4.1 | -17.6 | 6.3 | 0.6 | -5.9 | -0.9 | 2.1 | -1.2 |

| ADR | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 89.54 | 94.42 | 104.40 | 100.83 | 101.82 | 108.12 | 113.88 | 100.78 | 100.93 | 104.88 | 99.58 | 96.86 | 97.07 | 104.81 | 113.91 | 104.62 | 109.66 | 109.05 | 94.82 | 100.59 | 106.95 | 92.02 | 98.42 | 105.03 |
| Last Year | 82.93 | 88.04 | 99.60 | 96.32 | 97.26 | 99.98 | 98.08 | 92.31 | 99.80 | 101.95 | 93.54 | 88.81 | 89.54 | 94.42 | 104.40 | 100.83 | 101.82 | 108.12 | 89.08 | 94.82 | 100.59 | 88.45 | 92.02 | 98.42 |
| Percent Change | 8.0 | 7.2 | 4.8 | 4.7 | 4.7 | 8.1 | 16.1 | 9.2 | 1.1 | 2.9 | 6.5 | 9.1 | 8.4 | 11.0 | 9.1 | 3.8 | 7.7 | 0.9 | 6.4 | 6.1 | 6.3 | 4.0 | 7.0 | 6.7 |

| RevPAR | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 45.66 | 62.17 | 78.64 | 66.53 | 63.52 | 81.98 | 81.04 | 59.05 | 59.40 | 79.33 | 70.24 | 54.47 | 52.96 | 65.70 | 82.91 | 62.96 | 65.62 | 68.16 | 62.22 | 66.40 | 66.40 | 58.06 | 63.42 | 66.85 |
| Last Year | 42.08 | 53.96 | 75.86 | 66.44 | 63.30 | 71.33 | 66.33 | 59.55 | 67.07 | 72.09 | 51.95 | 45.88 | 45.66 | 62.17 | 78.64 | 66.53 | 63.52 | 81.98 | 54.98 | 62.22 | 66.40 | 56.34 | 58.06 | 63.42 |
| Percent Change | 8.5 | 15.2 | 3.7 | 0.1 | 0.3 | 14.9 | 22.2 | -0.8 | -11.4 | 10.0 | 35.2 | 18.7 | 16.0 | 5.7 | 5.4 | -5.4 | 3.3 | -16.9 | 13.2 | 6.7 | 0.0 | 3.1 | 9.2 | 5.4 |

| Supply | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 39,091 | 35,308 | 39,091 | 37,830 | 39,091 | 37,830 | 39,091 | 39,091 | 37,830 | 39,091 | 37,830 | 39,091 | 39,091 | 35,308 | 39,091 | 37,830 | 39,091 | 37,830 | 228,241 | 228,241 | 228,241 | 460,265 | 460,265 | 460,265 |
| Last Year | 39,091 | 35,308 | 39,091 | 37,830 | 39,091 | 37,830 | 39,091 | 39,091 | 37,830 | 39,091 | 37,830 | 39,091 | 39,091 | 35,308 | 39,091 | 37,830 | 39,091 | 37,830 | 228,241 | 228,241 | 228,241 | 460,265 | 460,265 | 460,265 |
| Percent Change | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

| Demand | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 19,934 | 23,250 | 29,447 | 24,961 | 24,386 | 28,684 | 27,819 | 22,904 | 22,265 | 29,567 | 26,686 | 21,984 | 21,327 | 22,132 | 28,454 | 22,765 | 23,390 | 23,644 | 149,778 | 150,662 | 141,712 | 290,400 | 296,587 | 292,937 |
| Last Year | 19,836 | 21,640 | 29,773 | 26,097 | 25,442 | 26,990 | 26,437 | 25,217 | 25,424 | 27,641 | 21,010 | 20,196 | 19,934 | 23,250 | 29,447 | 24,961 | 24,386 | 28,684 | 140,860 | 149,778 | 150,662 | 293,151 | 290,400 | 296,587 |
| Percent Change | 0.5 | 7.4 | -1.1 | -4.4 | -4.2 | 6.3 | 5.2 | -9.2 | -12.4 | 7.0 | 27.0 | 8.9 | 7.0 | -4.8 | -3.4 | -8.8 | -4.1 | -17.6 | 6.3 | 0.6 | -5.9 | -0.9 | 2.1 | -1.2 |

| Revenue | 2024 | | | | | | | | | | | | 2025 | | | | | | Year To Date | | | Running 12 Months | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 2023 | 2024 | 2025 | 2023 | 2024 | 2025 |
| This Year | 1,784,804 | 2,195,159 | 3,074,165 | 2,516,820 | 2,482,944 | 3,101,316 | 3,168,035 | 2,308,282 | 2,247,172 | 3,100,940 | 2,657,308 | 2,129,350 | 2,070,209 | 2,319,675 | 3,241,097 | 2,381,769 | 2,565,020 | 2,578,336 | 14,202,088 | 15,155,208 | 15,156,105 | 26,723,705 | 29,190,176 | 30,767,194 |
| Last Year | 1,645,002 | 1,905,196 | 2,965,525 | 2,513,561 | 2,474,405 | 2,698,400 | 2,592,856 | 2,327,861 | 2,537,303 | 2,818,121 | 1,965,300 | 1,793,528 | 1,784,804 | 2,195,159 | 3,074,165 | 2,516,820 | 2,482,944 | 3,101,316 | 12,548,288 | 14,202,088 | 15,155,208 | 25,930,609 | 26,723,705 | 29,190,176 |
| Percent Change | 8.5 | 15.2 | 3.7 | 0.1 | 0.3 | 14.9 | 22.2 | -0.8 | -11.4 | 10.0 | 35.2 | 18.7 | 16.0 | 5.7 | 5.4 | -5.4 | 3.3 | -16.9 | 13.2 | 6.7 | 0.0 | 3.1 | 9.2 | 5.4 |

| Census % | 2024 | | | | | | | | | | | | 2025 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Census Props | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| Census Rooms | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 | 1261 |
| % Rooms Participants | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 93.7 | 93.7 | 93.7 | 93.7 | 93.7 |

A blank row indicates insufficient data.

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# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 17.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Amalia Martinez **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Public Affairs

**Attachments**

PA July 2025 Report

ROSWELL
New Mexico

Public Affairs

# Public Affairs Department Report

July 2025

## General Public Affairs

- Received on invoices for the department
- Abstract, information gathering, and PPT for Finance Committee item/department reports
- Held virtual meetings with 3 Advertising for marketing initiatives for the City of Roswell tourism, UFO Festival, and NCAR
- Execution of UFO Festival 2025- Drone Show and Walk of Fame
- Lodgers' Tax Event Applications review and communications with event organizers
- Sent FixIt forms to the respective departments
- 1 SET meeting- 1 application reviewed and approved
- Occupancy Tax Board Meeting held July 22, 2025
- Keep Roswell Beautiful Board Meeting- Cancelled
- Collected information for Fall Guide 2025- Publish in September 2025
- Assisted with planning of National Night Out with RPD
- Met with ad agency for Tourism Marketing for FY2026
- Created and ordered marketing collateral for various departments
- Updated OOH billboards / Marquee / Rise vision
- Updating website links on roswell-nm.gov, ufofestival.com, seeroswell.com and flyroswell.com

## Current Media Outputs

- Current Campaigns include: Recycling, Help Stop Illegal Dumping, SW Truck Awareness, Water Conservation, Animal Ordinance Update, NCAR Teasers, Mulch, Recreation Summer Camp 2025, UFO Festival – Alien Chase, Drone Show, Walk of Fame, Visitor Center
- News flashes on website: 0
- Government website updates: Estimated 9
- Form Updates: 1
- New Forms: 1
- Facebook: 81
- Instagram: 15
- TikToks: 0
- FB Lives: 1
- Rise Vision Updates: 14
- New Digital Billboards & Marquee: 0
- Videos: 0

**4 Videos year- to-date**
**(Jan 1 – December 31)**

PO Box 1838
Roswell, NM 88202-1838

TEL: 575.637.6203
FAX: 575.624.6709

roswell-nm.gov
seeroswell.com




**Graphic Design-**

Created an estimated ***64 graphics.*** The month of July, we started off with a bang with UFO Festival. Our City of Roswell & Roswell Daily Record Drone Show was a huge hit with the local community and tourists alike. After the festival finished, we continued to work diligently on department-related requests, such as Transits Rise Vision TV Screen slides (that help bus users understand rules, regulations and update them with information in the terminal,) and Senior Flyers for August and September. We prepared for National Night Out with multiple different signs and banners (all printed IN-HOUSE) and continued to push Solid Waste PSA (Overfilling bins, road safety, etc.). Overall, July was filled with great strides toward upcoming events.

**548 Graphics Year-to-Date (Jan 1 – July 31)**

**Keep Roswell Beautiful news:**

- First cleanup of FY2026: Pecos to Pecos Cleanup September 27, 2025 from 8 AM- 10 A.. Meet at Sunken Garden at Cahoon Park to participate.







Contact TJ Conyers for more information
575-315-5183 or t.conyers@roswell-nm.gov

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 18.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Amalia Martinez **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Museum Monthly Report

**Attachments**

Museum Monthly Report

Roswell Museum

# AUGUST 2025
MONTHLY REPORT

## JULY ATTENDANCE

| | FY2025 | FY2024 | FY2023 | FY2022 |
|---|---|---|---|---|
| EVENTS/PROGRAMS | 135 | | | |
| OUTREACH | 125 | | | |
| VOLUNTEER VISITS | 26 | | | |
| MUSEUM BUSINESS | - | | | |
| JULY TOTALS | 286 | 2,620 | 4,085 | 3,841 |
| FISCAL YEAR-TO-DATE TOTALS | 286 | 2,620 | 4,085 | 3,841 |

Please note: Tables were updated in February 2025 to reflect the museum's current closure and categories are those that will be in use during the museum rebuild.

## JULY REVENUES

| | FY2025 | FY2024 | FY2023 | FY2022 |
|---|---|---|---|---|
| MEMBERSHIP | 100 | | | |
| STORE | - | | | |
| JULY TOTALS | 100 | 25,950 | 28,741 | 30,858 |
| FISCAL YEAR-TO-DATE TOTALS | 100 | 25,950 | 28,741 | 30,858 |

## JULY PROGRAMMING

| EVENTS/PROGRAMS/OUTREACH | OCCURRENCES for MONTH | ATTENDEES | PARTNERSHIPS/SUPPORT |
|---|---|---|---|
| RAiR Opening and Talk | 1 | 100 | RAiR Foundation |
| Farmer's Market | 1 | 125 | Mainstreet Roswell, RMAC Foundation |
| Second Saturday | 1 | 35 | RMAC Foundation and Roswell Public Library |
| TOTALS | 3 | 260 | |

## MEMBERS

| | | |
|---|---|---|
| | **366** current active memberships | **524** current active members |
| FOR MONTH | **-** new memberships | **1** renewals |
| YEAR to DATE | **-** new memberships | **1** renewals |

## VOLUNTEERS

| | | |
|---|---|---|
| | **370** volunteer hours | **26** volunteer visits |
| FOR MONTH | **370** volunteer hours | **26** volunteer visits |
| YEAR to DATE | | |

**6,111** FACEBOOK FOLLOWERS

**1,832** INSTAGRAM FOLLOWERS

**684** E-NEWSLETTER SUBSCRIBERS

# ACTIVITIES & HIGHLIGHTS

## CURRENT STATUS & CONSERVATION

The Museum is currently closed due to the flood with collection recovery and rebuilding estimated at 4 years.

- A damage assessment for the Museum facility is currently under review by FEMA. Once the damages are agreed upon, a scope of work for the repairs will be prepared to aid with a determination whether the museum will stay in its current location or move, as well as a project budget.
- The fine art insurance has approved appraisal estimates for reimbursement and City Council approved budget adjustments to enable the appraisals to begin in the coming weeks.
- Museum staff are working to schedule prospective conservators for addressing cleaning and humidity-damaged items, the Goddard Collection and other unique collection items, such as the Luis Jimenez sculpture, *End of the Trail*, for conservation services.
- TCC provided condition treatment proposals for stone, metal and priority paintings. The City has approved proceeding on those items whose value is over the cost of treatment costs in these categories. Staff have developed a process for making determinations on the remaining items, which will require additional funding for conservation. The RMAC Foundation has agreed to provide funding to fill these and future gaps in coordination with the City, dependent on donations and available funds.

## MUSEUM RECOVERY MERCHANDISE

A kitchen towel design is nearing completion by Albuquerque-based illustrator Nicky Ovitt. The project is a part of a recovery line of merchandise that is aimed at building awareness of the museum's flood recovery, while celebrating its history. The project is sponsored by the RMAC Foundation.

## RAiR EXHIBITIONS

Roswell Artist-in-Residence Raúl Sisniega presented a free artist talk followed by an exhibition reception on July 25 at the Anderson Museum of Contemporary Art. Sisniega was born in Mexico City, where he attended the Faculty of Arts and Design and studied design and visual communication from 2000 to 2004. His work captures the complexity of urban life, often blending traditional elements with religious philosophy, consciousness and psychedelia. His exhibition continues through September 7. The next artist-in-residence exhibition will open on September 19 for Tendai Mupita, a Zimbabwean multidisciplinary artist specializing in painting, video and sculpture.

## MUSEUM POP-UPS

The Roswell Museum will be a part of the STEM Discovery Zone at the 2025 National Championship Air Races from September 10-14 and is presenting an outreach booth at the Mainstreet Roswell Farmers Market on Saturdays through October 18.

## GODDARD CENTENNIAL

The Roswell Museum is working with the Roswell Air Center and the City Public Affairs Department on displays for the Roswell Air Center in honor of rocket pioneer Dr. Robert H. Goddard, whose historic liquid propellant flight took place on March 16, 1926.

Plans are underway for 2026 centennial anniversary programming in partnership with a steering committee based in Worcester, Massachusetts, where Goddard was born and undertook the historic flight before moving to Roswell in 1930.

## COMMUNITY TALK AND BIRTHDAY

Roswell Museum staff will be presenting an informational presentation at the Roswell Public Library about the impact of the flood and current recovery efforts on Monday, October 6 at 5:30 pm followed by a small reception in honor of the Museum's 88th birthday.

## SECOND SATURDAYS

The Museum continues to present free Second Saturday Community Art Days at the Roswell Public Library from 10 am to 1 pm on the second Saturday of each month. September's theme is block printing plane designs in recognition of the air races.

## MUSEUM DAY ROSWELL

Museum Day Roswell will take place on Saturday, November 1 from 10 am to 5 pm. Each venue will offer free admission and a passport activity and prize drawings will encourage visitation to all sites. The Roswell Museum will be hosted at the Anderson Museum of Contemporary Art this year due to the flood. Pioneer Bank is generously helping to sponsor the event.

## HISTORY CONFERENCE PRESENTATION

Museum Director Caroline Brooks will be presenting at the 2025 New Mexico-Arizona History Conference in Las Cruces on the topic of "Roswell Museum Flood Recovery Status and Reflection One Year Post-Disaster" on September 27.

## NMAM CONFERENCE

The Museum will be hosting the New Mexico Association of Museums annual conference on November 5-7 with a theme of "Resilience and Recovery - Museums in a Changing Climate." The New Mexico Association of Museums provides statewide support to New Mexico's museums, museum professionals, and associated groups through professional development, advocacy, communication, and collaboration.

## SUMMER INTERNSHIPS COMPLETED

Summer interns Hayden Clevenger and Glenn Falacienski completed their 10-week internships on August 13. Supported by the RMAC Foundation, the annual program offers stipends for current students and recent graduates of museum studies, or related academic areas, to gain professional experience in the museum field while interning under staff. The program is part of the Museum's ongoing commitment to expand opportunities for aspiring museum professionals. Both worked on collections projects to aid in the Museum's recovery, including inventorying and data entry for the Goddard Collection and the archives and NAGPRA preparations.

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 19.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

**DEPARTMENT NAME:**
Roswell Public Library

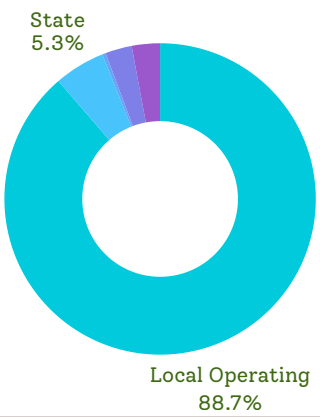
**Attachments**

FY2025 Library Annual Report
Library Report
Library calendar

# ROSWELL PUBLIC LIBRARY

New Mexico State Annual Report
July 1, 2024 to June 30, 2025

## FUNDING

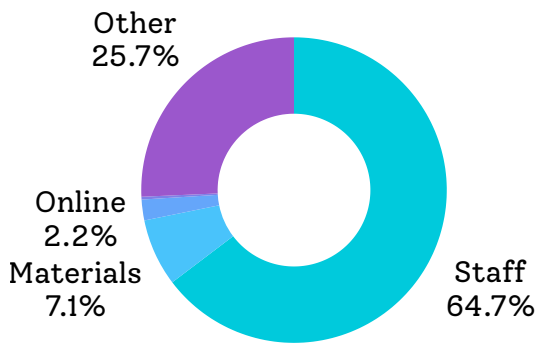



$1,271,868 from the City of Roswell for Operating Expenses
$52,316 flood water mediation and mold abatement treatment
$42,016 from the City for Capital Expenses (roof repairs)
$75,508 from New Mexico State
- $65,036 Library GO Bond Funds
- $10,287 Grants-in-Aid
- $185 for Summer Reading Program

$5,184 E-Rate Reimbursement
$39,692 from Gifts and Donations
- Individuals, Friends of the Library, Roswell Library Foundation

## SPENDING

$622,801 spent on Staff and $180,407 Staff Benefits
$88,532 spent on materials books, and magazines
$3,656 spent on DVDs
$27,314 spent on online resources
$319,090 spent on other expenditures
- supplies, utilities, computer software, contracts for service, building repairs and improvements, programs and publicity



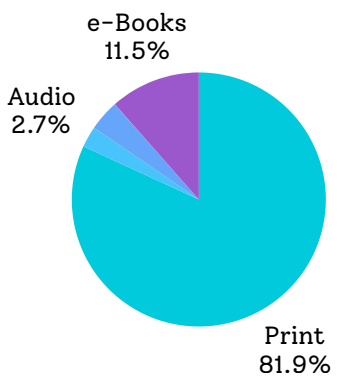

## VISITORS

71,465 Visitors
11,218 Registered Users Borrowed
- 109,407 Books, DVD & renewals
- 24 Non-traditional Items
- 174 Interlibrary Loan Items
- 6,753 e-books
- 9,266 e-audio books

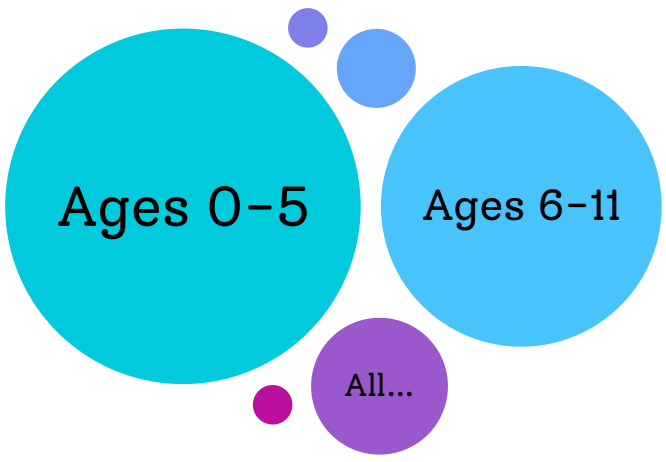
## HOLDINGS

123,937 Books & Magazines
4,075 Audio Materials
5,919 Movies
63 other
- STEM kits, Hobby Kits, Family Passes, Nature Backpacks and Keep Roswell Beautiful Clean Up Kits

19,980 Electronic Books
8,112 Electronic Audio Books




## PROGRAMS




267 programs were attended by 6,658 participants
- 162 for ages 0-5 attended by 2,584 participants
- 101 for ages 6-11 attended by 2,546 participants
- 8 for ages 12-18 attended by 26 participants
- 2 for ages 19 and older attended by 9 participants
- 24 all ages attended by 1,493 participants
- 2 Outreach programs

14 School visits attended by 249 participants

## REFERENCE

11,535 informational questions were answered
2,382 new library cards were issued
630 students received kindergartens bags
4,413 children completed scavenger hunts

## OTHERS SERVICES

Summer Reading Program
- 614 participants
  - Read 8,782 books
  - Earned 1481 badges
  - Completed 67 challenges

# Roswell Public Library
# July 2025

## Flood Recovery

Almond Painting has completed the painting of the Bondurant Room, west interior wall and young adult area.
The Tree of Knowledge has had its annual cleaning.

# Accomplishments

## Building Improvements Plans

**Early Childhood Outside Play and Learn Area:** We expect the architectural plans for the Outside Early Childhood Play and Learn area to be completed before December 31, 2025. Studio 27 completed the site survey and discovered there was a slight issue with the property line that was resolved by talking with Jessica Vickers, Community Development Director and Hessel Yntema, City Attorney. Studio 27 will be updating the Finance Committee on the project at the August meeting.
**Play and Learn Area:** We are requesting a quote to place a tile road for the library car located in the children's area and stone tile by the artwork of the Koi Pond.
**Circulation Desk:** Prior to the October flood of 2024 we were planning to replace the carpet at the circulation desk with tile. Instead, we repurposed the funds for repairs in the Bondurant Room. We are now revisiting this project and getting an updated quote. We will need to close the library for about a week while this project is being done. Ideally, we are looking at late November or early December for the project.
Dragon: The Roswell Public Library is the home of a purple dragon, currently the dragon is in the old photocopy area. We plan to relocate the dragon to the lobby and place her on a pedestal. We are then going to add doors to the old photocopy area creating a storage area.
**South Wall:** The genealogy books and the graphic novels are located on the south wall. The graphic novels will be relocated to the area behind the Hispanic Heritage Mural. The Genealogy books will be examined and relocated between the reference collection and oversize materials. The shelving will be removed and the walls patched and painted.
**Young Adult Collection:** We are in the process of shifting the non-fiction collection in the main library to allow for expanding the Young Adult collection, creating a home for the young adult books in Spanish and expanding the area for the fiction collection.

## Service Improvements

**Self Checkout Station:** We are using Library General Obligation Bond funds to purchase a self check-out station for the children's area.

**AWE Early Learning Computer:** We have one AWE Early Learning Computer in the over 175 educational software programs on it. The computer is very popular. We are using Library General Obligation Bond funds to purchase another computer.
**Yearbooks and City Directories:** We continue to work with the Historical Society for Southwest New Mexico to scan and post online the high school yearbooks. We completed the Roswell High School yearbooks from 1911 through 1958. We will continue to scan and post the Roswell City Polk Directories. We have completed the City Directory from 1918 through 1970 (with the exception of 1947 which we will have scanned and posted this year). Scanned directories will be placed in archival boxes and relocated to cold storage in the library.
**State Documents:** Roswell Public Library is one of 19 State Depository Libraries in New Mexico. The collection is a bit cumbersome to use in part because of the way it is cataloged and housed. We are addressing both of these issues. We are re-cataloging them in Dewey Decimal order and putting

## Programs

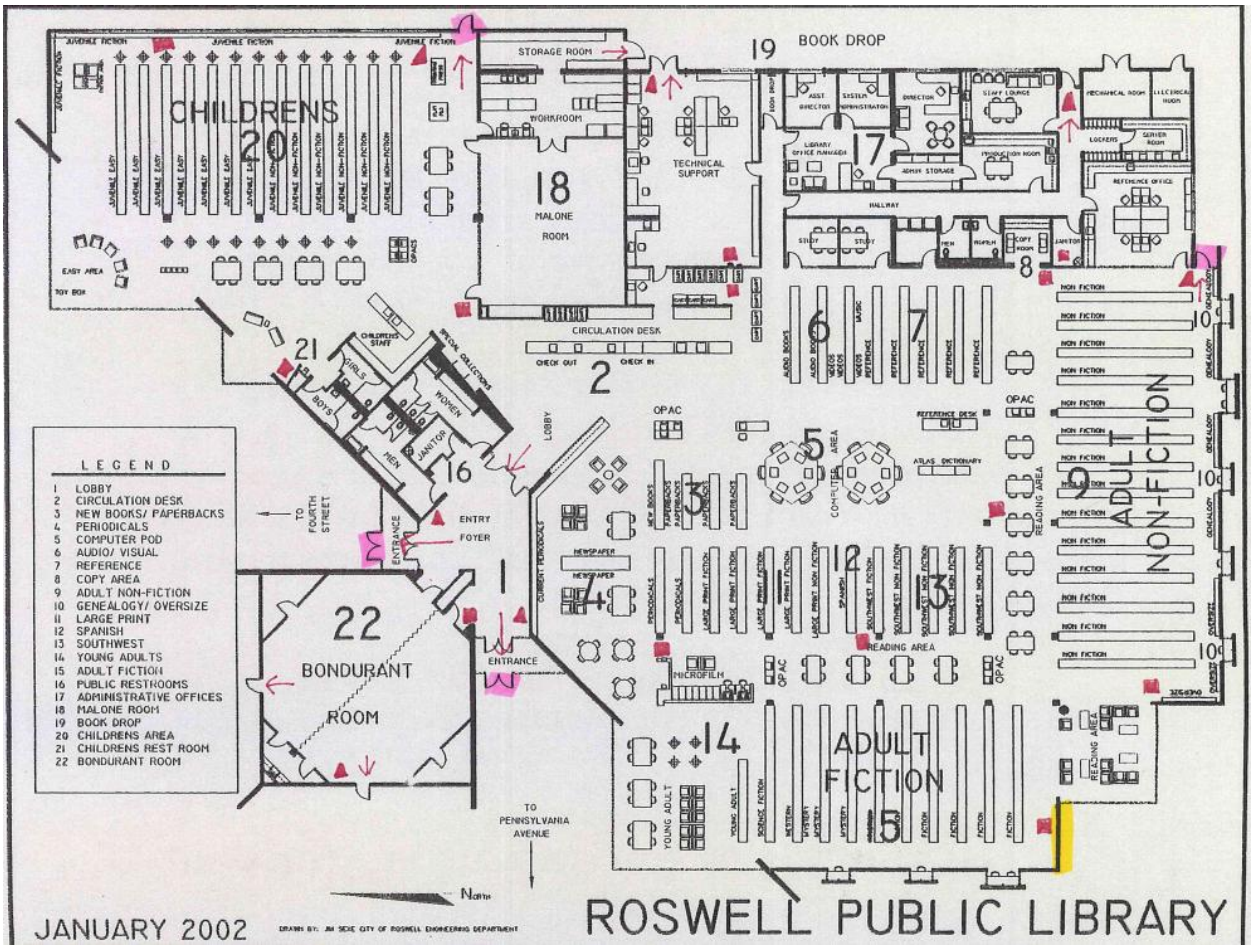
**Kindergarten Bags:** Transit Department is helping with the delivery of the kindergarten bags for the children entering kindergarten in the fall. Each bag includes a library card application, school supplies, a coloring book provided by the New Mexico State Library, and a book about entering kindergarten. The Roswell Independent School District (RISD) generously purchased 650 books for the Kindergarten Bags.

Summer Reading Program: During June and July the youth services staff have been busy promoting reading and learning during the summer. The program concludes on July 24, although we will provide more details in the next report, I can report that we reach our goal of increasing participation.

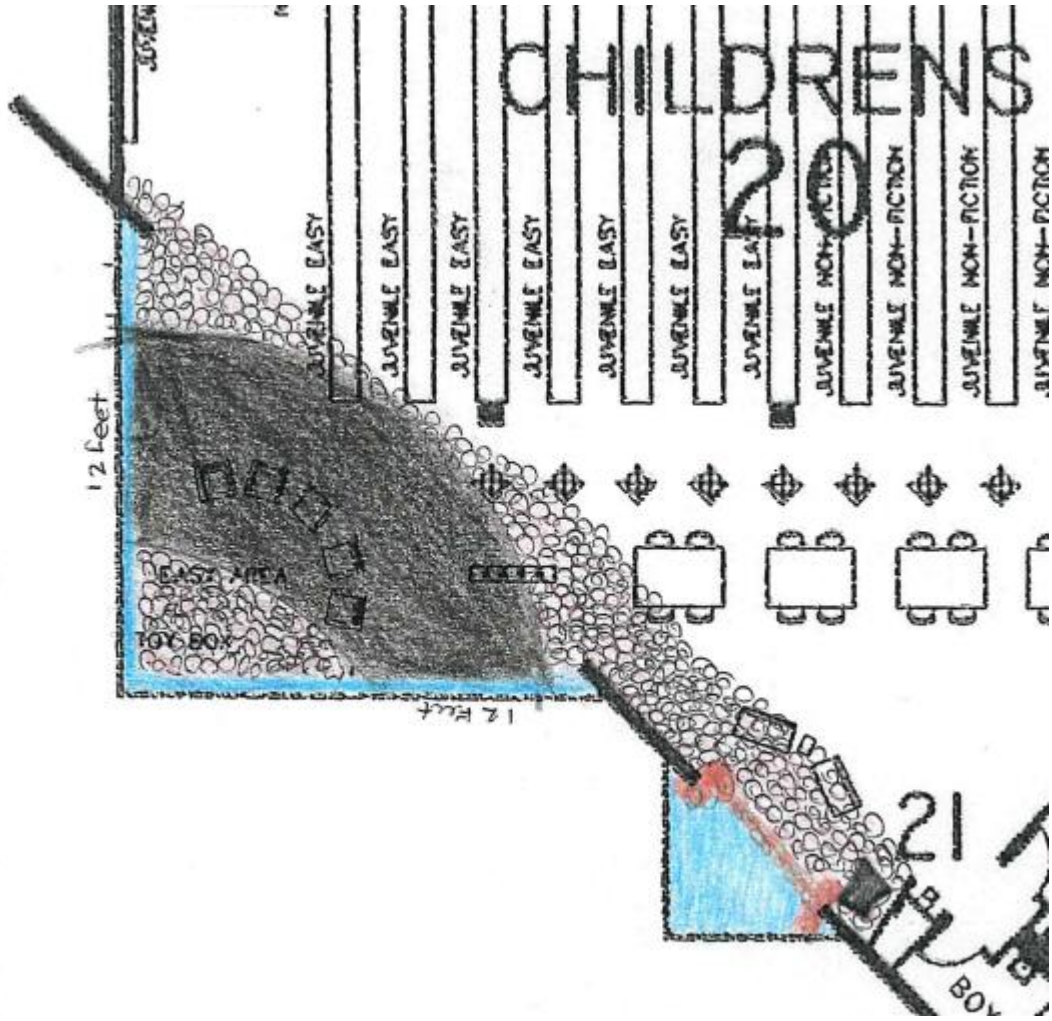
## New Programs

**Senior Planet:** Senior Planet is a program affiliated with AARP that offers technology-theme classes, events, and online content for adults. The Roswell Public Library is partnering with Senior Planet to offer themed classes that teach technology. We will begin with lecture classes before offering hands-on computer classes. Programs begin in August.
**Sketchy Reads:** Sketchy Read is a graphic novel, Manga, and Anime Club for teens. The program is offered on the first and third Saturday at 2:00 pm beginning in August 15.
**Page Turners:** Is a book club for upper elementary students that meets on the first and third Wednesday. The book will be read together and discussed while enjoying a snack.
**S.T.E.A.M Fridays:** Beginning in August we will begin offering programs focusing on science, technology, engineering, art and math on Fridays. During the morning the program will be designed for preschool children and the afternoon the programs will be for older children and teens.

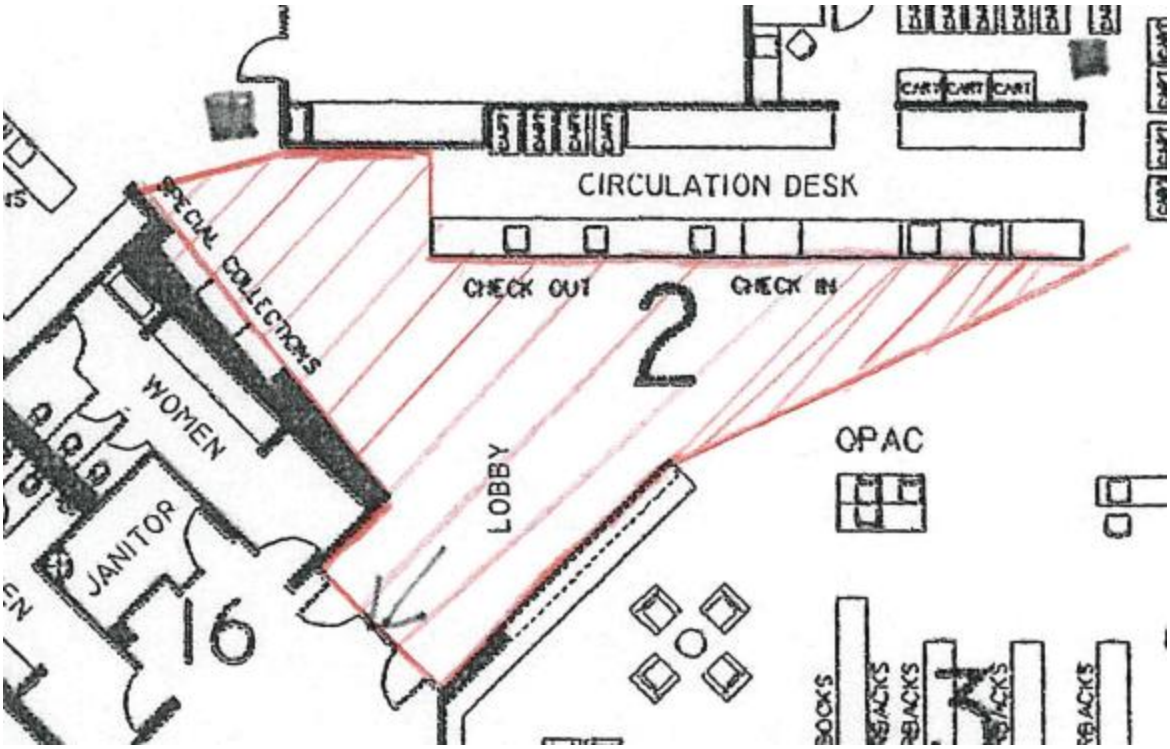
**Stories con Amigos**: Beginning Thursday, August 15 we will offer a weekly evening bilingual preschool program for children two to five years old.




**Floor plan of the Roswell Public Library**




**A black tiled roadway and pebble tiles will be installed in the children's area. The curved road will also have stripes designating lanes. After installation the car will be reinstalled on the road. The pebble tiles will extend to the koi pond. We will install directional signs on the interior drain pipes.**




**We will be replacing the carpet at the circulation desk with tile. Prior to installation the security gates will be dismantled. During the week of installation, the library will be closed to the public.**

# Roswell Public Library

301 North Pennsylvania Avenue Roswell New Mexico 88201 (575) 622-7101

## August/Agosto 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| June 27 - August 1<br>Kids who earned 6 - 8 Color Stickers<br>May enter the Final Raffle<br>Winners announced August 2 | | | | | 1<br>5:30 pm<br>Author- Veronika Ederer<br>See flyer for details | 2<br>10 am to 2pm<br>Chess Club<br>NEW 10:30 am<br>SENIOR PLANET FROM AARP |
| Friendship Day 3 | 4<br>FIRST DAY OF SCHOOL | 5 | 6 | 7 | 8 | 9<br>10 am<br>Second Saturday<br>Museum @ the Library<br>11 am<br>Cooking Club:<br>Make Your Own Pizza<br>(Sponsored by Dion's Pizza) |
| 10<br>LAST DAY!<br>Prizes not picked up by August 10 will be forfeit | 11 | 10:30 am 12<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 13<br>Preschool Storytime<br>3 pm<br>4H Fun Craft | 14<br>5 pm<br>Bilingual Storytime<br>¡NUEVO! | NEW 15<br>STEAM ALL DAY | 16<br>10 am<br>Gardening at the Library<br>10:30 am<br>SENIOR PLANET FROM AARP<br>2 pm<br>A Graphic Novel, Manga, & Anime Club NEW |
| 17<br>National Fajita Day | 18 | 10:30 am 19<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 20<br>Preschool Storytime | 21<br>5 pm<br>Bilingual Storytime | 22<br>STEAM ALL DAY<br>Stuffed Animal Sleepover | 10:30 am 23<br>SENIOR PLANET FROM AARP |
| National Waffle Day 24<br>31 | 25 | 10:30 am 26<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 27<br>Preschool Storytime | 3 pm 28<br>Paws & Pages Reading Therapy<br>5 pm<br>Bilingual Storytime | 29<br>STEAM ALL DAY | 30<br>11 am<br>Movie & Popcorn: The Muppets |

## September/Septiembre 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 1<br>HAPPY LABOR DAY<br>Library Closed | 10:30 am 2<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 3<br>Preschool Storytime<br>3 pm<br>Page Turners Kids Book Club NEW | 3 pm 4<br>Paws & Pages Reading Therapy<br>5 pm<br>Bilingual Storytime | STEAM ALL DAY 5<br>3:30 pm<br>Teens Only Gaming Afternoon | 6<br>10 am to 2pm<br>Chess Club<br>10:30 am<br>SENIOR PLANET FROM AARP<br>2 pm A Graphic Novel, Manga, & Anime Club |
| 7 | 8<br>Air Races<br>September 10-14 | 10:30 am 9<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 10<br>Preschool Storytime<br>3 pm<br>4H Fun Craft | 3 pm 11<br>Paws & Pages Reading Therapy<br>5 pm<br>Bilingual Storytime | STEAM ALL DAY 12 | 10 am 13<br>Second Saturday<br>Museum @ the Library<br>11 am<br>Cooking Club:<br>Spiced Indian Flatbread |
| 14 | 15<br>HISPANIC HERITAGE MONTH | 10:30 am 16<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 17<br>Preschool Storytime<br>3 pm<br>Page Turners Kids Book Club | 3 pm 18<br>Paws & Pages Reading Therapy<br>5 pm<br>Bilingual Storytime | STEAM ALL DAY 19 | 10 am 20<br>Gardening at the Library<br>10:30 am<br>SENIOR PLANET FROM AARP<br>2 pm A Graphic Novel, Manga, & Anime Club |
| 21 | 22 | 10:30 am 23<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | 10:30 am 24<br>Preschool Storytime | 3 pm 25<br>Paws & Pages Reading Therapy<br>5 pm<br>Bilingual Storytime | STEAM ALL DAY 26 | 10:30 am 27<br>SENIOR PLANET FROM AARP<br>11 am<br>Movie & Popcorn: |
| 28<br>CITY PARK | 29 | 10:30 am 30<br>Mother Goose<br>5 pm<br>Mother Goose in Spanish | **Library Hours**<br>Monday to Thursday 10 am - 7 pm<br>Friday & Saturday 10 am - 6 pm<br>Sunday 2 pm - 6 pm | | | Farmers Market at the Chaves County Courthouse Every Saturday July 12 through October 18 |

**Eastern New Mexico State Fair**
**September 29 – October 4**

# Weekly Programs For Young Children/Programas Semanales Para Niños

*Library programs are offered by the generosity of the Roswell Library Foundation and Friends of the Library.



**Mother Goose for birth to 3 years old**
Tuesday, at 10:30 am - English
A weekly lap sit program that focus on rhymes fingerplays, music and other interactives.

**Mama Goose de recien nacidos a 3 años**
**Martes a las 5:00 pm En Español**
Un programa semanal que se centra en rimas, juegos de deditos, música y otras actividades.



**Preschool Program for 3 to 5 years old**
**Wednesday, at 10:30 am - English**
A fun school readiness program that includes, songs, stories, fingerplays, counting, puppets, and music.

**Stories con Amigos - Hora de Cuentos Bilingües** ¡NUEVO!
**Jueves a las 5 pm**
Disfruta de una hora de cuentos divertidos en español, con historias, canciones y rimas para niños pequeños y sus familias. También incluiremos un poco de inglés para apoyar el aprendizaje temprano de idiomas en un ambiente cálido y acogedor.



**Patas a Paginas / Paws to Pages**
**Jueves a las 3 pm /Thursday at 3 pm**
¡Practica tu lectura con una amiga peluda! Zoey, la perrita de terapia, le encantan las historias en español, inglés... ¡y en ladrar! Elige tu libro, léelo en voz alta, y ella te escuchará con paciencia y movimientos de cola. Se requiere registracion — llama al 575-622-7101 o visítanos para apartar tu espacio de 15 minutos.
Practice your reading with a furry friend! Zoey the therapy dog loves stories in English, Spanish, and Bark. Pick your book, read aloud, and she'll listen with tail wags and patience. Registration required—call 575-622-7101 or stop by to reserve your 15-minute spot!

NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW



**Viernes de S.T.E.A.M. / S.T.E.A.M. Fridays**
Preschoolers 10:30 am to Noon
Afterschool 3:00 to 5:00 pm
Get ready for hands-on fun every Friday day! Preschoolers explore in the morning, and big kids take over in the afternoon with exciting science, tech, art, and more!
¡Prepárate para un día lleno de diversión cada Viernes. Los niños de preescolar exploran por la mañana, y los más grandes toman el control por la tarde con ciencia, tecnología, arte y mucho más!



**Sketchy Reads: Club de Novela Gráfica, Manga y Anime/A Graphic Novel, Manga & Anime Club**
**1º y 3º Sábado a las 2 pm/ 1st & 3rd Saturday, at 2 pm**
Join our Graphic novels, manga & anime club for teens—read, watch, chat, and create with fellow fans! From epic manga and graphic novels to awesome anime and crafty creations, there's something for all. **Our first read will be The Summer Hikaru Died, Vol. 1** **Available through *ComicsPlus* on the library website
¡Únete a nuestro club de manga, anime y novelas gráficas para adolescentes! Lee, mira, chatea y crea con otros fans como tú. Desde mangas épicos y animes increíbles hasta novelas gráficas geniales y manualidades creativas—¡aquí hay algo para todos!
**Nuestra primera lectura será: The Summer Hikaru Died, Vol. 1** **Disponible a través de *ComicsPlus* en el sitio web de la biblioteca.



**Page Turners—Kids Book Club**
**1º y 3º Miercoles a las 3 pm/ 1st and 3rd Wednesdays at 3 pm**
Page Turners is the ultimate book club for elementary readers—join us to read part of the book together, chat about the story, and enjoy some yummy snacks! Our first book will be **The Last Kids on Earth**
¡Page Turners es el club de lectura perfecto para lectores de primaria! Leeremos juntos parte del libro, hablaremos sobre la historia y disfrutaremos de unos bocadillos. El primer libro es **Los Ultimos Frikis del Mundo/The Last Kids on Earth**



**Stuffed Animal Sleepover**
**Entrega:** Viernes 22 de Agosto entre 3:00 y 5:00 pm/ **Drop-Off:** Friday, August 22 from 3:00-5:00 pm
**Recogida:** Sábado 23 de Agosto entre 10 a.m. y 5 p.m./ **Pick-Up:** Saturday, August 23 from 10:00 am to 5:00 pm
Can you imagine what your stuffed animal would do if it spent the night at the library? Bring them for a magical adventure full of stories, mischief, and lots of fun! Don't worry—they'll be in good paws! Their adventures will be posted on our Facebook page.
¿Te imaginas lo que haría tu peluche si pasara la noche en la biblioteca? ¡Tráelo para una aventura mágica con cuentos, travesuras y mucha diversión! ¡No te preocupes—estará en buenas patas! Sus aventuras se publicarán en nuestra página de Facebook.

## For Everyone/Para Todos



**Club de Ajedrez- Encuentro de Ajedrez Roswell / Chess Club – Roswell Chess Encounter**
**Sabado, 2 de Agosto y 6 de Septiembre a las 10 a.m.**
**Saturday, August 2 at 10 a.m. and September 6 at 10 a.m.**
Come and play! We provide the boards, pieces, and clocks. No experience necessary. Roswell Chess Encounter is an affiliate of the United State Chess Federation and lead by Mark, USCF Certified Coach.
Ven y juega, proporcionamos los tableros, piezas y relojes. Experiencia no es requerida. Encuentro de Ajedrez Roswell es un afiliado de la Federacion de Ajedrez de Los Estados Unidos y lidereado por Mark, USCF entrenador certificado.

**4-H en la Biblioteca / 4-H at the Library**
**Miercoles, 13 de Agosto y 10 de Septiembre de 3 pm a 4 pm Wednesday, August 13 and September 10 from 3 pm - 4 pm**
Join for a creative afternoon with the 4H Club.
This month they will be exploring crafts with friends.
All supplies provided.
Disfruta de una tarde creativa con el Club 4H.
Este mes explorarán manualides con amigos.
Proporcionamos todos los materiales.

**Jardineria en la Biblioteca /Gardening at the Library**
**Sabado, 16 de Agosto y 20 de Septiembre a las 10 am**
**Saturday, August 16 and September 20 at 10 a.m.**
Discover the pleasure of exploring gardening with friends.
We provide all materials.
Descubre el placer de explorar jardineria con amigos.
Proporcionamos todos los materiales







**Peliculas y Palomitas el Cuarto Sabado a las 11 am**
**Movies and Popcorn Fourth Saturdays at 11:00 am**
**30 de Agosto/August 30 -- The Muppets**
**27 de Septiembre/September 27 -- Pee-Wee's Big Adventure**

## Teens: First Friday Gaming

**Friday, August 1 and September 5**
**Calling all tweens and teens (ages 12 to 18)!**
Swing by on the first Friday of the month from 3:30 pm to 5:30 pm to unleash your inner gaming champion on our brand-new PlayStation. Come kick back and level up your Friday afternoon fun!
**Llamando a todos los jovenes de 12 a 18 años!**
Visítanos el primer viernes del mes de 3:30 pm - 5:30 pm para liberar al campeón de juegos que llevas dentro en nuestra nueva PlayStation. ¡Ven a relajarte y subir de nivel tu diversión del viernes por la tarde!

## Second Saturdays at the Roswell ~~Museum~~ PUBLIC LIBRARY

**Sabado, 9 de Agosto y Sabado 13 de Septiembre a las 10 am**
**Saturday, August 9 & September 13 at 10 am**
The Roswell Museum's Second Saturday program is now at the Library! Join us for a FREE hands-on event. In partnership with the Miniature & Curious Collections Museum and Bone Springs Art
¡El programa del Segundo Sábado del Museo de Roswell ya está en la biblioteca! Vengan a disfrutar un evento práctico y GRATUITO. En asociación con el Museo de Colecciones Miniaturas y Curiosas y Bone Springs Art

## Cooking Club



**Join us every second Saturday @ 11 a.m. in the Malone room to create healthy and delicious dishes.**

August 9 - Make your own Pizza (Limit 8 families) REGISTER NOW
September 13 - Spiced Indian Flatbread

SENIOR PLANET FROM AARP

- **Saturday, August 02, @ 10:30 am: Protecting your personal information online**
- **Saturday, August 16, @ 10:30 am: How to choose a new computer**
- **Saturday, August 23, @ 10:30 am: Understanding internet plans**
- **Saturday, September 06 @ 10:30 am: Protecting your personal information online**
- **Saturday, September 20 @ 10:30 am: How to choose a new computer**
- **Saturday, September 27 @ 10:30 am: AI & Disinformation**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Non-Action Items** H. 20.

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Tammi Smith **CHAIR:** Robert B. Corn

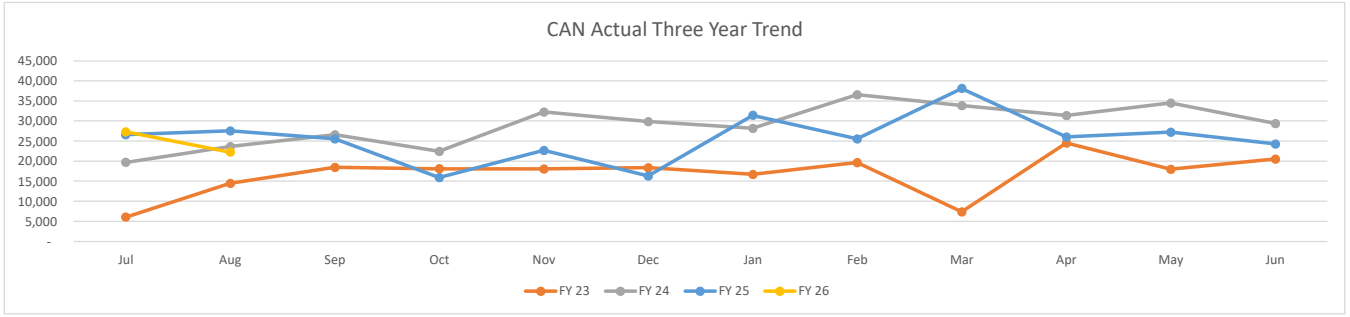
**DEPARTMENT NAME:**
Cannabis Excise Tax
Gross Receipts Tax

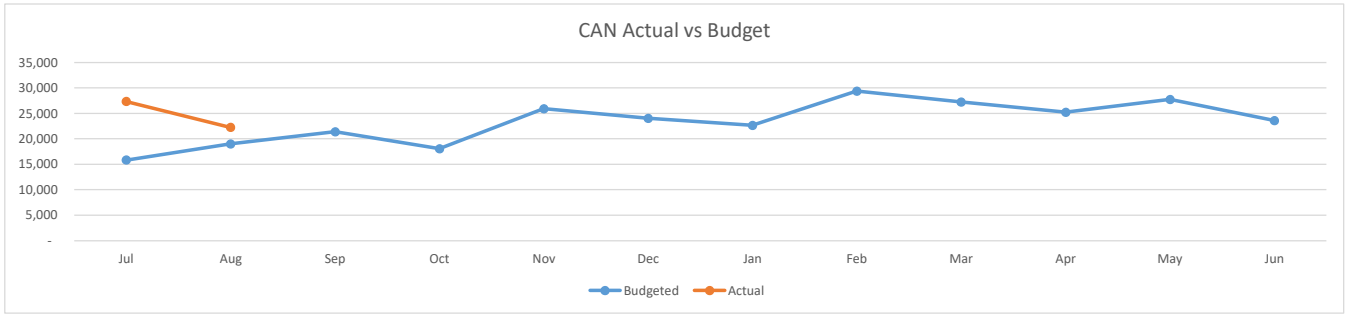
**Attachments**

Cannabis Excise Tax
Gross Receipts Tax

**City of Roswell**
**Cannabis Excise Tax**
**August 2025**

| FY | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Totals | YTD Period % Change | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY 23 | 6,091 | 14,494 | 18,482 | 18,108 | 18,096 | 18,422 | 16,719 | 19,631 | 7,352 | 24,557 | 17,949 | 20,569 | 200,469 | | **200,469** |
| FY 24 | 19,733 | 23,688 | 26,592 | 22,491 | 32,293 | 29,911 | 28,210 | 36,580 | 33,857 | 31,409 | 34,507 | 29,406 | 348,677 | 73.9% | **348,677** |
| FY 25 | 26,593 | 27,541 | 25,544 | 15,944 | 22,724 | 16,310 | 31,430 | 25,563 | 38,136 | 26,059 | 27,204 | 24,268 | 307,316 | -11.9% | **307,316** |
| FY 26 | 27,337 | 22,256 | | | | | | | | | | | 49,593 | -83.9% | **49,593** |
| **26 over 25** | **2.8%** | **-19.2%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-83.9%** | | |

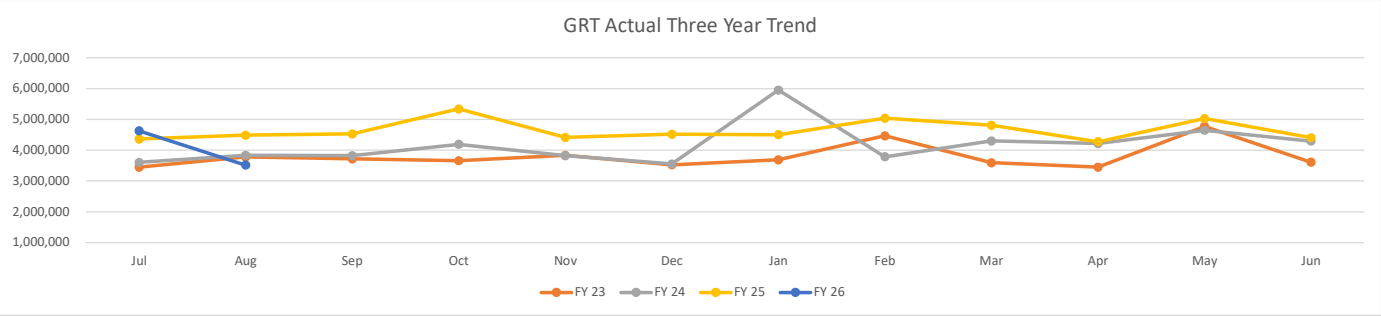


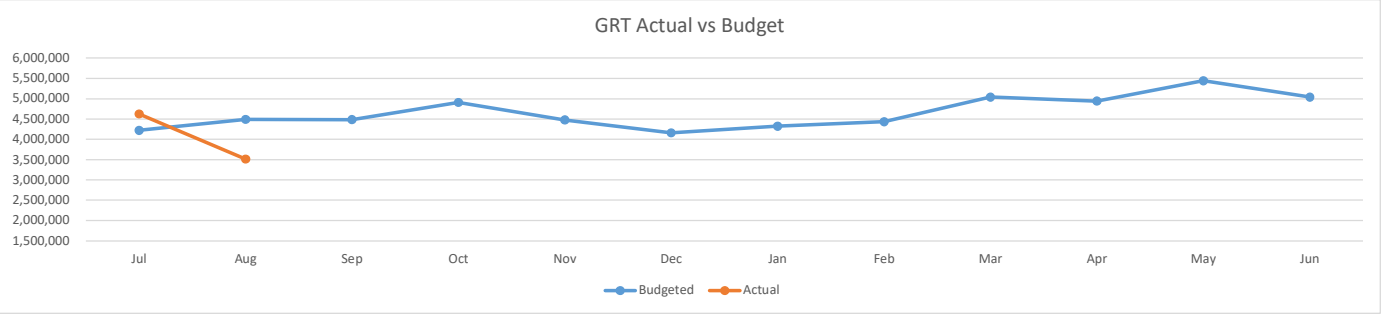




| | Budgeted | Actual | Variance |
|---|---|---|---|
| Jul | 15,848 | 27,337 | 11,489 |
| Aug | 19,023 | 22,256 | 3,233 |
| Sep | 21,362 | | (21,362) |
| Oct | 18,058 | | (18,058) |
| Nov | 25,926 | | (25,926) |
| Dec | 24,006 | | (24,006) |
| Jan | 22,658 | | (22,658) |
| Feb | 29,370 | | (29,370) |
| Mar | 27,207 | | (27,207) |
| Apr | 25,218 | | (25,218) |
| May | 27,707 | | (27,707) |
| Jun | 23,617 | | (23,617) |
| **Total** | **280,000** | **49,593** | **(230,407)** |
| **% FYTD** | | | **-82.3%** |

**City of Roswell**
**Gross Receipts Tax**
**August 2025**

| FY | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Totals | YTD Period % Change | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FY 19 | 3,131,599 | 2,939,761 | 2,717,100 | 2,851,428 | 2,747,878 | 2,708,431 | 2,781,667 | 3,114,447 | 2,690,121 | 2,700,303 | 2,973,891 | 2,763,391 | 34,120,016 | | **34,120,016** |
| FY 20 | 2,860,221 | 3,248,842 | 5,450,435 | 2,804,337 | 3,799,352 | 3,162,914 | 2,788,688 | 3,186,544 | 2,790,481 | 2,464,194 | 2,876,027 | 2,809,756 | 38,241,792 | 10.8% | **38,241,792** |
| FY 21 | 3,022,870 | 3,102,729 | 3,004,044 | 2,972,865 | 2,954,877 | 2,791,196 | 2,669,024 | 3,323,947 | 2,848,487 | 2,712,994 | 3,440,838 | 3,310,495 | 36,154,366 | -5.8% | **36,154,366** |
| FY 22 | 2,905,150 | 3,365,250 | 3,274,874 | 5,322,186 | 3,503,137 | 3,415,875 | 3,433,365 | 3,746,860 | 3,298,203 | 3,207,034 | 3,796,595 | 3,493,551 | 42,762,081 | 15.5% | **42,762,081** |
| FY 23 | 3,451,125 | 3,781,199 | 3,720,713 | 3,659,178 | 3,836,550 | 3,520,939 | 3,690,743 | 4,468,601 | 3,592,680 | 3,450,237 | 4,773,189 | 3,610,211 | 45,555,365 | 6.5% | **45,555,365** |
| FY 24 | 3,601,500 | 3,833,199 | 3,825,702 | 4,187,623 | 3,821,397 | 3,550,450 | 5,949,131 | 3,784,152 | 4,297,716 | 4,213,352 | 4,643,710 | 4,296,782 | 50,004,713 | 9.8% | **50,004,713** |
| FY 25 | 4,360,577 | 4,481,811 | 4,529,227 | 5,334,898 | 4,410,155 | 4,515,089 | 4,501,105 | 5,035,167 | 4,810,285 | 4,274,929 | 5,021,295 | 4,404,839 | 55,679,377 | 11.3% | **55,679,377** |
| FY 26 | 4,625,684 | 3,517,302 | | | | | | | | | | | 8,142,986 | -85.4% | **8,142,986** |
| **26 over 25** | **6.1%** | **-21.5%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-100.0%** | **-85.4%** | | |




| | Budgeted | Actual | Variance |
|---|---|---|---|
| Jul | 4,220,150 | 4,625,684 | 405,534 |
| Aug | 4,493,287 | 3,517,302 | (975,985) |
| Sep | 4,484,504 | | (4,484,504) |
| Oct | 4,909,769 | | (4,909,769) |
| Nov | 4,478,402 | | (4,478,402) |
| Dec | 4,162,932 | | (4,162,932) |
| Jan | 4,325,999 | | (4,325,999) |
| Feb | 4,436,170 | | (4,436,170) |
| Mar | 5,038,498 | | (5,038,498) |
| Apr | 4,939,601 | | (4,939,601) |
| May | 5,444,599 | | (5,444,599) |
| Jun | 5,037,177 | | (5,037,177) |
| **Total** | **55,971,088** | **8,142,986** | **(47,828,102)** |
| **% FYTD** | | | **-85.45%** |

**Finance Committee**
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance **CONTACT:** Tammi Smith
**CHAIR:** Robert B. Corn

**Summary:**
Discussion of the Zoning Ordinance. (Merideth Hildreth)

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** T. 1.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider recommendation of the National Championship Air Races Lodgers' Tax Funding Request to City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding. (Conyers)

## BACKGROUND:
Initiated by: TJ Conyers

From their application:

Following the highly anticipated successful inaugural year in 2025, the National Championship Air Races (NCAR) will return to Roswell, New Mexico, for its 2nd annual event, solidifying Roswell's role as the new home for one of aviation's most prestigious spectacles. Held at the historic Roswell Air Center, the 2026 event is scheduled for September 9--13, continuing to elevate Roswell's profile on the national and international stage. Recognized globally as "The World's Fastest Motorsport," the NCAR combines competitive air racing with world-class aviation entertainment. The National Championship Air Races currently has a Memorandum of Understanding with the City of Roswell for funding of up to $300,000 per year, subject to Occupancy Tax Board and Governing Body approval. Historical Lodgers' Tax Funding Data: Sponsorship FY2025- $300,000

## FINANCIAL CONSIDERATION:
Funding Source: In the FY26 Adopted Budget line item 26224081 672828.

$300,000 in sponsorship from Lodgers' Tax Special Event fund.

## LEGAL REVIEW:
None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

## BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board recommended (4-1) funding the National Championship Air Races in the amount of $300,000 at their July 22, 2025, meeting.

## STAFF RECOMMENDATION:
Proceed as presented

## Attachments
LT application
Cover Letter

# LODGERS' TAX FUNDING APPLICATION

Received Date: 7/2/2025 via email/TJC

**Please check the box for which type of funding you seek.**

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: July 1, 2025

Event Name: National Championship Air Races  Event Date: 9/10 - 9/14 2026

Organization: Reno Air Racing Association  Event Time:

Event Address: 1 Jerry Smith Cir  City/State/ZIP: Roswell, NM 88203

Website: https://airrace.org  Phone: 775-972-6663  Email: ggibson@airrace.org

Organizer: Reno Air Racing Association  Mobile: 813-507-1799

Second Organizer: N/A  Mobile:

## *EVENT DETAILS*

Estimated # Attending: 80,000  Anticipated # of hotel rooms booked: 45,000

**Last year's event (if this is not a first-time event, must attach proof)**

# of Attendees: Pending  # of hotel rooms booked: Pending

Description of Event Logistics:

Following the highly anticipated successful inaugural year in 2025, the National Championship Air Races (NCAR) will return to Roswell, New Mexico, for its 2nd annual event, solidifying Roswell's role as the new home for one of aviation's most prestigious spectacles. Held at the historic Roswell Air Center, the 2026 event is scheduled for September 9–13, continuing to elevate Roswell's profile on the national and international stage. Recognized globally as "The World's Fastest Motorsport," the NCAR combines competitive air racing with world-class aviation entertainment.

The 2025 event is expected to draw tens of thousands of visitors to Roswell, setting a high initial benchmark for attendance, economic impact, and community participation. Building on that momentum, the 2026 races are expected to surpass the first year's turnout, attracting even greater numbers of aviation enthusiasts, tourists, and families.

| **Sponsorship amount requested:** | $300,000 |
|---|---|

Permit #: _____

# LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

**List of eligible expenses for marketing:** *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

## *MARKETING BUDGET PLAN*

**Eligible Marketing Expenses** *Please use and attach an additional sheet if more space is needed.*

| Advertising Type | Placement/Vendor (specific): | Frequency/Run Dates: | Your Eligible Expense |
|---|---|---|---|
| Example: *Newspaper* | Example: *Dallas Morning News* | Example: *May 1-10, 2x 1/2 pg* | Example: *$700* |
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*Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.*

| Other Eligible Expenses | Details (Source of Services / Service Employees Required / # of T-Shirts) | Your Eligible Expense |
|---|---|---|
| Police/Security | | |
| Fire | | |
| Clean-up/Sanitation | | |
| T-Shirts (registered participant) | | |

| **TOTAL eligible expenses:** | |
|---|---|

# EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

**Return on Investment (25 points):** Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

The National Championship Air Races (NCAR) regularly attracted a substantial tourist trade in Reno which we expect to continue in Roswell. We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance below). Based on those statistics, Roswell can expect an estimated $1.1 million in Lodgers Tax receipts to the region (based on 56,000 out-of-town visitors staying average of 2.64 room nights per).

Source for detail provided: Special Event Report: 2019 National Championship Air Races Economic Impacts on Wash

**Historical Performance (10 points):** Include award dollars used, prior attendance and room nights.

Over the past ten years, the event has attracted more than 1 million spectators to the area and generated more than $800 million for the region's economy.

In 2019, the event had a unique attendance of approximately 82,000 with 65% being non-local visitors. 73.7% of non-local attendees stayed in a hotel. The average total spending per attendee was $2,224.43. The overall estimated economic impact was $91.7 million. (Source: Special Event Report: 2019 National Championship Air Races Economic Impacts on Washoe County, NV and Attendee Statistics, prepared by the University of Nevada, Reno, Economic Development Center and Center for Regional Studies)

In 2023, the event had a unique attendance of approximately 113,236 with 71% being non-local visitors. 72.3% of non-local attendees stayed in a hotel. The average total spending per attendee per day was $951.65. The overall estimated economic impact was $158.6 million. (Source: Special Event Report: 2023 National Championship Air Races

Award dollars previously used: $300,000

Prior year attendance: Expected to exceed 75,000 unique visitors

# of overnight room nights booked: Expected to completely sell out all local available room nights Roswell and the sur

**Estimated cost of service request from City Departments (not scored):**

**Other Economic Impact (25 points):** Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance above). Based on those statistics, Roswell can expect an estimated $13 million in GRT receipts (based on $2,200 average spending per visitor using Roswell GRT rate of 7.8958%).

Attendance typee & transportation to Roswell:

Average daily spending on food/beverage: 2200

Source for data provide listed above: Special Event Report: 2019 National Championship Air Races Economic Impacts

**General Attendance of Event (10 points):** Please consider both local and out-of-town attendees.

We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance above). The total unique attendees should be approximately 80,000 of which approximately 56,000 (70%) will be out-of-town attendees.

24000 Local

56000 Outside

70 % of attendance from outside of Roswell

Source for data provided: Special Event Report: 2019

**Uniqueness of Event (30 points):** What makes this event different from others?

The National Championship Air Races (NCAR) is a one-of-a-kind event with nearly six decades of continuous history. As the world's only multi-class, closed-course pylon racing event, it showcases more than 150 competing aircraft across seven high-performance race classes. Racers go head-to-head around a closed aerial course, often flying just 50 feet off the ground and reaching speeds approaching 500 mph in the fastest categories. The result is an atmosphere pulsing with intensity, precision, and adrenaline—an experience unmatched in motorsports.

Returning to Roswell, New Mexico, for its second year, the 2026 NCAR builds on the excitement and momentum of its successful Roswell debut. What was once a "bucket list" moment in 2025—marking the relocation of this iconic event from Reno—is now poised to become a new tradition for Roswell and southeastern New Mexico. In September, the region will again transform into the epicenter of the air racing world, welcoming hundreds of aircraft, pilots, crew members, and tens of thousands of fans who gather annually to celebrate the sport, the speed, and the community.

While NCAR is a globally unique spectacle, its presence in Roswell represents more than just entertainment. The city's successful bid to host the event—prevailing over more than 30 competing cities, many with larger markets and greater

**Occupancy Tax Board Use Only**

| | | | |
|---|---|---|---|
| Return on Investment (25 points): | | General Attendance (10 points): | |
| Historical Performance (10 points): | | Uniqueness of Event (30 points): | |
| Other Economic Impact (25 points): | | Total (100 points): | |

**OFFICIAL USE ONLY**

OTB Date: 7/22/2025 Finance Committee Date: 8/7/2025 Council Date: 8/14/2025

Last Day of Event: 9/14/2026 Reimbursement Request Due Date (90 days from last day of event): 12/14/2026

**Roswell Lodgers' Tax Funding Committee**
City of Roswell
425 N Richardson Ave
Roswell, NM 88201

1 July 2025

Dear Members of the Lodgers' Tax Grant Committee,

On behalf of the Reno Air Racing Association (RARA), I am pleased to submit this application requesting sponsorship through the City of Roswell's Lodgers' Tax Funding Program. We are seeking $300,000 in support to assist with marketing and promotional efforts for the **2026 National Championship Air Races**, which will mark the **second year of this legendary event in our new home—beautiful Roswell, New Mexico.**

While the inaugural Roswell-based event has not yet taken place, early indicators point to a **runaway success for 2025**. Ticket sales are already robust, and **every available lodging option in the greater Roswell region is expected to be fully booked** for the duration of the 2025 event. Based on this momentum, we are projecting **attendance to exceed 70,000 in 2025**, and we fully anticipate that the 2026 event will draw even larger crowds and greater media attention.

The National Championship Air Races is the **world's only multi-class, closed-course pylon air racing event**, known internationally as *"The World's Fastest Motorsport."* This unique event has captivated aviation and motorsport fans for nearly 60 years and now brings that energy and global attention to Roswell. In addition to thrilling race action, the event offers military and civilian airshows, a wide range of aircraft displays, a vibrant vendor midway, and significant STEM and educational programming—all of which contribute to a weeklong experience that delivers measurable economic and cultural value to the host city.

Funding from the Lodgers' Tax Program in 2026 will enable RARA to build on our inaugural year by implementing a **broad-reaching promotional campaign** designed to attract new and returning attendees to Roswell. This campaign will include:

- **Targeted Digital and Print Advertising** focused on driving tourism and promoting Roswell's unique identity.
- **Social Media and Content Creation** highlighting local stories, culture, and attractions in coordination with the 2026 event.
- **Collaborative Promotional Partnerships** with local businesses and tourism stakeholders.
- **Enhanced Programming** that integrates Roswell's character into the experience for all guests.

The City of Roswell made history by winning the opportunity to host NCAR against more than 30 other cities across the country. That selection was a testament to the strength of your community, leadership, and vision. With the 2026 event, we aim to further elevate Roswell's standing as a **premier destination for major events**, ensuring economic impact through increased visitation, full-capacity lodging, and national media exposure.

We are grateful for the support the City of Roswell has already shown and are eager to continue growing this transformational partnership. Should you require any additional details or documentation, please don't hesitate to reach out.

Sincerely,



**Greg Gibson**
Marketing and Business Development Manager
Reno Air Racing Association

CC:
Mike Espiritu
Fred Telling
Bobbi Thompson
Tony Logoteta

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** T. 2.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship. (Conyers)

## BACKGROUND:
Initiated by: TJ Conyers

From their application: We are requesting sponsorship of a free-to-the-public attraction(s) to be held outside the Galacticon facility to draw people to all areas of the UFO Festival footprint. We will provide appropriate and family-friendly attractions for all ages. It will be open during the Galacticon hours and overseen by the Galacticon Director. This will be the third year we have requested sponsorship and received it in both previous years.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship
FY2024- Awarded $10,000- Expended $7,414.88
FY2025- Awarded $8,000- Expended $3,700
FY2026- Requested $8,000

## FINANCIAL CONSIDERATION:
Funding Source: In the FY26 Adopted Budget line item 26224081 672828.
$8,000 for sponsorship of Galacticon 2026.

## LEGAL REVIEW:
None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

## BOARD AND COMMITTEE ACTION:
The Occupancy Tax board recommended (5-0) to award Galacticon $8,000 in sponsorship at their July 22, 2025, meeting.;

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

Galacticon LT App

ROSWELL
New Mexico

ROSWELL
New Mexico ®
Paid in part by the City of Roswell Lodgers' Tax

# LODGERS' TAX

## APPLICATION AND INSTRUCTIONS

### Events July 1, 2025 – June 30, 2026

**Contact information for questions:**

tourism@roswell-nm.gov



Revised 04/16/25

# LODGERS' TAX GENERAL INFORMATION

The City of Roswell requires any organization or citizen seeking Lodgers' Tax (occupancy) funds from the city to make such a request through the city's application process and compliance with the City of Roswell's policies and procedures.

## APPLICATION PROCESS

1. Lodgers' Tax Funding Request is submitted to tourism@roswell-nm.gov by deadline.
2. The city's Occupancy Tax Board reviews and provides recommendation to Finance Committee.
3. The Finance Committee reviews, approves or changes recommendation for City Council.
4. City Council awards, changes or denies funding request.

The role of the Occupancy Tax Board is to review applications for events that will bring out-of-town visitors to the City of Roswell and promote hotels stays. The board provides recommendation to the Finance Committee.

## DEADLINES FOR FY26

1. Applications are to be submitted June 1, 2025 to July 8, 2025.
2. Applications will be considered at the Occupancy Tax Board meeting which will take place on July 15, 2025.

## TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *not acceptable expenses* unless part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
3. *Costumes*
4. *Payments, other than placed advertisements, for entertainment*
5. *Equipment rental*
6. *Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality*
7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

## FUNDING LIMITS

Unless exempt from the Procurement Code or as part of a Sponsorship, awards will be capped at $20,000.00

# LODGERS' TAX FUNDING APPLICATION

Received Date: _____

**Please check the box for which type of funding you seek.**

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☐ Sponsorship

Today's Date: _____

Event Name: _____ Event Date: _____

Organization: _____ Event Time: _____

Event Address: _____ City/State/ZIP: _____

Website: _____ Phone: _____ Email: _____

Organizer: _____ Mobile: _____

Second Organizer: _____ Mobile: _____

## *EVENT DETAILS*

Estimated # Attending: _____ Anticipated # of hotel rooms booked: _____

**Last year's event (if this is not a first-time event, must attach proof)**

# of Attendees: _____ # of hotel rooms booked: _____

Description of Event Logistics:

| |
|---|
| |

| | |
|---|---|
| **Sponsorship amount requested:** | 8000 |

Permit #: _____

# LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

**List of eligible expenses for marketing:** *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

## *MARKETING BUDGET PLAN*

**Eligible Marketing Expenses** *Please use and attach an additional sheet if more space is needed.*

| Advertising Type | Placement/Vendor (specific): | Frequency/Run Dates: | Your Eligible Expense |
|---|---|---|---|
| Example: *Newspaper* | Example: *Dallas Morning News* | Example: *May 1-10, 2x 1/2 pg* | Example: *$700* |
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*Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.*

| Other Eligible Expenses | Details (Source of Services / Service Employees Required / # of T-Shirts) | Your Eligible Expense |
|---|---|---|
| Police/Security | | |
| Fire | | |
| Clean-up/Sanitation | | |
| T-Shirts (registered participant) | | |

| **TOTAL eligible expenses:** | 8000 |
|---|---|

# EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

**Return on Investment (25 points):** Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

Source for detail provided: _____

**Historical Performance (10 points):** Include award dollars used, prior attendance and room nights.

Award dollars previously used: _____

Prior year attendance: _____

# of overnight room nights booked: _____

**Estimated cost of service request from City Departments (not scored):**

**Other Economic Impact (25 points):** Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

Attendance typee & transportation to Roswell: _____

Average daily spending on food/beverage: _____

Source for data provide listed above: _____

**General Attendance of Event (10 points):** Please consider both local and out-of-town attendees.

_____ Local

_____ Outside

_____ % of attendance from outside of Roswell

Source for data provided: _____

**Uniqueness of Event (30 points):** What makes this event different from others?

**Occupancy Tax Board Use Only**

Return on Investment (25 points): _____
Historical Performance (10 points): _____
Other Economic Impact (25 points): _____
General Attendance (10 points): _____
Uniqueness of Event (30 points): _____
Total (100 points): _____

## OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

Last Day of Event: _____ Reimbursement Request Due Date (90 days from last day of event): _____

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** T. 3.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider the recommendation of the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of $20,000 for marketing, sanitation, and security. (Conyers)

## BACKGROUND:
Initiated by: TJ Conyers

From their application: This is the fifth year that the Galacticon and the Roswell Daily Record have worked together to promote the Roswell UFO Festival, supporting the city's economy and tourism industry. After losing the Convention Center in October of 2024, we have held our activities downtown as part of the UFO Festival weekend. In 2025, the RDR supported the patriotic Aerial Drone Show for the public. The Galacticon was held in the Roswell UFO Museum Annex at 119 North Main in the former La-Z-Boy showroom, now owned by the Museum. We helped fund our part of the advertising and marketing of the event and plan to do so again.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.
FY2023- No record of application
FY2024- Did not apply as a joint effort
FY2025- Awarded $20,000- Expended $11,413.13

## FINANCIAL CONSIDERATION:
$20,000 for marketing, sanitation and security.

## LEGAL REVIEW:
None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

## BOARD AND COMMITTEE ACTION:
The Occupancy Tax board recommended (5-0) to award Galacticon and Roswell Daily Record $20,000 for marketing, sanitation, and security at their July 22, 2025, meeting.

## STAFF RECOMMENDATION:
Proceed as prresented.

## Attachments
Galacticon/RDR Marketing LT application

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New Mexico

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New Mexico ®
Paid in part by the City of Roswell Lodgers' Tax

# LODGERS' TAX

## APPLICATION AND INSTRUCTIONS

### Events July 1, 2025 – June 30, 2026

**Contact information for questions:**

tourism@roswell-nm.gov



Revised 04/16/25

# LODGERS' TAX GENERAL INFORMATION

The City of Roswell requires any organization or citizen seeking Lodgers' Tax (occupancy) funds from the city to make such a request through the city's application process and compliance with the City of Roswell's policies and procedures.

## APPLICATION PROCESS

1. Lodgers' Tax Funding Request is submitted to tourism@roswell-nm.gov by deadline.
2. The city's Occupancy Tax Board reviews and provides recommendation to Finance Committee.
3. The Finance Committee reviews, approves or changes recommendation for City Council.
4. City Council awards, changes or denies funding request.

The role of the Occupancy Tax Board is to review applications for events that will bring out-of-town visitors to the City of Roswell and promote hotels stays. The board provides recommendation to the Finance Committee.

## DEADLINES FOR FY26

1. Applications are to be submitted June 1, 2025 to July 8, 2025.
2. Applications will be considered at the Occupancy Tax Board meeting which will take place on July 15, 2025.

## TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *not acceptable expenses* unless part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
3. *Costumes*
4. *Payments, other than placed advertisements, for entertainment*
5. *Equipment rental*
6. *Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality*
7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

## FUNDING LIMITS

Unless exempt from the Procurement Code or as part of a Sponsorship, awards will be capped at $20,000.00

# LODGERS' TAX FUNDING APPLICATION

Received Date: _____

**Please check the box for which type of funding you seek.**

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☐ Sponsorship

Today's Date: _____

Event Name: _____ Event Date: _____

Organization: _____ Event Time: _____

Event Address: _____ City/State/ZIP: _____

Website: _____ Phone: _____ Email: _____

Organizer: _____ Mobile: _____

Second Organizer: _____ Mobile: _____

## *EVENT DETAILS*

Estimated # Attending: _____ Anticipated # of hotel rooms booked: _____

**Last year's event (if this is not a first-time event, must attach proof)**

# of Attendees: _____ # of hotel rooms booked: _____

Description of Event Logistics:

| |
|---|
| |

| | |
|---|---|
| **Sponsorship amount requested:** | |

Permit #: _____

# LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

**List of eligible expenses for marketing:** *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

## *MARKETING BUDGET PLAN*

**Eligible Marketing Expenses** *Please use and attach an additional sheet if more space is needed.*

| Advertising Type | Placement/Vendor (specific): | Frequency/Run Dates: | Your Eligible Expense |
|---|---|---|---|
| Example: *Newspaper* | Example: *Dallas Morning News* | Example: *May 1-10, 2x 1/2 pg* | Example: *$700* |
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*Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.*

| Other Eligible Expenses | Details (Source of Services / Service Employees Required / # of T-Shirts) | Your Eligible Expense |
|---|---|---|
| Police/Security | | |
| Fire | | |
| Clean-up/Sanitation | | |
| T-Shirts (registered participant) | | |

| **TOTAL eligible expenses:** | |
|---|---|

# EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

**Return on Investment (25 points):** Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

Source for detail provided: _____

**Historical Performance (10 points):** Include award dollars used, prior attendance and room nights.

Award dollars previously used: _____

Prior year attendance: _____

# of overnight room nights booked: _____

**Estimated cost of service request from City Departments (not scored):**

**Other Economic Impact (25 points):** Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

Attendance typee & transportation to Roswell: _____

Average daily spending on food/beverage: _____

Source for data provide listed above: _____

**General Attendance of Event (10 points):** Please consider both local and out-of-town attendees.

_____ Local

_____ Outside

_____ % of attendance from outside of Roswell

Source for data provided: _____

**Uniqueness of Event (30 points):** What makes this event different from others?

**Occupancy Tax Board Use Only**

Return on Investment (25 points): _____
Historical Performance (10 points): _____
Other Economic Impact (25 points): _____
General Attendance (10 points): _____
Uniqueness of Event (30 points): _____
Total (100 points): _____

## OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

Last Day of Event: _____ Reimbursement Request Due Date (90 days from last day of event): _____

# ROSWELL NEW MEXICO
# COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** T. 4.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

## ACTION REQUESTED:
Consider the recommendation of the Roswell Daily Record Lodgers' Tax Funding Request to City Council to open negotiations with the City of Roswell for sponsorship. (Conyers)

## BACKGROUND:
Initiated by: TJ Conyers

From their application: Partner with the City of Roswell for an Independence Day Aerial show. An Aeriel Spectacle is a visually stunning drone light show designed to draw locals and visitors alike for an unforgettable evening of entertainment. Utilizing state-of-the-art drone technology, the event features hundreds of synchronized, LED-equipped drones performing choreographed aerial displays set to music. The show highlights regional culture, landmarks, and themes through innovative sky-based storytelling. The event is family-friendly, free to the public, and held in an open outdoor venue to encourage wide attendance and maximize tourism impact. Complementary attractions- such as Main Street Roswell's live music, local food vendors, UFO Museum, and Galacticon, will enhance the visitor experience and extend overnight stays. that is free to the public and will be located in Downtown Roswell.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship
FY2024- Awarded $10,000- Expended $10,000
FY2025- Awarded $10,000- Expended $10,000 (helped fund City of Roswell Drone Show for UFO Festival)

## FINANCIAL CONSIDERATION:
Funding Source: In the FY26 Adopted Budget line item 26224081 672828.
Requesting $20,000 for sponsorship.

## LEGAL REVIEW:
None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

## BOARD AND COMMITTEE ACTION:
The Occupancy Tax board recommended (5-0) to award Roswell Daily Record $0 in sponsorship at their July 22, 2025, meeting.

## STAFF RECOMMENDATION:
Proceed as presented.

**Attachments**

RDR LT app

ROSWELL
New Mexico

ROSWELL
New Mexico
Paid in part by the City of Roswell Lodgers' Tax

# LODGERS' TAX

## APPLICATION AND INSTRUCTIONS

Events July 1, 2025 – June 30, 2026

**Contact information for questions:**

tourism@roswell-nm.gov

# LODGERS' TAX GENERAL INFORMATION

The City of Roswell requires any organization or citizen seeking Lodgers' Tax (occupancy) funds from the city to make such a request through the city's application process and compliance with the City of Roswell's policies and procedures.

## APPLICATION PROCESS

1. Lodgers' Tax Funding Request is submitted to tourism@roswell-nm.gov by deadline.
2. The city's Occupancy Tax Board reviews and provides recommendation to Finance Committee.
3. The Finance Committee reviews, approves or changes recommendation for City Council.
4. City Council awards, changes or denies funding request.

The role of the Occupancy Tax Board is to review applications for events that will bring out-of-town visitors to the City of Roswell and promote hotels stays. The board provides recommendation to the Finance Committee.

## DEADLINES FOR FY26

1. Applications are to be submitted June 1, 2025 to July 8, 2025.
2. Applications will be considered at the Occupancy Tax Board meeting which will take place on July 15, 2025.

## TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *not acceptable expenses* unless part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
3. *Costumes*
4. *Payments, other than placed advertisements, for entertainment*
5. *Equipment rental*
6. *Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality*
7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

## FUNDING LIMITS

Unless exempt from the Procurement Code or as part of a Sponsorship, awards will be capped at $20,000.00

# LODGERS' TAX FUNDING APPLICATION

Received Date: 7/8/25- via email-TJC

**Please check the box for which type of funding you seek.**

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: 06/08/2025

Event Name: Roswell Daily Record's Roswell Incident Arial show  Event Date: 07/03/2026

Organization: Roswell Daily Record  Event Time: 9:00 pm

Event Address: Downtown Roswell  City/State/ZIP: Roswell

Website: rdrroswellincident.co,  Phone: 575-703-5180  Email: saralei@rdrroswellincident.com

Organizer: SaraLei Fajardo  Mobile: 575-703-5180

Second Organizer: City of Roswell  Mobile:

## EVENT DETAILS

Estimated # Attending: information data not available  Anticipated # of hotel rooms booked:

**Last year's event (if this is not a first-time event, must attach proof)**

# of Attendees: information data not available  # of hotel rooms booked:

Description of Event Logistics:

Partner with the City of Roswell for an Independence day Aerial show. An Aeriel Spectacle is a visually stunning drone light show designated to draw locals and visitors alike for an unforgettable evening of entrainment. Utilizing state-of-the-art drone technology, the event features hundreds of synchronized, LED-equipped drones performing choreographed aerial displays set to music. The show highlights regional culture, landmarks and themes through innovative sky-base story telling.
The event is family-friendly, free to the public and held in an open outdoor venue to encourage wide attendance and maximize tourism impact. Complementary attractions- such as Main Street Roswell's live music, local food vendors, UFO Museum, and Galaticon, will enhance the visitor experience and extend overnight stays. that is free to the public, that will be located in Downtown Roswell.

| **Sponsorship amount requested:** | 20,000.00 |
|---|---|

Permit #: _____

# LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

**List of eligible expenses for marketing:** *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

## MARKETING BUDGET PLAN

**Eligible Marketing Expenses** *Please use and attach an additional sheet if more space is needed.*

| Advertising Type | Placement/Vendor (specific): | Frequency/Run Dates: | Your Eligible Expense |
|---|---|---|---|
| Example: *Newspaper* | Example: *Dallas Morning News* | Example: *May 1-10, 2x 1/2 pg* | Example: *$700* |
| | Will be covered in advertisng/marketing request | | |
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*Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.*

| Other Eligible Expenses | Details (Source of Services / Service Employees Required / # of T-Shirts) | Your Eligible Expense |
|---|---|---|
| Police/Security | | |
| Fire | | |
| Clean-up/Sanitation | | |
| T-Shirts (registered participant) | | |

| **TOTAL eligible expenses:** | |
|---|---|

# EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

**Return on Investment (25 points):** Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

This is the biggest tourism event of the year for Roswell, and we are a large part of it. We have participated in the planning and the execution of the event as an equal partner to the city, MainStreet, and the UFO Museum. We are asking for assistance to market our events and the free sponsored events to encourage tourism and make the visitors happy with alternative activities and fun, free events. The UFO Festival attendance is estimated at 20,000 by MainStreet over the three days including the direct counts of attendance of the UFO Museum at 9,123 and the Galacticon at 2974. MainStreet reports the following Information provided by Main Street America, via PacerAI: from June 30 - July 2, 2023 visitors over these 3 days were about 45,000 with a total of 56,400 visits meaning one out of four visitors came to the district 2 out of the 3 days of the festival (in Pacer data, each "visitor" can only "visit" once per day, so averaging 1.25 visits in a three-day period can only mean that some people were repeat visitors two or three, out of the three days.) 33 hotel nights were utilized by UFO/AlienFest entertainment. Hotels reported an occupancy rate of 45% to 100% during the weekend.

Source for detail provided: _____

**Historical Performance (10 points):** Include award dollars used, prior attendance and room nights.

2025 Joint Advertising Budget:

| | | | |
|---|---|---|---|
| Local Newspaper: | Full page ads for UFO Festival Events | $2400 | |
| | 1/2 page ads for UFO Festival Events | 1750 | |
| Digital Billboard | 30 days | 1200 | |
| On-line Website ads | 30 days | 800 | ToTal inc tax = $6636 |
| Radio Advertising | 7 regional radio stations | $2000 | |
| Billboard | in Roswell | $689 | inc tax |
| Printed Signage | Galacticon & UFO Car | $432 | inc tax |

Award dollars previously used: 20,000.00

Prior year attendance: 2024 UFO Festival Attendance estimated by Mainstreet at 20,000 - Convention Center - ap 35

# of overnight room nights booked: 2024 hotel nights for Galacticon - 45; nights for RDR - 12 plus visitor bookings

**Estimated cost of service request from City Departments (not scored):**

Co-sponsor of the City of Roswell

2024 figures are presented because 2025 statistics were not available by the Lodgers Tax Request deadline of 7/8/25.

in2024, Mainstreet Roswell reported the following:

City Personnel - $30 per hr x 5 x 5hrs = $750

Emergency Personnel - $55 per hr x 6 x 5hrs = $1650

Barrels - 10 x $2 = $20
Barricades - 10 x $10 = $100
Warning Signs - 15 x $10 = $150
Cones - 45 x $2 = $90

Galactiocn and RDR did not receive security or clean-up from the above services at the convention center which were included in the facility rental fees; but were part of the UFO Festival weekend.

**Other Economic Impact (25 points):** Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

We are positive that our involvement was important to the variety of events and activities offered the visitors to the UFO Festival weekend. The event is well attended due to this variety and the unique events we provide.

Among them are the free patriotic aerial Drone Show sponsored by the Roswell Daily Record and the City. This amazing display drew a huge crowd to the heart of the city to view the show. RDR also provided a newspaper supplement for visitors with details, bios and business information for the locals and tourists alike.

With the higher numbers of visitors, the overall economic impact of the UFO Festival and our events are greatly increased. This includes lodging, restaurants, entertainment locations and local merchants. This is a win for Roswell!

Attendance typee & transportation to Roswell: Locals, Tourist via automobile and air transport

Average daily spending on food/beverage: $100-$200

Source for data provide listed above: 2024 Survey Monkey results provided by Mainstreet

**General Attendance of Event (10 points):** Please consider both local and out-of-town attendees.

2025 results and attendance figures are not available for the LT deadline of July 8, 2025. We will use 2024 data where necessary. Data should be available in time for the OTB meeting.

The 2024 UFO Festival attendance was estimated at 20,000 over the three days including the direct counts of attendance of the UFO Museum, 9,123 and the Galacticon 2974.

MainStreet reported the following Information provided by Main Street America, via PacerAI: Last year from June 30 - July 2, 2023 visitors over these 3 days were about 45,000 with a total of 56,400 visits meaning one out of four visitors came to the district 2 out of the 3 days of the festival (in Pacer data, each "visitor" can only "visit" once per day, so averaging 1.25 visits in a three-day period can only mean that some people were repeat visitors two or three, out of the three days.) 33 hotel nights were utilized by UFO/AlienFest entertainment. Hotels reported an occupancy rate of 45% to 100% during the weekend.

10,000 Local

10,000 Outside

50 % of attendance from outside of Roswell

Source for data provided: Survey results by Mainstreet

**Uniqueness of Event (30 points):** What makes this event different from others?

The name 'Roswell' is known to the world for its UFO and Alien connection. We see that this is the hook for tourism and interest that boosts the economy of our community.

We are positive that our involvement was important to the variety of events and activities offered the visitors to the UFO Festival weekend. The event is well attended due to this variety and the unique events we provide. Among them are the free patriotic aerial Drone Show, the indoor vendor hall with outstanding sci-fi genre collectibles, art and authors row the two rooms of gaming tables for that huge demographic, and the attractions such as the Internet sensation "Flying Saucer Car" that was a huge success. All of this combines to keep the visitor in town longer and coming back next year.

With the higher numbers of visitors, the overall economic impact of the UFO Festival and our events are greatly increased. This includes lodging, restaurants, entertainment locations and local merchants.

**Occupancy Tax Board Use Only**

Return on Investment (25 points): _____ General Attendance (10 points): _____

Historical Performance (10 points): _____ Uniqueness of Event (30 points): _____

Other Economic Impact (25 points): _____ Total (100 points): _____

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

Last Day of Event: _____ Reimbursement Request Due Date (90 days from last day of event): _____

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

**Finance Committee** T. 5.
**Meeting Date:** 09/04/2025
**COMMITTEE:** Finance
**CONTACT:** Toni Gomez **CHAIR:** Robert B. Corn

## ACTION REQUESTED:

Consider the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship. (Conyers)

## BACKGROUND:

Initiated by: TJ Conyers

From their application: Roswell is known for the UFO / AlienFest event. This event and Roswell are known statewide, nationally, and internationally as the UFO Capital of the world. This was evident in the number of people who attended and the number of local and national news stations that covered the event, from the Alien car to the UFO Parade. It was great to the see the City of Roswell embrace the event and get in on the fun from merchants decorating their windows, wearing costumes, and inviting the overall public to have a nice cold drink of water. Pets were not left out with the annual Pet Costume contest held by the Galacticon to merchants putting out water on the sidewalk to hydrate our furry friends. Working collaboratively, the UFO Museum, MainStreet Roswell, Roswell Galacticon, Roswell Daily Record, Roswell Miniature Museum, Roswell Museum and the City of Roswell we were able to provide a unique experience that captured the essence of aliens and UFO's with a 7 block street festival, 2 stages, kid friendly fun such as the foam party, water slide & blow-ups in the Main Street district. This year, we added a car show and corn-hole competition. The Galacticon and Roswell Daily Record provided world-renowned speakers, vendors, hosted the Alien Car & sponsored the Drone Show, in coordination with the City of Roswell. Roswell Miniature Museum hosted the community created Trekstar installation using recycled materials. This event is unique due to the collaborative nature of the event that makes it an out of this world event!

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security
FY2023- Awarded $32,476.00- Expended $16,238.00 (old policy of 50% reimbursement)
FY2024- Awarded $100,000- Expended $88,741.01 (Collaboration between MSR and city)
FY2025- Awarded $20,000- Expended $20,000 (documentation for event due 8/6/2025)

Sponsorship
FY2024-Awarded $60,000- Expended $52,201.75
FY2025- Awarded $50,000- Expended- $50,000 (documentation for event due 8/6/2025)

## FINANCIAL CONSIDERATION:

Funding Source: In the FY26 Adopted Budget line item 26224081 672828.
$20,000 for marketing, sanitation and security, and negotiations with the City of Roswell for sponsorship.

## LEGAL REVIEW:

None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

## BOARD AND COMMITTEE ACTION:

The Occupancy Tax board recommended (5-0) to award MainStreet Roswell for UFO Festival $20,000 for marketing and $20,000 in sponsorship at their July 22, 2025, meeting.

**STAFF RECOMMENDATION:**
Proceed as presented.

## Attachments

MSR LT app

ROSWELL
New Mexico

ROSWELL
New Mexico ®
Paid in part by the City of Roswell Lodgers' Tax

# LODGERS' TAX

## APPLICATION AND INSTRUCTIONS

### Events July 1, 2025 – June 30, 2026

**Contact information for questions:**

tourism@roswell-nm.gov



Revised 04/16/25

# LODGERS' TAX GENERAL INFORMATION

The City of Roswell requires any organization or citizen seeking Lodgers' Tax (occupancy) funds from the city to make such a request through the city's application process and compliance with the City of Roswell's policies and procedures.

## APPLICATION PROCESS

1. Lodgers' Tax Funding Request is submitted to tourism@roswell-nm.gov by deadline.
2. The city's Occupancy Tax Board reviews and provides recommendation to Finance Committee.
3. The Finance Committee reviews, approves or changes recommendation for City Council.
4. City Council awards, changes or denies funding request.

The role of the Occupancy Tax Board is to review applications for events that will bring out-of-town visitors to the City of Roswell and promote hotels stays. The board provides recommendation to the Finance Committee.

## DEADLINES FOR FY26

1. Applications are to be submitted June 1, 2025 to July 8, 2025.
2. Applications will be considered at the Occupancy Tax Board meeting which will take place on July 15, 2025.

## TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *not acceptable expenses* unless part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
3. *Costumes*
4. *Payments, other than placed advertisements, for entertainment*
5. *Equipment rental*
6. *Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality*
7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

## FUNDING LIMITS

Unless exempt from the Procurement Code or as part of a Sponsorship, awards will be capped at $20,000.00

# LODGERS' TAX FUNDING APPLICATION

Received Date: _____

**Please check the box for which type of funding you seek.**

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☐ Sponsorship

Today's Date: _____

Event Name: _____ Event Date: _____

Organization: _____ Event Time: _____

Event Address: _____ City/State/ZIP: _____

Website: _____ Phone: _____ Email: _____

Organizer: _____ Mobile: _____

Second Organizer: _____ Mobile: _____

## *EVENT DETAILS*

Estimated # Attending: _____ Anticipated # of hotel rooms booked: _____

**Last year's event (if this is not a first-time event, must attach proof)**

# of Attendees: _____ # of hotel rooms booked: _____

Description of Event Logistics:

| |
|---|
| |

| | |
|---|---|
| **Sponsorship amount requested:** | |

Permit #: _____

# LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

**List of eligible expenses for marketing:** *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

## *MARKETING BUDGET PLAN*

**Eligible Marketing Expenses** *Please use and attach an additional sheet if more space is needed.*

| Advertising Type | Placement/Vendor (specific): | Frequency/Run Dates: | Your Eligible Expense |
|---|---|---|---|
| Example: *Newspaper* | Example: *Dallas Morning News* | Example: *May 1-10, 2x 1/2 pg* | Example: *$700* |
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*Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.*

| Other Eligible Expenses | Details (Source of Services / Service Employees Required / # of T-Shirts) | Your Eligible Expense |
|---|---|---|
| Police/Security | | |
| Fire | | |
| Clean-up/Sanitation | | |
| T-Shirts (registered participant) | | |

| **TOTAL eligible expenses:** | |
|---|---|

# EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

**Return on Investment (25 points):** Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

Source for detail provided: _____

**Historical Performance (10 points):** Include award dollars used, prior attendance and room nights.

Award dollars previously used: _____

Prior year attendance: _____

# of overnight room nights booked: _____

**Estimated cost of service request from City Departments (not scored):**

**Other Economic Impact (25 points):** Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

Attendance typee & transportation to Roswell: _____

Average daily spending on food/beverage: _____

Source for data provide listed above: _____

**General Attendance of Event (10 points):** Please consider both local and out-of-town attendees.

_____ Local

_____ Outside

_____ % of attendance from outside of Roswell

Source for data provided: _____

**Uniqueness of Event (30 points):** What makes this event different from others?

**Occupancy Tax Board Use Only**

Return on Investment (25 points): _____
Historical Performance (10 points): _____
Other Economic Impact (25 points): _____
General Attendance (10 points): _____
Uniqueness of Event (30 points): _____
Total (100 points): _____

## OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

Last Day of Event: _____ Reimbursement Request Due Date (90 days from last day of event): _____