



## **Santa Fe Fiesta, Inc.**

Post Office Box 4516 • Santa Fe, NM 87502

Please submit responses via e-mail only to: [1712fiesta@comcast.net](mailto:1712fiesta@comcast.net)

Please submit by: [April 1, 2012](#)

Please put the project title (below) in the subject line of the e-mail.  
Mailed submissions are allowed.

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## **REQUEST FOR QUOTES**

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### **PROJECT: Horses for designated parade(s)**

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

Santa Fe Fiesta, Inc. reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Santa Fe Fiesta, Inc. to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFQ does not obligate Santa Fe Fiesta, Inc. to accept or contract for any expressed or implied services.

<b><u>Request for Quotes Information:</u></b>		<b><u>Submittals Delivered to:</u></b>	
RFP Number	<b>RFQ# 2012- DV1</b>	e-mail address:	1712fiesta@comcast.net
RFP Name:	<b>Horses for Parade(s)</b>	Subject line:	Parade RFQ
Date Issued:	<b>December 1, 2011</b>		
Contact Person:	<b>Aaron Garcia</b>		
Phone #:	<b>505-501-9705</b>		
E-mail Address:	<a href="mailto:1712fiesta@comcast.net">1712fiesta@comcast.net</a>		
Submittals Accepted Until:	<b>April 1, 2012</b>		

### **General Information**

**PURPOSE/BACKGROUND:** The Santa Fe Fiesta, Inc. is a volunteer organization created by the Official Fiesta Proclamation of our city forefathers on September 16, 1712. The Santa Fe Fiesta Council is comprised of 100 regular members and 20 representatives of civic organizations and businesses. This group of people has a common interest to promote, manage and perpetuate the annual Fiesta de Santa Fe for the benefit of the City of Santa Fe, its citizens and their descendants. The Fiesta Council enlists the cooperation of the local citizenry, the Catholic Church, the local business community and both the City and County of Santa Fe officials. To date, Santa Fe Fiesta, Inc. has nonprofit and tax-exempt status and a Board of Directors

This project requires knowledge and expertise in the transporting, preparing with necessary equipment, escort and troubleshoot between six (6) and 18 horses for three parades in Santa Fe, Espanola and Taos, as well as orientation and riding lessons for designated riders. The project will require that the vendor be fully aware and in compliance with all Federal, State and local statutes, ordinances and requirements for the implementation of stated service.

**BRIEF SCOPE OF SERVICES:** Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Detailed number of units.
- An estimated proposed schedule (delivery, maintenance and removal timeline).
- Detailed cost estimates.

**QUALIFICATIONS:** This project will require the service provider to have the following qualifications:

- Licensed and certification with local government entities (if necessary).
- Experience working and managing horses in public setting.
- Experience working with non-profit or public entities.
- All necessary equipment for proper riding of horses.

**SUBMITTAL REQUIREMENTS:** Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the business' interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, as specifically mentioned in the attached scope.
- A description of the firm's experiences working with nonprofits or public markets.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications of key team members.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and cost estimates.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, and phone and fax numbers.
- Responses must be limited to no more than five (5) sheets excluding specific project examples, references, and covers.

**PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

**EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Experience of proposed project team and key team members;
- Overall quality of statement of qualifications; and,
- Proposals within budget restrictions and timeframes.

**QUESTIONS:** Questions regarding this project may be directed to Aaron Garcia via e-mail at [1712fiesta@comcast.net](mailto:1712fiesta@comcast.net).

**CONTRACT NEGOTIATION:** Santa Fe Fiesta, Inc. reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.

## **ATTACHMENT "A"**

### **HORSES FOR PARADE(S) SCOPE OF SERVICES**

#### **PROJECT OBJECTIVE**

This project will result providing between six (6) and 18 gentle, calm and well groomed riding horses for the Fiesta de Espanola parade, Fiesta de Taos parade and the Fiesta de Santa Fe parade for the summer of 2011. The horses should be accustomed to large crowds of individuals in a loud and dynamic environment.

The individuals riding the horses will have varying degrees of knowledge, experience and riding ability. The Santa Fe Fiesta Council (SFFC) will require a complete orientation, including an overview of the riding equipment, and a minimum of two riding lessons for all individuals designated as riders.

The SFFC will require that at least two knowledgeable guides to accompany, escort and troubleshoot issues that may arise with the riding party during the orientation lessons and parades.

The contractor shall be responsible for the following:

1. Transporting horses to and from designated locations (general location and number of horses required for each event will be provided at time contract is finalized, exact location may not be known until seven business days prior to event).
2. Arrival of horses of a minimum of four hours prior to event start time to ensure the horses acclimates.
3. Provide saddles, tacks and all gear necessary for a safe ride; shall have the horses fully outfitted one (1) hour prior to the event.
4. Ensure that all of the horses are properly shod, meaning the placement of horse shoes on the palmar surface of the hoof, to provide additional protection over and above any natural hardness of the hooves to protect the animal from elements and slipping.

#### **PROJECT DESCRIPTION**

This project will require the following as minimum requirements during the designated parades:

- Orientation and two riding lessons for each designated rider.
- Transport, equipment, escorting and troubleshooting of horses during designated parades.
- Notification of De Vargas chairperson in regards to issues, concerns or incidents involving either the designated riders or the general public.

#### **ITEMS FURNISHED BY THE SANTA FE FIESTA COUNCIL INC.:**

- Information about the number of horses required and staging areas.
- Contact information for designated personnel having oversight of services.
- Access to Santa Fe Fiesta, Inc. personnel to ask questions and gain insight for designated parades.