



**SPECIAL MEETING
CITY OF ROSWELL COUNCIL
Monday, April 20, 2026, at 5:00 p.m.
Mike Mathews Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201**

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 No. 26-12. Except for emergency matters, the City Council shall take action only on the specific items listed on the Agenda.

APRIL 20, 2026		MAYOR - Timothy Z. Jennings			5:00 p.m.
Ward I	Ward II	Ward III	Ward IV	Ward V	
Cristina A. Arnold	Juliana Halvorson	Edward L. Heldenbrand	Robert B. Corn	Angela G. Moore	
Juan Oropesa	Will Cavin	Kurt Edwin Gass	Darrell Johnson	Carlos Marrujo Jr.	

WELCOME! We are very glad you have joined us for the Roswell City Council meeting. If you wish to speak, please sign up at the podium. The Council is pleased to hear relevant comments; however, a 3-minute limit is set in accordance with Resolution 17-65 (Governing Body Rules of Order). Large groups are asked to name a spokesperson. Robert's Rules of Order govern the conduct of the meeting. THANK YOU for participating in your City Government.

OPENING CEREMONIES

Call to Order by Presiding Officer
Roll Call & Determination of Quorum

APPROVAL OF THE AGENDA

1. Approval of agenda - approve the agenda for the April 20, 2026, Special City Council Meeting. (Corn/Martinez)

PUBLIC PARTICIPATION ON AGENDA ITEMS

REGULAR ITEMS

2. Approval of a budget adjustment in the amount of \$303,033 to purchase vehicles needed for the Water Maintenance Construction Crew from the Water Enterprise cash reserve. (Gass/Valadez) **Pg. 2**
3. Consider recommending approval of a budget adjustment and transfers in the amount of \$1,067,815.31 and to purchase design professional services for flood repair projects. (Johnson/Cavin) **Pg. 6**
4. Recommend approval for the City of Roswell to submit a proposal in response to the New Mexico Municipal League (NMML) Request for Proposal to host the NMML Annual Conference for 2028, 2029, 2030, or 2031. (Corn/Martinez) **Pg. 7**

ADJOURNMENT

If you are an individual with a disability who needs 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 before the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-637-6202 if a summary of another type of accessible format is needed. Printed and posted

: Friday, April 17, 2026

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**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Special Council Meeting

2.

Meeting Date: 04/20/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

Approval of a budget adjustment in the amount of \$303,033 to purchase vehicles needed for the Water Maintenance Construction Crew from the Water Enterprise cash reserve. (Gass/Valadez)

BACKGROUND:

Initiated By: Andrew Valadez

This purchase is intended to equip a 9-person construction crew to perform in-house replacement of aging waterline infrastructure. This will enable the City to save on contractor costs by in-sourcing replacement projects.

This purchase will include the following:

- QTY 2 2026 Chevy Silverado Crew Cab Pickups
- QTY 1 2026 International Dump Truck
- QTY 1 2026 Ford F250 Utility Bed Pickup

FINANCIAL CONSIDERATION

Financial Impact (Revenue & Expense): Budget Adjustment Needed

Revenue: Cash Reserves

Expenses: 53004354-817506 (Capital Outlay-Vehicles) -- \$303,033

LEGAL REVIEW:

Not applicable for this item

BOARD AND COMMITTEE ACTION:

The Infrastructure Committee on 3/16/2026 voted (5-0) to recommend this purchase and budget adjustment to the Finance Committee. The Finance Committee approved (5-0) at its meeting on 4-2-26

STAFF RECOMMENDATION:

Proceed as presented

Attachments

Crew Cab Pickup Quote
Quote Roberts Truck Center
Utility Bed Pickup Quote

SINCE 1952



FLEET

February 9, 2026

City of Roswell – Water Department

New Mexico State Price Agreement: 40-00000-24-00068

Item #15 – Pickup ¾ ton, Gas Powered, Crew Cab, 4WD

2026 Chevrolet Silverado 2500, Short Bed, Crew Cab, 4WD, White

Base Price	\$54,995.00
Less 3% Discount per Contract	(\$5,649.00)
Options – 6.6L V8 Engine	INCL
Z71 Off Road Package	\$525.00
Upfitter Switch Kit	\$150.00
WT Convenience Package	\$785.00
Trailer Brake Controller	INCL
Black Running Boards	\$750.00
Window Tint	\$425.00
Grill Guard	\$1,560.00
Total Options	\$4,195.00
Less 2% Discount on Options per Contract	(\$84.00)
Total	\$53,457.00

Karen Sluga

Melloy Auto Group

Fleet/Government Sales

karen@melloyfleet.com

(505)866-3180

Please make PO to:

Melloy Chevrolet

377 Emilio Lopez Rd

Los Lunas, NM 87031



TRUCK CENTER

Salesperson: John Lightner

Page 1 of 1

Crew Cab. 4 Door Utility Bed.

SINCE 1952



FLEET

February 24, 2026

City of Roswell – Water Department

New Mexico State Price Agreement: 40-00000-24-00068

Item #15 – ¾ Ton Regular Cab, 2WD, ICE

2026 Ford F250 XL Crew Cab, 4WD, 8' Bed, White

Base Price	\$55,995.00
Less 2% Discount per Contract	(\$4,021.00)
Factory Options – Cloth 40/20/40 Split Bench Seat	\$315.00
All Terrain Tires	\$165.00
Upfitter Switches	\$250.00
Bed Delete	(\$625.00)
Trailer Tow Package	INCL
Trailer Brake Controller	\$300.00
Platform Running Boards	\$445.00
Spare Tire, Wheel, Carrier & Jack	\$295.00
Window Tint	\$425.00
Utility Body/Receiver Hitch/Camera	\$12,915.00
Total Options	\$14,485.00
Less 2% Discount on Factory Options per Contract	(\$290.00)
Total	\$66,169.00
Quantity	x3
Total	\$198,507.00

for 1 truck

*Available to order upon receipt of purchase order.

Karen Sluga

Melloy Auto Group

Melloy Ford

499 Emilio Lopez Rd

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Special Council Meeting

3.

Meeting Date: 04/20/2026

COMMITTEE: Infrastructure

CONTACT: James MacCornack

CHAIR: Darrell Johnson

ACTION REQUESTED:

Consider recommending approval of a budget adjustment and transfers in the amount of \$1,067,815.31 and to purchase design professional services for flood repair projects. (Johnson/Cavin)

BACKGROUND:

Initiated by: Will Cavin

Consider recommending approval of a budget adjustment in the amount of \$1,067,815.31 to purchase Design Professional Services for flood repair projects coming from Recreation Fund Pooled Cash. This will help us address critical flood repairs in a timely fashion. The budget adjustment amount is based on FEMA-validated costs, and flood engineering services have been procured through RFP 26-004. Task Orders will be issued for the following FEMA projects: 950946 - Spring and Hondo River Repairs, 951173 - Walking and Bike Trails, 806261-Convention & Civic Center, 951175 - Spring River Golf Course, 950953 Fencing, 950941 - Zoo Bridges, 806258 Adult Center.

FINANCIAL CONSIDERATION

Financial Impact (Revenue & Expenses): Budget Adjustment Needed
Rec Fund Pooled Cash (2615-114100): \$7,032,081.38

Expense: Total requested -- \$1,067,815.31
Engineering (11014135-654801 Contract Professional Services) \$365,953
Convention Center (26214252-654801 Contract Professional Services) \$509,546
Golf (26134233-654801 Contract Professional Services) \$20,012
Zoo (26124232-654801 Contract Professional Services) \$75,000
Adult Center (26154243-654801 Contract Professional Services) \$97,304.31

LEGAL REVIEW:

N/A

BOARD AND COMMITTEE ACTION:

This is the first Council consideration of this item.

STAFF RECOMMENDATION:

Staff recommends approval.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Special Council Meeting

4.

Meeting Date: 04/20/2026

COMMITTEE: N/A

CONTACT: Amalia Martinez

CHAIR: Mayor Pro Tem

ACTION REQUESTED:

Recommend approval for the City of Roswell to submit a proposal in response to the New Mexico Municipal League (NMML) Request for Proposal to host the NMML Annual Conference for 2028, 2029, 2030, or 2031. (Corn/Martinez)

BACKGROUND:

The New Mexico Municipal League (NMML) Annual Conference is a premier statewide event that brings approximately 550 to 650 attendees to the host municipality, generating local economic impact and providing an opportunity to showcase the community on a statewide level. The conference also serves as a forum for training, policy development, and League governance. The City of Roswell has previously hosted this event and is interested in submitting a proposal to host a future conference. Proposals are due to NMML by May 15, 2026, and the NMML Board of Directors is scheduled to select host sites on June 4, 2026.

FINANCIAL CONSIDERATION

No immediate fiscal impact is associated with approval of this item. If the City is selected to host the NMML Annual Conference, any related costs and funding sources will be presented to City Council for future consideration, as applicable.

LEGAL REVIEW:

Legal review will be conducted upon award.

BOARD AND COMMITTEE ACTION:

The item was added to the agenda by Mayor Jennings without committee review.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

RFP Host NMML Annual Conference



Request for Proposals (RFP) **Host the NMML Annual Conference in 2027, 2028, 2029, 2030, or 2031**

Section I: Introduction

TO: MAYORS, MANAGERS, AND CLERKS
FROM: AJ Forte, Executive Director & Mariah Valdez, Operations Manager
SUBJECT: REVISED: Call for Proposals: Host the NMML Annual Conference in 2027, 2028, 2029, 2030 or 2031 (*Revised to include documents to return to NMML.*)
DATE: February 11, 2026

The New Mexico Municipal League (NMML) is excited to announce its solicitation of bids from New Mexico municipalities to host our Annual Conference in 2027, 2028, 2029, 2030 and 2031. This premier statewide event offers a unique opportunity for your municipality to welcome 550-650 delegates, guests, and exhibitors, bringing significant economic opportunity directly to your local economy.

Beyond the immediate financial benefits, hosting the NMML Annual Conference provides an unparalleled platform to showcase the innovative projects and successful initiatives your community has undertaken that have positively impacted New Mexico citizens. It's a chance to highlight your achievements on a statewide stage and inspire better development and collaboration among municipal leaders across the state.

The NMML Annual Conference annually convenes to provide vital educational and training opportunities for municipal officials, establish policy, and conduct the governance of the League. Before submitting a bid, please review this packet carefully to ensure your municipality meets all criteria. The NMML Board of Directors will select the host sites on **June 4, 2026**. Invitations for formal bid presentations will be sent after bid reviews.

Inquiries and Questions: For any questions regarding this Request for Proposals, please contact: Mariah Valdez Operations Manager, New Mexico Municipal League Phone: 575-770-3263 Email: mvaldez@nmml.org.

Section II: Conference Overview & Objectives

The New Mexico Municipal League (NMML) Annual Conference is the League's premier statewide event, annually convening in various municipalities around the state. It serves as a vital platform for municipal officials, staff, and partners from across New Mexico.

Key Objectives & Activities:

- **Educational and Training Opportunities:** The conference provides a variety of essential educational and training opportunities for municipal officials, fostering professional development and informed decision-making.
- **Policy and Governance:** It is where the NMML establishes policy and conducts the governance of the League, shaping the future direction of municipal affairs in New Mexico.
- **Networking and Collaboration:** The conference attracts between 550 and 650 delegates and guests each year. It provides a dynamic environment for connecting with a diverse range of stakeholders, including municipal leaders, staff, and our valued sponsors. This robust platform fosters unparalleled opportunities for statewide networking, facilitating the exchange of ideas, sharing of best practices, and the development of partnerships that can drive local projects and initiatives forward.
- **Inter-municipal Connection:** It fosters valuable connections with staff from other New Mexico cities, allowing for a strengthening of departmental understanding and promoting beneficial collaboration across municipalities.

The NMML Annual Conference will be held on Wednesday, Thursday, and Friday. Golf tournament and Community Project will take place that Tuesday. **The allowable dates range from the week before Labor Day and up to three weeks after Labor Day, offering some flexibility.**

Section III: Host City Requirements & Responsibilities

This section outlines the mandatory requirements and responsibilities for any municipality bidding to host the NMML Annual Conference. Please review all items carefully to ensure your municipality meets these specifications.

3.1. Initial Commitments & Approvals

To be considered for selection, each bidding municipality must demonstrate formal commitment and approval through the following:

- **Signed Conference Agreement:** A signed copy of the Conference Agreement must accompany the bid proposal. This agreement formally indicates the municipality's desire to bid for a specific conference year (2027, 2028, 2029, 2030 and 2031) and agreement to the terms and conditions outlined in this RFP. The agreement form is included in the original

packet, which will be integrated into **Section IV: Proposal Submission Guidelines** for easy access.

- **Governing Body Formal Approval:** Documentation from the municipality's Governing Body (e.g., City Council, Commission) demonstrating that the governing body has formally voted and agreed to the terms and conditions outlined in this Request for Proposals. This serves as the legal record of the municipality's approval to submit the bid.

3.2. Host City Financial Responsibilities Agreement

The Host City shall bear the costs and be responsible for planning, providing, or subcontracting for the following, prior to and during the scheduled conference:

- **Complimentary Venue & Core Services:** The Host City shall provide all necessary meeting, exhibition, registration, and social event space, along with parking, free of charge. This includes waiving all associated set-up fees, service charges, audiovisual equipment costs, electrical charges, and high-speed internet fees at all conference venues.
- **Event Furnishings & Decor:** The Host City shall provide, at no cost to NMML, all necessary set-ups, tables, chairs, and decorations (including but not limited to backdrops, draping, lighting, risers, tents, china, glassware, utensils, linens, and centerpieces) for all meetings, meal functions, and off-site social events.
- **On-Site Copier Services:** Provide a complimentary on-site copier with collating and stapling capabilities for NMML staff use throughout the conference.
- **Golf Outing Hosting:** Reserve a municipal or private (preferably 18-hole) golf course for the Tuesday afternoon golf outing. The Host City shall also waive all green fees and cart rentals for the NMML Golf Outing.
- **Permits & Licensing:** Obtain all necessary liquor licenses, special dispenser permits, and other mandated requirements from the State Alcohol & Gaming Division, if applicable.
- **Social Event Decor & Entertainment:** Provide all necessary decoration and entertainment for the Wednesday night Welcome Social/Reception (e.g., background music or band) and the Thursday Closing Social Event (e.g., entertainment prior to, during dinner, and a variety band for dancing).
- **Security Services:** Provide security, as specified by NMML, for evening social functions, dignitaries, and exhibits, if necessary.
- **Complimentary Transportation:** Provide and coordinate complimentary transportation services between conference hotels, the convention center, and all other off-site activity locations.
- **Optional Host City Gift:** The Host City may provide a gift or souvenir for inclusion in attendees' conference bags.

- **Staff Support:** Provide adequate staff assistance from various municipal departments, including support for evening functions, typically ranging from 10 to 20 personnel depending on venue and specific needs.

3.3. Legal Considerations

This section outlines essential legal and operational considerations the Host City and its partners must acknowledge and adhere to.

- **Americans with Disabilities Act (ADA) Compliance:** All facilities (convention center, hotels, and other venues) must be fully compliant with the Americans with Disabilities Act (ADA). The convention center and hotels are responsible for all ADA compliance pertaining to their respective facilities and access.
- **Exclusivity During Conference Dates:** The Host City guarantees that no other conferences, sizable meetings, or events will be scheduled at the primary convention facilities during the NMML Annual Conference dates. Should any such scheduling be considered, the NMML Executive Director or Operations Manager must be informed immediately.
- **Facility Condition & Renovation:** Meeting spaces, guest rooms, and public areas must be in a first-class condition (e.g., new or recently renovated furnishings, carpet, HVAC, AV equipment, Wi-Fi) prior to and throughout the conference. No construction or major renovation that would interfere with NMML's use is permitted during the conference dates. If any construction or renovation is planned within 12 months prior to the conference, the NMML Operations Manager must be informed, with assurance that it will not interfere with the conference. New facilities must be fully completed and operational at the time of the bid.
- **Liability & Insurance:** The Host City, hotel(s), contractor(s), and NMML each agree to carry adequate liability and other insurance, with coverage of no less than one million dollars, protecting against claims arising from activities conducted in the facilities during the Conference. The convention center and hotels will be liable for injuries resulting from hazards or negligence on their property.
- **Additional Legal Issues:** Any other legal issues will be addressed as needed in individual contracts with selected conference site parties.

A signed acknowledgment of these Legal Considerations will be required as part of the bid submission; see Section IV: Proposal Submission Guidelines.

3.4. Preliminary Hotel Agreement

Host municipalities must secure preliminary commitments from top-rated hotels that collectively meet the conference's accommodation needs. A signed Preliminary Hotel Agreement form (provided as an attachment in Section IV) must be submitted for each selected hotel. These

agreements should confirm the hotel's willingness to adhere to the following terms and conditions:

- **Room Block & Capacity:** Provide a minimum of 400 sleeping rooms collectively for Tuesday, Wednesday, and Thursday nights.
- **Room Condition:** Sleeping rooms and facilities must be in first-class condition, including recent renovations where applicable, and maintained to high standards of cleanliness and upkeep.
- **Rates:** Offer the prevailing GSA Government per diem rate or a group rate, whichever is lower, for the awarded year. The same rate must apply for single and double occupancy for each room type. These rates should be honored two days prior to and two days after the official conference dates. Hotels must guarantee that NMML guests receive the lowest available public or group rate, with automatic extension if a lower rate is offered.
- **Reservations:** NMML will require a two-week cut-off date for reservations. Group check-in is primarily Tuesday, with check-out on Friday. Peak occupancy is typically Wednesday.
- **Complimentary Rooms & Suites:** Where available, provide 2 complimentary suite upgrades for 4 nights (Monday-Thursday) during the conference, and 1 complimentary sleeping room for the duration of the conference for every 40 rooms booked by attendees, calculated on total conference room nights (including 2 days prior and 2 days following the conference). Additionally, up to eight complimentary room nights are required for NMML staff planning visits.
- **Facility Amenities:** Hotels should ideally provide or waive fees for amenities such as free parking, full hot breakfast or continental breakfast, on-site restaurant, room service, and free in-room Wi-Fi.
- **Meeting Facilities (if applicable):** If the hotel offers meeting facilities, these must be suitable and the hotel should agree to waive meeting space rental and set-up fees if utilized by NMML.
- **Operational Requirements:** Hotels must comply with all ADA requirements. They must guarantee not to schedule other sizable conferences or meetings that conflict with the NMML conference dates and must inform NMML leadership if such scheduling is considered. Any construction or renovation planned within 12 months prior to or during the conference must be disclosed to NMML and guaranteed not to interfere with the conference. Hotels are liable for injuries from hazards or negligence on their property.
- **Insurance:** Hotels must carry adequate liability and other insurance (no less than \$1 million) protecting against claims arising from conference activities.

3.5. Site Requirements

Host municipalities must demonstrate their ability to provide suitable facilities for all conference events. This requires the submission of the following:

- **Completed Meeting/Event Space Allocation Table:** A comprehensive table detailing proposed space allocation for all conference events, indicating required space and set-up configurations. A template for this table will be provided as an attachment in **Section IV: Proposal Submission Guidelines**. This table must be completed by the Host City as part of their bid submission.
- **Floor Plans:** Detailed floor plans of all proposed meeting facilities, including the number of rooms, their square footage, and various set-up capabilities (e.g., classroom, theater, rounds, hollow square, U-shape) for each space.

Section IV: Proposal Submission Guidelines

To be considered for selection, proposals must adhere to the following guidelines and be submitted by the specified deadline. The goal is to make the submission process as clear and efficient as possible.

4.1. Submission Deadline: All proposals, including all required attachments, must be submitted by **May 15, 2026**. Late submissions will not be considered.

4.2. Proposal Format & Content: Submit a written proposal addressed to the NMML Board of Directors. The proposal should clearly articulate how your municipality meets the requirements outlined in **Section III**. While there is no strict page limit, conciseness and clarity are highly encouraged.

4.3. Submission Method: All proposals must be submitted electronically as a single PDF document via email to mvaldez@nmml.org. Please ensure all signed forms and attachments are scanned clearly and included within this single PDF.

4.4. Required Attachments: The following documents are mandatory and must be included with your proposal. Where specified, NMML will provide streamlined templates.

- **Signed Conference Agreement:** A signed copy of the NMML Conference Agreement (refer to **Section 3.1**).
- **Governing Body Formal Approval Documentation:** Official documentation demonstrating your Governing Body's formal vote and agreement to the RFP terms and conditions (refer to **Section 3.1**).
- **Signed Host City Financial Responsibilities Agreement:** A signed agreement acknowledging the host city's financial obligations as detailed in **Section 3.2**.

- **Signed Legal Considerations Form:** A signed form confirming acknowledgment and agreement to the legal considerations outlined in **Section 3.3**.
- **Preliminary Hotel Agreements:** Signed Preliminary Hotel Agreement forms from each top-rated hotel selected for the conference, collectively totaling 400 rooms for Tuesday, Wednesday, and Thursday nights, and willingness to offer rooms at prevailing GSA Government per diem rates (refer to **Section 3.4**).
- **Site Requirements & Floor Plans:**
 - **Completed Meeting/Event Space Allocation Table:** Utilizing the provided template, detail proposed space allocation for all conference events (refer to **Section 3.5**).
 - **Facility Floor Plans:** Provide detailed floor plans for all proposed meeting facilities, including room counts, square footage, and set-up capabilities.

Section V: Evaluation & Selection Process

The New Mexico Municipal League (NMML) Board of Directors will oversee the evaluation of all submitted proposals and make the final site selections for the 2027, 2028, 2029, 2030 and 2031 Annual Conferences.

5.1. Evaluation Criteria: Proposals will be evaluated based on their ability to demonstrate the municipality's capacity and suitability to host the NMML Annual Conference. Key evaluation factors will include, but are not limited to:

- **Completeness and Adherence to Requirements:** The degree to which the proposal is logical, well-laid out, comprehensive, and fully addresses all requirements outlined in this RFP.
- **Suitability and Fit:** The extent to which the municipality highlights why it is an ideal fit to host the conference, showcasing unique attributes, successful projects, and alignment with NMML's objectives.
- **Capacity and Logistics:** The demonstrated ability of the municipality and its proposed facilities to effectively handle the influx of 550-650 visitors and the logistical demands of a conference of this scale, ensuring a seamless experience for all attendees.
- **Attention to Detail:** The overall quality and professionalism of the proposal, reflecting commitment to excellence and a thorough understanding of the conference needs.

5.2. Selection Process & Timeline:

1. **Proposal Review:** All submitted proposals will undergo a thorough review by the NMML Board of Directors and designated staff.

2. **Formal Presentations:** Based on this initial review and eligibility, shortlisted municipalities will receive invitations to make in-person formal bid presentations to the NMML Board of Directors.
3. **Final Selection:** The NMML Board of Directors will select the host sites during their designated Board Meeting on **June 4, 2026**.
4. **Notification:** All bidding municipalities will be notified of the selection results following the Board's decision.

REQUIRED BID ATTACHMENT (1)

LEGAL CONSIDERATIONS:

Americans with Disabilities Act

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

Other Conventions and Meetings

NMML must receive a guarantee from the Host City that it will not schedule another Conference, sizable meeting, or event during the NMML Conference. Should the Host City consider scheduling another function, it should first inform NMML's Executive Director or Operations Manager.

Rehabilitation, Renovation and Construction

The convention center agrees that meeting space and public space will be in a condition befitting a first-class facility (e.g. new or recently renovated facilities, furnishings, carpet, air conditioning, AV equipment, Wi-Fi, etc.) prior to and during the conference dates.

The convention center agrees that it will not be in construction or renovation at any time during the Conference. New facilities must be completed and operational at the time of the bid.

If the convention center plans any sort of construction or renovation during the twelve months prior to the Conference, the NMML Operations Manager shall be informed of such. The convention center represents and warrants that any such construction and remodeling shall not interfere in any way with NMML use of the facility.

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

Miscellaneous Legal Issues

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

On behalf of _____ (Name of Municipality sending BID), I, the undersigned

(Name and Title) _____ hereby acknowledge that I read and agree to the Legal Considerations described above and part of the NMML Annual Conference RFP packet.

Signature

Date

This attachment referenced on Page 4 Section III - 3.3 of NMML AC 2027-2031 Request for Proposal

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REQUIRED BID ATTACHMENT (2)

CONFERENCE AGREEMENT

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

The Municipality of _____ wishes to bid for the New Mexico Municipal League 2027 or 2028 or 2029 or 2030 or 2031 Annual Conference. Please list year of conference in the order of preference:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

We hereby agree to the terms and conditions as outlined in the RFP January 2023 document.

MUNICIPALITY: _____

PRINT NAME & SIGN: _____

TITLE (Mayor or Manager): _____

CONVENTION CENTER: _____

PRINT NAME & SIGN: _____

TITLE: _____

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REQUIRED BID ATTACHMENT (3)

HOST CITY FINANCIAL RESPONSIBILITIES AGREEMENT

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

- A. Waive fees for meeting, exhibition and registration space at all venues, such as municipal/local facilities, social event locations and parking at all venues. Waive set-up and service charges. Waive all audiovisual equipment, electrical and high-speed internet charges.
- B. For all meetings, meal functions and off-site social events, provide the following at no cost to NMML: set-ups, tables, chairs, decorations including but not limited to backdrops, draping, lighting, risers, tents, china, glassware, utensils, linens and centerpieces for meals.
- C. Provide complimentary on-site copier capable of large copy jobs (with collating & stapling capabilities) for use by NMML staff.
- D. Reserve a municipal or private golf course (preferably 18-hole) for the Tuesday afternoon golf outing not less than 12 months before scheduled conference. Waive green fees and cart rentals at public or private golf course for the Tuesday NMML Golf Outing.
- E. If required, obtain necessary liquor licenses, special dispenser permits, and other requirements mandated by the State Alcohol & Gaming Division.
- F. Provide Decoration and Entertainment for the Wednesday night Welcoming Social/Reception (background music or band), and for the Thursday Closing Social Event (entertainment prior to, during dinner and variety band for dance).
- G. If required, provide security as specified by NMML for evening social functions, dignitaries and for exhibits if necessary.
- H. Provide complimentary transportation and coordination between hotels/motels, convention center, the airport, and other off-site activity locations.
- I. Optional: Provide Host City Gift/Souvenir for attendees' conference bag.
- J. Provide adequate staff assistance from various departments which will include evening functions (approximately 10 to 20 depending on venue and needs).

On behalf of _____ (Name of Municipality sending BID), I, the undersigned

(Name and Title) _____

hereby acknowledge that I read and agree to the terms of the Host City Financial Responsibilities described above and part of the NMML Annual Conference RFP packet (1/29/2026).

Signature

Date

This attachment referenced on Page 6 Section IV - 4.4 of NMML AC 2027-2031 Request for Proposal

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REQUIRED BID ATTACHMENT (4)

PRELIMINARY HOTEL AGREEMENT FORM NMML ANNUAL CONFERENCE HOST CITY BID

This form should be completed and signed by each hotel the Host City proposes for the conference. It confirms the hotel's preliminary agreement to the terms outlined in the NMML Annual Conference RFP. **(Submit separate form for each proposed Hotel.)**

Conference Years Being Bid For (Check all that apply):

- ☐ 2027 NMML Annual Conference **Dates:** _____
- ☐ 2028 NMML Annual Conference **Dates:** _____
- ☐ 2029 NMML Annual Conference **Dates:** _____
- ☐ 2030 NMML Annual Conference **Dates:** _____
- ☐ 2031 NMML Annual Conference **Dates:** _____

Hotel Information:

- Hotel Name: _____
- Address: _____
- Telephone Number: _____
- Email: _____
- Website: _____
- Contact Person: _____
- Title: _____

Room Block Commitment:

- Number of rooms the hotel agrees to tentatively block for the NMML Annual Conference: _____ (minimum 400 rooms collectively if multiple hotels)
- Number of Suites the hotel agrees to tentatively commit: _____
- Total number of sleeping rooms in hotel (including suites): _____
- Total number of Suites in hotel: _____

Rates:

- Hotel agrees to offer the prevailing GSA Government per diem rate or a group rate, whichever is lower.

- Hotel agrees to honor the same rate for Single and Double occupancy for each room type.
- Hotel agrees to honor conference rates two days prior and two days after the official conference dates.

- **Meeting Facilities:** Does the hotel have meeting facilities? ☐ Yes ☐ No

- If Yes, please describe each room with square footage and/or set-up capacity:

- If applicable and required, Hotel agrees to waive meeting space rental and set-up fees:
☐ Yes ☐ No

Hotel Acknowledgment: By signing below, the Hotel acknowledges that it has read and agrees to the preliminary terms outlined in the NMML Annual Conference RFP (Section 3.4) and agrees to enter into a formal contract should the Host City be selected.

Hotel Name: _____

Print Name & Title (Authorized Signatory): _____

Signature: _____

Date: _____

NMML ANNUAL CONFERENCE BID – MEETINGS/EVENTS SPACE ALLOCATION REQUIREMENTS

Please complete table below and return along with bid by May 15, 2026.

DAY/TIME	EVENT	PROPOSED LOCATION	REQUIRED SPACE & SET-UP
MONDAY			
12:00 – 5:00 pm	NMML Office / Storage		4 tables along walls, 8 chairs
2:00 – 4:30 pm	Bag Stuffing		6 tables – near registration Area (temporary set up)
TUESDAY			
9:00 am – 3:00 pm	Exhibits set- up		10,000 Sq. Ft. of Exhibit space for 60 exhibits + registration area
10:00 am – 3:00 pm	Community Service Project		N/A
11:30 am – 6:00 pm	Delegate Golf Outing		Existing
3:30 – 6:30 pm	Registration		Exhibit Hall / Lobby
WEDNESDAY			
8:00 am – 5:00 pm	Registration & Exhibit Program		Exhibit Hall / Lobby
7:00 – 8:30 am	Breakfast with Exhibitors		Exhibit Hall / Lobby
8:30 am – 11:30 am	Mayors & Governing Body Caucus		Classroom or Theater for 125

WEDNESDAY - Continued				
8:30 – 11:00 am	NM City Management Association			Classroom x 50 + AV
8:30 – 11:00 am	NMMCFOA & NMGFOA			Classroom x 80 + AV
8:30 – 11:00 am	NMMJA & NMMCCA			Hollow Square or Conf. table x 20
8:30 – 11:00 am	NM Association of Chiefs of Police			Hollow Square x 40 + AV
8:30 – 11:00 am	NM Fire Chiefs Association			Hollow Square x 40 + AV
8:30 – 11:00 am	NM Environmental Quality Association			Hollow Square x 40 + AV
8:30 – 11:00 am	NM Municipal Librarians Association			“U” x 30 + AV
11:30 am – 12:45 pm	Informal Luncheon with Exhibitors			Rounds of 8 for 600 + AV
12:45 – 2:30 pm	Opening General Session			Rounds of 8 for 600 + AV
2:30 – 3:00 pm	Break with Exhibitors			Exhibit Hall
3:00 – 4:15 pm	Workshop 1			Classroom or Theater x 150 + AV
3:00 – 4:15 pm	Workshop 2			Classroom or Theater x 100 + AV
3:00 – 4:15 pm	Workshop 3			Classroom or Theater x 150 + AV
3:00 – 4:15 pm	Workshop 4			Classroom or Theater x 100 + AV

WEDNESDAY - Continued				
4:15 – 5:00 pm	Break with Exhibitors		Exhibit Hall	
4:15 – 4:30 pm	Credentials Committee		Conference table for 8 – No AV	
4:30 – 5:30 pm	Resolutions Committee		Classroom or theater for 150 – No AV	
6:00 – 9:00 pm	Welcome Reception		TBD / Host City	
THURSDAY				
6:30 – 8:00 am	5K Run/3K Walk & Breakfast		Registration table, 3 chairs	
7:30 am – 12:00 noon	Registration & Exhibit Program		Exhibit Hall / Lobby	
7:30 – 9:00 am	Breakfast with Exhibitors		Exhibit Hall / Lobby	
9:00 – 10:00 am	Workshop 5		Classroom or Theater x 150 + AV	
9:00 – 10:00 am	Workshop 6		Classroom or Theater x 100 + AV	
10:00 – 10:30 am	Break with Exhibitors		Exhibit Hall	
10:30 – 11:30 am	Workshop 7		Classroom or Theater x 150 + AV	
10:30 – 11:30 am	Workshop 8		Classroom or Theater x 100 + AV	
11:30 am – 2:00 pm	Exhibitors break down		N/A	
11:45 – 12:45 pm	Closing General Session		Rounds x 600 + AV	
12:45 – 2:00 pm	Past Presidents Luncheon		Rounds x 600 + AV	

THURSDAY - Continued				
2:15 – 4:00 pm	NMML Annual Business Meeting			Classroom or Theater x 150 – no AV
6:30 pm – 12:00 am	Theme Night			Rounds x 500 + stage for entertainment + dance floor
FRIDAY				
8:00 – 10:00 am	Closing Breakfast	Usually held at headquarter hotel		Rounds x 100