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EC-26-116

CITY OF ALBUQUERQUE

Albuquerque, New Mexico

Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM April 8,2026

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller, Mayor

SUBJECT: **Mayor's Recommendation of Award for the Concert Production Technical Staffing Services RFP-2025-746-CSD-LB.**

The Department of Arts & Cultural produces events throughout the year and throughout the City. The events range in size from the massive festival style to the small performance. The Department of Art and Culture requires a qualified contractor that needs of high-quality concert audio, lighting, staging, backline, staffing, and video services. The experience of the engineers, stage hands, load in and out crews is the most crucial part of any production.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on January 15, 2026 and advertised in the Albuquerque Journal on January 20, 2026.

The City received one (1) response to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, db Production Services LLC, they received a score of 926.5 points. The ad hoc committee found db Production Services LLC to be both responsive and qualified and recommends an award to db Production Services LLC.

I concur with this recommendation.

The City of Albuquerque's Arts and Culture Department will manage this contract.

Docusign Envelope ID: 466EF331-A751-48AD-8250-DCD7447CAC53

Mayor's Recommendation of Award for the Concert Production Technical Staffing Services RFP-2025-746-CSD-LB.

Approved:

4/16/26

Samantha Sengel, EdD Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:
Lauren Kurfi 4/13/2026 | 4:36 PM MDT
1A21D96D32C74EE...
Date

City Attorney

DS LB DS BR

Recommended:

DocuSigned by:
Shelle Sanchez 4/10/2026 | 2:54 PM MDT
8C36E9A3F201429...
Date

Director

Docusign Envelope ID: BE3C33F4-1ECB-4393-8E3E-B1CAE2BD6D66

City of Albuquerque

Mayor's Office

Timothy M. Keller, Mayor

Inter-Office Memorandum

April 13, 2026

To: **Timothy M. Keller, Mayor**

From: **Dr. Samantha Sengel, Chief Administrative Officer** DS

Subject: **Signature Authority**

I will be out of the office Monday, April 13, 2026 through Friday April 17, 2026 returning to the office on Monday, April 20, 2026.

During this time, COO Matthew Whelan will have full signature authority for the office. COO Whelan can be reached via the following:

COO Matthew Whelan
Office: 505-331-7663
Email: mwhelan@cabq.gov

CC/ Email distribution:
Mayor Keller's Executive Team
Department Directors

Cover Analysis

1. **What is it?**
   Recommendation for Award on the RFP for the Concert Production Technical Staffing Services RFP-2025-746-CSD-LB.

2. **What will this piece of legislation do?**
   As a result of the RFP process, approval for the recommendation to award DB Production Services LLC the contract for the Concert Production Technical Staffing Services RFP-2025-746-CSD-LB.

3. **Why is this project needed?**
   The Department of Arts & Cultural (DAC) produces events throughout the year and throughout the City. The events range in size from the massive festival style to the small performance. The DAC requires a qualified contractor that needs of high-quality concert audio, lighting, staging, backline, staffing, and video services. The experience of the engineers, stage hands, load in and out crews is the most crucial part of any production.

4. **How much will it cost and what is the funding source?**
   The cost of Concert Production and Backline Services is approximately $425,000 per year. Fund 110 (General Fund) supports $275,000 of these costs with the remaining $150,000 supported by Fund 235 (Albuquerque BioPark Special Revenue Fund). These costs are built into the existing operating budgets for these Funds. No additional appropriation is requested.

5. **Is there a revenue source associated with this contract? If so, what level of income is projected?**
   N/A

6. **What will happen if the project is not approved?**
   Events will not be held because a qualified contractor that meets the needs of high-quality concert audio, lighting, staging, backline, staffing, and video services will not be available.

7. **Is this service already provided by another entity?**
   This service is currently provided by DB Production Services LLC, however the current contract expires on July 31, 2026 without options for renewal.

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FISCAL IMPACT ANALYSIS

TITLE: Recommendation for Award RFP Concert Production Technical Staffing Services

R:

O:

FUND: General Fund 110/ BioPark Special Revenue Fund 235

DEPT:

[X] No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.

[ ] (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	Fiscal Years 2026	2027	2028	Total
Base Salary/Wages				-
Fringe Benefits at				-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	$ -	$ -	$ -	$ -
[ ] Estimated revenues not affected				
[ ] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	$ -	$ -	$ -	$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS:

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

DocuSigned by: Denise Ortiz

FISCAL MANAGER

APPROVED:

DocuSigned by: Shelle Sanchez 4/10/2026 | 2:54 PM MDT

DIRECTOR

REVIEWED BY:

Signed by: Diane Shaver

EXECUTIVE BUDGET ANALYST

Signed by: Donna Sandoval 4/13/2026 | 4:23 PM MDT

BUDGET OFFICER

Signed by: Christine Boerner

CITY ECONOMIST

Docusign Envelope ID: 87AE4795-6A4A-4187-8913-70830CADE8C8

City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date: 3/6/2026

TO: Dr. Samantha Sengel, Chief Administrative Officer

FROM: Dr. Shelle Sanchez, Arts and Culture DS SS

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2025-746-CSD-LB
RFP Name: Concert Production Technical Staffing Services

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Arts and Culture and developed an RFP for Concert Production Technical Staffing Services.

The solicitation was posted on the Purchasing website. The number of responses received for evaluation were one (1).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends awarding a contract to db Production Services LLC.

I concur with this recommendation. Listed below are the composite scores for the top responses received:

COMPANY NAME	SCORE
db Production Services LLC	926.5

The Department that will be managing this contract is Arts and Culture.
Approved:

DocuSigned by:
Samantha Sengel 3/12/2026 | 6:36 PM MDT

Dr. Samantha Sengel (Date)
Chief Administrative Officer

Attachment: Scoring Summary

Docusign Envelope ID: 87AE4795-6A4A-4187-8913-70830CADE8C8

Supplier	Total / 1,000 pts	Do you agree to the City's Terms and Conditions? Pass/Fail	Do you agree to the Insurance Requirements Pass/Fail	Pay Equity Pass/Fail	Proposal Pass/Fail	A - Main Evaluation / 1,000 pts	A-1 - The Offeror's general approach and plans to meet the requirements of the RFP. / 100 pts	to meet the objectives of each task, activity, etc. on the required schedule. / 200 pts	shown on staff resumes to perform tasks described in Part 3, Scope of Services. / 200 pts	project management and resources to be utilized by the Offeror. / 100 pts	A-5 - The Offeror's past performance on projects of simi scope and size. / 100 pts
db Production Services LLC	926.50 pts	PASS	PASS	PASS	PASS	926.50 pts	91.25 pts	182.50 pts	186.25 pts	93.75 pts	98.75 pts

City of Albuquerque

Request for Proposals

Solicitation Number: RFP-2025-746-CSD-LB

RFP Concert Production Technical Staffing Services

January 15, 2026, 4:00 PM MST

Deadline for Receipt of Proposals: Feb 14, 2026, 4:00 p.m. (Mountain Time)
The City eProcurement System will not allow Proposals to be submitted after this date and time.

City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division
V2024.07.10 JLB

TABLE OF CONTENTS

			Page
Introduction			3
Part	**1**	Instructions to Offerors	4
Part	**2**	Proposal Format	14
Part	**3**	Scope of Services	16
Part	**4**	Evaluation of Proposals	20

INTRODUCTION

The City of Albuquerque's Department of Arts & Culture produces a variety of concerts and events throughout the City. The events range production sizes from outdoor festivals with touring acts to local bands in smaller venues to presentations and speeches.

The City of Albuquerque is seeking proposals from qualified Offerors that have the capacity to meet the needs of high-quality concert audio, lighting, staging, backline, staffing, and video services. The City retains the right to enter into multiple agreements for entire categories and/or multiple awards may be made at its discretion in the best interest of the City if a single vendor is not able to provide all aspects of a category. The Offeror must demonstrate professionalism and experience at all times. The Offeror's proven experience of the engineers, technicians, and stagehands must demonstrate ability to provide services as required. The City is seeking the following concert production services from Offerors:

- Concert Audio
- Audio Delay System
- Qualified Audio Engineers
- Qualified Lighting Engineers
- Qualified Technicians - Lighting, Video, Stagehand
- Concert Lighting
- Production Time Management
- Backline Equipment
- Staging
- Risers
- Video Production
- Generators
- Stage Barricading

PART 1

INSTRUCTIONS TO OFFERORS

1.1 RFP Number and Title: RFP-2025-746-CSD-LB, " PATH Voucher database "

1.2 Proposal Due Date: Feb 14th, 2026, 4:00 PM (Local Time)

The time and date Proposals are due shall be strictly observed.

1.2.1 Non-Mandatory Pre-Proposal Conference: This is not a mandatory pre-Proposal conference, but highly recommended. Those vendors who choose not to attend shall be solely responsible for obtaining any additional information, clarifications or addenda resulting from this meeting.

Zoom Link https://cabq.zoom.us/j/83390214398?from=addon

1.2.2 Questions: All questions shall be submitted in written format in the City's eProcurement system prior to the close date for questions and answers.

1.3 Purchasing Division: This Request for Proposals ("RFP") is issued on behalf of the City of Albuquerque by its Purchasing Division, which is the sole point of contact during the entire procurement process.

1.4 Authority: Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, ("Public Purchases Ordinance"). The City Council, pursuant to Article 1 of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this Public Purchases Ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this Public Purchases Ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.

1.5 Acceptance of Proposal: Acceptance of Proposal is contingent upon Offeror's certification and agreement by submittal of its Proposal, to comply and act in accordance with all provisions of the following:

1.5.1 City Public Purchases Ordinance

1.5.2 City Purchasing Rules and Regulations: These Rules and Regulations ("Regulations") are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.

1.5.3 Civil Rights Compliance: Acceptance of Proposal is contingent upon the Offeror's certification and agreement by submittal of its Proposal, to comply and act

in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Office.

1.5.4 Americans with Disabilities Act Compliance: The Offeror certifies and agrees, by submittal of its Proposal, to comply and act in accordance with all applicable provisions of the Americans with Disabilities Act of 1990 and federal regulations promulgated thereunder.

1.5.5 Insurance and Bonding Compliance: Acceptance of Proposal is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a certificate or statement of compliance in your Proposal and bonds as required.

1.5.6 Ethics:

1.5.6.1 Fair Dealing. The Offeror warrants that its Proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

1.5.6.2 Conflict of Interest. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror’s business.

1.5.7 Participation/Offeror Preparation: The Offeror may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its Proposal or in the management of its business if awarded the contract resulting from this RFP.

1.5.8 Debarment or Ineligibility Compliance: By submitting its Proposal in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government,

the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

Any Proposal received from an Offeror that is, at the time of submitting its Proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP ("Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor resulting from this RFP for cause in accordance with the terms of said contract.

1.5.9 Goods Produced Under Decent Working Conditions: It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its Proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [*Council Bill No. M-8, Enactment No. 9-1998*]

1.5.10 Graffiti Free: When required, the Contractor will be required to furnish equipment, facilities, or other items required to complete these services, that are graffiti-free. Failure of Contractor to comply with this requirement may result in cancellation of the contract resulting from this RFP.

1.6 City Contact: The sole point of contact for this RFP is the City of Albuquerque Purchasing Division. Questions regarding this RFP should be directed to the following Purchasing representative unless otherwise specified in the solicitation. The City Contact will communicate with Offerors through its e-procurement system, Bonfire. Offerors will receive e-mail notifications from Bonfire to the e-mail that Offeror included in its Bonfire registration. Offerors are responsible for monitoring any communications sent through Bonfire and responding to any requests for information or directives within stated deadlines.Offerors who fail to abide by this instruction may be deemed nonresponsive.

- Leticia Bowdon, Senior Buyer, Department of Finance and Administrative Services, Purchasing Division

- Phone: (505) 768-3342 or E-Mail: lbowdon@cabq.gov
- Post Office Box 1293, Albuquerque, New Mexico 87103

1.7 Contract Management: The contract resulting from this RFP will be managed by the Department of Arts & Culture.

1.8 Clarification: Any explanation desired by an Offeror regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the deadline for the receipt of Proposals to allow sufficient time for a reply to reach all Offerors before the submission of their Proposals. No extension of time will be granted based on submission of inquiries subsequent to the required date nor will such inquiries be answered. All inquiries must be directed to the Purchasing Division as stated herein and must be submitted through the City's eProcurement system Bonfire. **The City will not respond to questions that are submitted by any other means than electronically through the City's eProcurement system**. Oral explanations or instructions given before the award of the contract or at any time will not be binding. Purchasing shall prepare answers to questions in the form of Addenda to this RFP and shall post all such Addenda to the online eProcurement System.

1.9 Submission of Proposals. The Offeror's Proposal must be submitted **electronically** through the eProcurement system pursuant to the following requirements:

1.9.1 Electronic Copy. Submit your complete Proposal including all forms, attachments, exhibits, Technical Proposal, Cost Proposal, etc. using the eProcurement System at https://cabq.bonfirehub.com/portal/?tab=openOpportunities. Please allow a minimum of two (2) business days to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the Bonfire portal. Please make sure to register on the system in order to receive notices and submit a response to a solicitation. For assistance, please contact support@gobonfire.com or 1-800-354-8010. **Failure to submit your proposal electronically through the City's eProcurement system shall result in your proposal being deemed nonresponsive.**

1.9.2 Format. Each file uploaded to the eProcurement System shall be in single PDF format unless otherwise indicated. The City's preferred format is Optical Character Recognition (OCR) searchable PDF format. Do not encrypt files and do not password protect the documents submitted.

1.9.3 ALL PROPOSALS MUST BE RECEIVED BY THE CITY PURCHASING DIVISION AS SPECIFIED HEREIN. IF YOU FAIL TO COMPLY WITH THE SUBMISSION REQUIREMENTS IN THIS SECTION 1.9, THE CITY SHALL DEEM YOUR PROPOSAL NONRESPONSIVE.

1.9.4 No other methods of Proposal delivery. Neither telephone, facsimile, nor telegraphic Proposals shall be accepted.

1.9.5 Modification. Proposals may be modified or withdrawn only by written notice, provided such notice is received prior to the Proposal Due Date.

1.9.6 Receipt of Proposals. The only acceptable evidence to establish the time of receipt of Proposals by City Purchasing Office is the time-date stamp of the eProcurement System.

1.9.7 Acknowledgment of Addenda to the Request for Proposals. Receipt of Addenda to this RFP by an Offeror must be acknowledged in the City's eProcurement system. Failure to acknowledge an Addendum may result in your response being deemed non-responsive.

1.10 Modifications to Scope of Services: In the event that sufficient funds do not become available to complete each task in the Scope of Services, the Scope of Services may be amended, based upon the cost breakdown required in the Cost Proposal.

1.11 Required Contract Terms: The Required Contract Terms can be accessed at this link https://www.cabq.gov/dfa/purchasing-division/vendor-services/terms-and-conditions, click on "Request for Proposals Required Contract Terms". The Offeror certifies that it accepts the Required Contract Terms, or has uploaded its exceptions to the Required Contract Terms in the City's e-Procurement system, under "Requested Information" "Exceptions to Section 1.11 Required Contract Terms." Any exceptions shall be identified by the RFP Section, Subsection, and must state the specific exception the Offeror has, as well as any alternative language. The City's receipt of exceptions in a response is not an acceptance of any requested changes to the Required Contract Terms. The Required Contact Terms may differ from the terms in the final contract awarded under this RFP.

1.12 Contract Term: The contract resulting from this solicitation is anticipated to have a term of four (4) years with possible extensions of one (1) year.

1.13 Evaluation Period: The City reserves the right to analyze, examine and interpret any Proposal for a period of ninety (90) days after the hour and date specified for the receipt of Proposals. The City reserves the right to extend the evaluation period if it feels, in its sole discretion, such an extension would be in the best interest of the City.

1.14 Evaluation Assistance: The City, in evaluating Proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

1.15 Rejection and Waiver: The City reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received.

1.16 Award of Contract:

1.16.1 When Award Occurs: Award of contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

1.16.2 Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose Proposal conforming to this RFP will be most advantageous to the City as set forth in the Evaluation Criteria.

1.17 Cancellation: This RFP may be canceled for any reasons and any and all Proposals

may be rejected in whole or in part when it is in the best interests of the City.

1.18 Negotiations: Negotiations may be conducted with the Offeror(s) recommended for award of contract.

1.19 City-Furnished Property: No material, labor, or facilities will be furnished by the City unless otherwise provided for in this RFP.

1.20 Public Records:

1.20.1 The Purchasing Division's procurement file and any documents relating to this RFP, including the Proposals submitted by Offerors, shall be open to public inspection in accordance with applicable law after the recommendation of award of a contract has been approved by the Mayor or the Mayor's designee.

1.20.2 An Offeror who chooses to submit material they consider a "Trade Secret" must do so in a segregated file clearly designated as containing trade secrets both in the file name and within the contents of the file itself. These segregated files are to be used by the City for reference only. An Offeror's failure to segregate such materials constitutes a failure to reasonably, under the circumstances, maintain the materials' secrecy and Offeror indemnifies and holds the City harmless for any and all liability resulting from the disclosure of any materials not segregated as described above.

1.20.3 If an Offeror submits with a proposal material required by law to be kept confidential, the Offeror must segregate such material in a separate file. Such a file should be clearly designated as "Legally Confidential" in both the file name and within the contents of the file. The contents of the file must include a description and citation to the legal basis for why the material must be kept confidential. Failure to segregate the material and describe the legal basis for why it is to be kept confidential may result in the information being disclosed. Designating the entire proposal confidential is not acceptable without providing the legal basis and may result in the information being disclosed. Offeror indemnifies and holds the City harmless for any and all liability resulting from such disclosure resulting from information not segregated as described above.

1.20.4 Pricing, makes and models or catalog numbers of items offered, delivery terms, and terms of payment shall not be designated as trade secrets or required to be kept confidential by law.

1.20.5 The City will endeavor to restrict the release of material segregated and designated as "Trade Secret" or "Legally Confidential to only those individuals involved in the review and analysis of the Proposals, and to any other party as required by law or court order. Under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978) ("Act") the City may redact trade secrets and other material required to be kept confidential by law, but may not redact proprietary or confidential information. Any Proprietary or Confidential Data provided as part of a Proposal is subject to public inspection under the Act.

Notwithstanding any provision of this RFP, the City shall not be responsible or liable to the Offeror for any disclosure of records required by the Act or an order of a court or other tribunal with jurisdiction over the City.

1.21 Procurement Preferences: A Pay Equity Preference as provided in Section 5-5-31 R.O.A. 1994 (as amended by C/S O-17-33) and the State Preferences as provided in 13-1-21 NMSA 1978 are applicable to this solicitation. To request the application of a preference, as applicable, Offeror shall submit with its Proposal a City Pay Equity Preference Form or the New Mexico State Certification for the requested preference.

1.22 Request for Proposals Protest Process:

1.22.1 RFP Documents: If the protest concerns the specifications for the RFP or other matters pertaining to the solicitation documents, the protest must be filed with the Chief Procurement Officer no later than 5:00 p.m., ten (10) business days prior to the deadline for the receipt of Proposals.

1.22.2 Recommendation of Award: If the protest concerns the Recommendation of Award, the protest must be filed with the Chief Procurement Officer no later than 5:00 p.m. of the tenth (10^{th}) business day after the receipt of notice of the Recommendation of Award.

1.22.3 Timely Protests: Protests must be received by the Chief Procurement Officer prior to the appropriate deadline as set out herein, or they will be rejected. The Chief Procurement Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.

1.22.4 How to File a Protest: Any Offeror who is aggrieved in connection with a competitive solicitation or recommendation of award of a contract may protest to the City Chief Procurement Officer. The protest shall be addressed to the Chief Procurement Officer, must be submitted in written form and must be legible. Protests may be electronically delivered via email or mailed. Facsimile, telephonic, telegraphic or any other type of electronic protests will not be accepted.

1.22.5 Required Information: The protest shall contain at a minimum the following:

1.22.5.1 The name and address of the protesting party;

1.22.5.2 The number of the competitive solicitation;

1.22.5.3 A clear statement of the reason(s) for the protest detailing the provisions believed to have been violated;

1.22.5.4 Details concerning the facts, which support the protest;

1.22.5.5 Attachments of any written evidence available to substantiate the claims of the protest; and

1.22.5.6 A statement specifying the ruling requested.

1.22.6 Delivery of Protests:

1.22.6.1 By Mail: Protests may be mailed in an envelope marked "PROTEST" with the solicitation number. Protests which are mailed should be addressed as follows:

Chief Procurement Officer
City of Albuquerque, Purchasing Division
P.O. Box 1293
Albuquerque, NM 87103
PROTEST, RFP Number

1.22.6.2 By Electronic Mail: Protests may be emailed to:

Kathleen Oney, Chief Procurement Officer
koney@cabq.gov

The message should clearly indicate "PROTEST" and the RFP number in the subject line.

1.22.7 Protest Response by Chief Procurement Officer: The Chief Procurement Officer will, after evaluation of a protest, issue a response. Only the issues outlined in the written protest will be considered by the Chief Procurement Officer.

1.22.8 Protest Hearing: If a hearing is requested, the request must be included in the protest and received within the time limit. Only the issues outlined in the protest will be considered by the Chief Procurement Officer, or may be raised at a protest hearing. The granting of a hearing shall be at the discretion of the Chief Procurement Officer following review of the request.

1.23 Insurance

1.23.1 General Conditions: The City will require the successful Offeror, referred to as the Contractor, to procure and maintain at its expense during the term of the contract resulting from the RFP, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations of the Contractor under the contract. Upon execution of the contract and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City as well as the rider or endorsement showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico, 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all

coverages required other than professional liability or workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.

1.23.2 Approval of Insurance: Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) are filed with the City. Neither approval nor failure to disapprove certificates, policies, or the insurance by the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.

1.23.3 Coverage Required: The kinds and amounts of insurance required are as follows:

1.23.3.1 Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

$2,000,000	Per Occurrence
$2,000,000	Policy Aggregate
$1,000,000	Products Liability/Completed Operations
$1,000,000	Personal and Advertising Injury
$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

1.23.3.2 Automobile Liability Insurance. A comprehensive automobile liability insurance policy with liability limits in amounts not less than $1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

1.23.3.3 Workers' Compensation Insurance. Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed

statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

1.23.4 Increased Limits: During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

1.23.5 Additional Insurance: The City may, as a condition of award of a contract, require a successful Offeror to carry additional types of insurance. The type and limit of additional insurance is dependent upon the type of services provided via the contract by the successful Offeror.

1.24 Pay Equity Documentation. All Proposals shall include a Pay Equity Reporting Form that can be accessed at https://www.cabq.gov/gender-pay-equity-initiative. Offerors who believe they are exempt because they are an out-of-state contractor (meaning that you have no facilities and no employees working in New Mexico) are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying the exempt status checked. **Any Proposal that does not include a Pay Equity Reporting Form shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31.** A Pay Equity Reporting Form will be automatically issued within two (2) business days of completing your information at the link above. To ensure you have your form before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please contact the "City Contact" identified above in Section 1.6 with any questions about the Pay Equity Reporting Form.

PART 2

PROPOSAL FORMAT

A "Proposal" consists of two distinct sections—a "Technical Proposal" and a "Cost Proposal"—that are submitted separately in Bonfire. Failure to submit the Technical Proposal and Cost proposal separate, shall result in the City deeming your submission non-responsive.

2.1 Technical Proposal Format, Section One

2.1.1 Offeror Identification: State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include name, email address and telephone number of person(s) in your organization authorized to execute the contract resulting from this RFP. Submit a statement of compliance with all laws stated herein. Submit a statement of agreement to the Required Contract Terms; state exceptions as directed in Section 1.11. Show receipt of Addenda if applicable. Provide a statement or show ability to carry the insurance specified.

2.1.2 Experience:

2.1.2.1 Current Experience. State relevant experience of the company and person(s) who will be actively engaged in the proposed project, including experience of subcontractors. Submit resumes for the individuals who will be performing the services for the City.

2.1.2.2 Past Experience. Describe a minimum of three (3) projects of similar scope and size, which are now complete; state for whom the work was performed, year completed, and a letter of reference for each regarding the work. References must be for work performed in the past three to five (3 to 5) years. DO NOT use City employees or any City elected officials as a reference. The City will not contact and will not assign any evaluation points for references from City employees or elected officials. State relevant experience with other municipalities or government entities.

2.1.3 Proposed Approach to Tasks: Discuss fully your proposed approach to each of the tasks described in Part 3, Scope of Services. Use charts to illustrate the number of hours dedicated to each task and who will be performing each task [individual(s)/firm(s)]. Reference Appendix A, attached hereto, without stating the price structure.

2.1.4 Management Summary: Describe individual staff and subcontractor's responsibilities with lines of authority and interface with the City of Albuquerque staff. Describe resources to be drawn from in order to complete tasks.

2.2 Cost Proposal Format, Section Two

2.2.1 Total Cost: Submit your Cost Proposal (Appendix A) separately from your Technical Proposal (upload Appendix A in the City's eProcurement system). Failure to submit your cost separately from your Technical Proposal shall result in your proposal being deemed non-responsive.

2.2.2 The Cost Proposal should, at a minimum, contain the following information:

- The cost for the entire project broken down by the activities or steps shown on the project schedule.
- Estimated periodic billing to the City based on the cost of the deliverable items.
- Cost or pricing details should be shown by task. This might include, but is not limited to:
    - Hours by category, hourly rates, and total labor broken out by professional and other labor. Rates are to include all overhead and profit.
    - Purchased materials, unit costs, and quantities.
    - Travel, lodging, and other direct expenses.
    - Subcontract costs if applicable, and additional consulting beyond the scope of the described tasks (if requested).

2.2.3 Offerors should show detailed costs by task and number of hours dedicated to each task as listed in the specifications.

2.2.4 All Costs: All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other Proposals received. All costs should include any applicable gross receipts taxes. The Offeror should understand that the City will not pay for any amounts not included in the cost Proposal -- for example, insurance or taxes -- and that liability for items not included remains with the Offeror.

2.2.5 An example of the preferred format is attached to this RFP. Your response to this section will be used in performing a cost/price analysis.

PART 3
SCOPE OF SERVICES

3.

3.1. General Information

The following scope of services is for sound reinforcement, concert lighting, staging (performance platform, trailers, risers, and roof), video reinforcement, qualified staffing, and backline musical equipment for City of Albuquerque sponsored special events and activities (Concert Production). Determination of equivalent or equal is at the sole discretion of the City. The intent of the City of Albuquerque in this solicitation is to select a vendor capable of meeting the complete concert production needs of the City of Albuquerque while meeting contractual requirements which may exist between the City of Albuquerque and a performer via performer's technical rider requirement. Ability and experience of engineers and crew are required. The City retains the right to enter into multiple agreements for entire categories and/or multiple awards may be made if a single vendor is not able to provide all aspects of a category.

3.1.1. Services for Concert Production from the selected Contractor to include:

- Concert Audio
    - Audio equipment must be state-of-the-art and include all equipment to be able to provide sound for up to four stages per event.
- Audio Delay System
- Qualified Audio Engineers
- Qualified Lighting Engineers
- Qualified Technicians - Lighting, Video, Deckhand
- Concert Lighting
    - Lighting equipment must be state-of-the-art and include all equipment to be able to light up to four stages per event.
- Production Time Management
    - Event timelines are required to be specific as deemed by the City. Timelines may include but are not limited to sound checks, stage builds, staff arrival, load-in times, load-out times, and stage management. Events may need to be set-up/torn-down within 24 hours.
- Backline Equipment
    - The contractor to provide backline consistent with the individual riders for each event. If the contractor does not have a specific piece of backline in their inventory, and the performer will not accept a similar piece of equipment, it will be the duty of the Contractor to sublet the make/model required at no additional cost to the City. All equipment must have all hardware, be tuned, and be in good working condition.

- Staging
  - Mobile staging is required.
  - Shall come with qualified operators.
  - All staging shall be free of holes, level, and uniform.

- Risers
  - Shall be 4-foot x 8-foot x 12-inch to 24-inch riser.
  - The City may request up to 20 risers depending on Artist needs.

- Video Production
  - Up to two LED screens will be required.
  - The screen size shall be a minimum of 9-foot x 16-foot and withstand winds up to 35 mph.
  - Screen shall also be outdoor weatherproof and daylight visible.
  - LED pixel pitch shall be no greater than 20mm true-video resolution and have a minimum screen brightness of 5,000 nits.
  - The successful vendor shall have an LED knowledgeable technician with each unit, with a minimum of one-year experience.
  - Video Production will include up to three experienced camera operators and broadcast quality cameras.

- Generators
  - Whisper watt Generators preferred.
  - Generators shall be fully fueled; contractors will be required to provide uninterrupted power for up to 12 hours.

- Stage Barricading

  - Shall be designed for concert production. No pedestrian rail, bike racks or fencing accepted.

3.2. Category A: Large-Scale, Festival Events

3.2.1. The City of Albuquerque's Department of Arts & Culture hosts several large, outdoor festivals annually. The events can be throughout the City, including, but not limited to closed City streets and City Parks. Full concert production will be required including mobile stage(s), lighting, audio, staffing, and backline.

3.2.1.1. Freedom 4th - Touring band, SL 320 stage, video production

3.2.1.2. Route 66 Summerfest - Touring band, local bands, multiple mobile stages (SL 230, 100)

3.2.1.3. Heights Summerfest - Touring band, local bands, SL 260 stage

3.2.1.4. Westside Summerfest - Local bands, multiple mobile stages (SL 100)

3.3. Category B: ABQ BioPark Music Concerts

3.3.1. The ABQ BioPark hosts concerts at the ABQ BioPark Zoo and Botanic Garden. There are existing stages, but concert production will be required and may include backline.

3.3.1.1. Garden Music - Local Bands, no backline
3.3.1.2. Zoo Music - Touring Bands, backline, lighting
3.3.1.3. Harvest Festival - Local Bands, backline, two days

3.4. Category C: Department of Arts & Culture and Other City Venue Events

3.4.1. The Department of Arts & Culture and other City venues host a variety of events that may need various production services. Venues may include Albuquerque Museum, Balloon Museum, Old Town Gazebo, and Civic Plaza. Production needs will vary and may require needs for small to medium events including but not limited to presentations, small concerts, speeches, stage rentals, and streaming videos.

3.5. Category D: Technical Staffing Services

3.5.1. Staffing will be needed for concert production that will use City owned equipment. Qualified staffing may require audio engineers, lighting engineers, lighting technicians, audio technicians, and stagehands. Venues may include KiMo Theatre, South Broadway Cultural Center, Old Town Gazebo, and other City venues.

3.6. Proposal to include:

3.6.1. Experience

3.6.1.1. At least five years of experience providing concert production services for applicable events and festivals. Be specific and give examples.
3.6.1.2. Resumes with experience on all employees.
3.6.1.3. Provide lists and experience of sub-contractors.

3.6.2. Equipment

3.6.2.1.1. List make and model of available barricading.
3.6.2.1.2. List of lighting equipment available.
3.6.2.1.3. List makes and models of available mobile stages.
3.6.2.1.4. List make and model of available risers.
3.6.2.1.5. Provide a list of all the major components of your PA system(s). Include makes and models of consoles, speakers, amplifiers, etc.

3.6.2.1.6. Provide a list of backline inventory.
3.6.2.1.7. Specify type and size of available LED screens. Specify pixel resolution.
3.6.2.1.8. Provide a list of generators available.

3.6.3. Identify any component of this request that you cannot provide.

3.7. The City reserves the right to contract with other production companies for these events, or come to a mutually agreeable price with the winning bidder.

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PART 4

EVALUATION OF PROPOSALS

4.1 Selection Process. The Mayor of Albuquerque shall name, for the purpose of evaluating the Proposals, an Ad Hoc Advisory Committee. On the basis of the evaluation criteria established in this RFP, the committee shall submit to the Mayor a list of qualified firms in the order in which they are recommended. Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Ad Hoc Advisory Committee. Offerors should be prepared to respond to requests by the Purchasing Office on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that the City, at its option, may award this request on the basis of the initial Proposals.

4.1.1 Selection of Finalist Offerors (If Applicable). The Ad Hoc Advisory Committee may select Finalist Offerors (also known as the "short list"). The Purchasing Office will notify the Finalist Offerors. Only Finalist Offerors will be invited to participate in the subsequent steps of the procurement if this Finalist process is used.

4.1. 2. Oral Presentation or Demonstrations by Finalists (If Applicable). Finalist Offerors may be required to present their proposals to the Ad Hoc Advisory Committee ("Oral Presentation"). The Purchasing Office will schedule the time for each Finalist Offeror's presentation. All Finalist Offeror Oral Presentations will be held remotely via Zoom unless notified otherwise. Each Oral Presentation will be limited to one (1) hour in duration unless notified otherwise. NOTE: The scores from the initial proposal evaluation will only carry over to the Oral Presentation evaluation in the case of a tie score after Oral Presentations.

4.2 Evaluation Criteria. The following general criteria, not listed in order of significance, will be used by the Ad Hoc Advisory Committee in recommending contract award to the Mayor. The Proposal factors will be rated on a scale of **0-1000** with weight relationships as stated below.

4.2.1 Evaluation Factors:

100 -- The Offeror's general approach and plans to meet the requirements of the RFP.

200 --The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.

200 -- Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in Part 3, Scope of Services.

100 -- Adequacy of proposed project management and resources to be utilized by the Offeror.

100 --The Offeror's past performance on projects of similar scope and size.

200 -- The overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as the project management plan and availability of staff and resources.

100 -- Cost Proposal – The costs proposed by the Contractor as described in Section 2.2 of this RFP to perform the tasks listed in Part 3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.

4.2.2 Cost/Price Factors: The evaluation of cost factors in the selection will be determined by a cost/price analysis using your proposed figures. Please note that the lowest cost is not the sole criterion for recommending contract award.

4.2.3 Cost Evaluation. The cost/price evaluation will be performed by the City Purchasing Division or designee. A preliminary cost review will ensure that each Offeror has complied with all cost instructions and requirements. In addition, Proposals will be examined to ensure that all proposed elements are priced and clearly presented. Cost Proposals that are incomplete or reflect significant inconsistencies or inaccuracies will be scored accordingly or may be rejected by the Ad Hoc Advisory Committee if lacking in information to determine the value/price/cost relative to the services proposed.

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RFP-2025-746-CSD-LB
Appendix A
Cost Proposal

All pricing is inclusive of all labor charges, fees and Gross Receipts taxes per the scope of services outlined in Section 3.0 of this RFP. Each price is for a single, stand alone event/use & multi-day events are not factored unless otherwise specified. Please refer to Section 3 of RFP for Details about each service offering.

A 3% prompt pay discount is available if invoices are paid within 5 days of service(3%/5/Net30).

Category A Events:

Freedom Forth Package # 1 – SL-320 Stage Option	**$73,000.00**
Freedom Forth Package # 2 – SAM-450 Stage Option	**$90,000.00**
OPTIONS: Add-On Packages for events services listed above:	
Optional Package # 1: Delay Speaker system for Balloon Fiesta Park # 1	**$5,200.00**
Optional Package # 2: Small Upstage LED Wall for SL-320 or SAM-450 Stage	**$4,850.00**
Optional Package # 3: Large Upstage LED Wall for SL-320 or SAM-450 Stage	**$7,775.00**
Route 66 Summer Fest:	**$66,500.00**
OPTION: Alternative Package for events services listed above:	
Route 66 Summer Fest: (Using Parks & Recs SL-100 as Stage B)	**$64,600.00**
Heights Summer Fest:	**$36,400.00**
West Side Summer Fest:	**$32,950.00**
OPTION: Alternative Package for events services listed above:	
West Side Summer Fest: (Using Parks & Recs SL-100 as Stage B)	**$31,050.00**

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Category B Events:

	Per Event
Garden Music Package	**$4,500.00**
Zoo Music Package	**$10,675.00**
Harvest Festival or similar 2 Day Event	**$8,500.00**

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Category C Events:

1: Full Service Audio, Lighting & Backline Production for Civic Plaza	**$18,000.00**
2: Audio & Lighting Package for ABQ/Balloon Museum or similar on SL-100	**$9,000.00**
3: Audio only Package with 2 Audio Technicians for ABQ Museum or similar	**$5,500.00**
4: Town Hall Production System, with Small Stage & LED Wall	**$3,300.00**
5: Speakers on Sticks" event	**$1,200.00**
6: Old Town Gazebo Events Requiring equipment	**$2,500.00**
7: Old Town Holiday Stroll	**$4,500.00**
8: Old Town Gazebo Events - Staffing Only (City Equipment, 6 Hours, COP)	**$800.00**
Video Production:	**1st Day**
1 x Road Runner HD Mobile LED Wall Trailer W/ Generator	**$7,500.00**
2 x Road Runner HD Mobile LED Wall Trailer W/ Generator	**$14,000.00**
Modular LED Wall Panels – Di-Color MA-390 or UL-390	**$100.00 Each**
Camera Packages per quote	**$ Per Quote**

Staging: (1 Day Event, with stagehands and delivery in CABQ)

1 x SL-100 Mobile Stage	**$4,900.00**
1 x SL-225/SL-260 Mobile Stage	**$9,600.00**
1 x SL-320 Mobile Stage	**$16,000.00**
1 x SAM-450 Mobile Stage	**$39,000.00**

Other Mobile Stages are quoted on a per show pricing due to varying conditions and technical requirements.

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Deliver, Setup/babysit/Strike & Return of Parks & Rec's SL-100 or Mobile LED trailer: (1 Day Event, Certified Technician)	**$2,600.00**
Backline & Equipment Services:	
Full-Service Backline Rentals (Pricing includes: delivery, setup and pickup)	**1st Day**
Drum Kit including Cymbals, drum Rug, and hardware kit	**$650.00**
Drum Kit including Cymbals, drum Rug, and hardware kit + NEW HEADS	**$775.00**
Bass Amplifier and Speaker cabinet	**$185.00**
2 x 12" Guitar Amplifier	**$150.00**
4 x 12" Guitar Amplifier	**$190.00**
61 Key Keyboard with Stand	**$175.00**
76 Key Keyboard with Stand	**$200.00**
88 Key Keyboard with Stand	**$250.00**
JBL EON 712 Self Powered Speaker	**$75.00**
JBL SRX-912M Self Powered Speaker	**$95.00**
Shure ULX-D Wireless Microphone System with 1 Belt pack or Handheld TX	**$75.00**
Shure Axient Wireless Microphone System with 1 Belt pack or Handheld TX	**$130.00**
Sennheiser EW-300 IEM – 1 Belt pack, 1 Transmitter	**$75.00**
Shure Axient PSM – 1 Belt pack, 1 Transmitter	**$130.00**

Other Audio, Video, Lighting or Backline items are available but are quoted individually due to specific requirements. Please refer to current inventory list for reference of sample equipment available.

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Power Generation:	**1st Day**
25 KVA Generator 1 x Spider Box with 100' Cord - 18 Hours run - Includes Fuel - Delivery & PIckup	**$600.00**
45 KVA Generator 1 x Spider Box with 100' Cord - 18 Hours run - Includes Fuel - Delivery & PIckup	**$720.00**
65 KVA Generator 1 x Spider Box with 100' Cord - 18 Hours run - Includes Fuel - Delivery & PIckup	**$900.00**
100 KVA Generator 1 x Spider Box with 100' Cord - 18 Hours run - Includes Fuel - Delivery & PIckup	**$1,050.00**
125 KVA Generator - 18 Hours run - Includes Fuel - Delivery & PIckup	**$1,150.00**
150 KVA Generator - 18 Hours run - Includes Fuel - Delivery & PIckup	**$1,250.00**

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Power Distribution:	**Event**
100’ 4/0000 Feeder (rated for 400 AMPS) – 5 Wire Set	**$150.00**
50’ 4/0000 Feeder (rated for 400 AMPS) – 5 Wire Set	**$75.00**
50’ 2/00 Feeder (rated for 300 AMPS) – 5 Wire Set	**$75.00**
50’ #2 Feeder (rated for 195 AMPS) – 5 Wire Set	**$50.00**
Indu-Electric Cube Distro – Cam In/Out -> 2 x 250A Outs	**$150.00**
Tri-Star Distro – Cam In/Out -> 4 x 100A Out	**$100.00**
Indu-Electric Cube Distro – CAM In/Out -> 6 x 50A Twist out	**$100.00**
Lex Products Distro – CAM In - > 6 x 50A Twist out	**$100.00**
Indu-Electric - CAM In/Out - > 8 L21-30 + 6 Duplex	**$100.00**
100’ 50 Amp Twist Lock Cable	**$30.00**
50 Amp Spider Box	**$45.00**
Heavy Equipment:	**Per Event**
5,000 Warehouse Fork with Delivery & Pickup	**$750.00**

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Category D: Technical Staffing Services

Technicians:

Rates are billed as follows
1 Hour to 5 Hours & 59 Minutes = **Day Rate x .5**
6 Hours to 12 Hours = **Day Rate x 1**
12 Hours, 1 minute or more = **Day Rate x 1.5**

Production Manager	$975.00/12Hr Day
Audio Engineer (FOH/MON/Recording)	$750.00/12 Hr Day
Audio Technician (Patch, RF)	$675.00/12 Hr Day
Lighting Designer	$750.00/12 Hr Day
Lighting Technician (Dimmer Tech, Electrician, Spot OP)	$675.00/12 Hr Day
Video Director	$750.00/12 Hr Day
LED Wall Technician	$750.00/12 Hr Day
Video Camera Operator/Technician	$675.00/12 Hr Day
ETCP Power Distribution Technician	$975.00/12Hr Day

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Category D: Technical Staffing Services

Stagehands:

Stagehands are billed as:

- Minimum crew call is 5 Hours per stagehand
- Load in, show and load out calls are considered separate calls
    - A Load in call is any work prior to start of a performance or event.
    - A show call is work related directly to a performance, consisting of:
        - starting 30 minutes prior to the start of the performance/event, 3 Hours for performance, and 90 minutes of included load out time.
    - A load out call is any work starting after the conclusion of a performance/event, where the stagehand has not worked the actual performance/event.
- A meal break is required before the 6th hour of work is performed
    - ½ hour on the clock if meals are provided
    - 1 hour off the clock if no meals provided (walk away)
- A 2 hour minimum is required if called back after a walk away meal

Crew Steward – Required on all calls with more than 6 Hands	$54.00 Hour
General Stagehand	$37.50 Hour
Spot Operator	$37.50 Hour
ETCP Head Rigger	$65.00 Hour
Rigger	$55.00 Hour
Any Stagehand who is required to operate a City owned Vehicle (obtains a city operators permit)	$42.50 Hour

An additional 25% surcharge will apply to all technicians and stagehands on any labor only events outside of the scope of Category A-C events if the work is performed during the following start times or dates apply:

Any labor call that starts before 6:30 am daily. (IE report to work time)
July 2nd to July 5th,
December 23rd to December 27th
December 30th to January 2nd