

LEGAL NOTICE
LETTERS OF INTEREST for
Census Vending

San Juan County, NM is seeking locally owned restaurants interested in providing 2020 census promotion for San Juan County (SJC). Census events be held on Fridays with census members present during event. SJC will pay up to \$1,500 for restaurants to provide a complementary order of chips and salsa or other food item to customers during the event.

Social Media Promotion

Participating restaurants are asked to share/post 3-5 co-branded posts before the event (Facebook, Instagram, Google My Business or available platforms). SJC will provide finished graphics. Participating restaurants shall provide restaurant logo files. Restaurants shall post 1-2 posts to social media the day of the event.

Video Promotion

The participating restaurants shall work with the SJC census team to record a video supporting the census:

Sample script: "As a local business, I support the census. It's important for our community, for our fire stations, our hospitals, our schools. It only takes a few minutes. Be sure to do your part for our community."

Distribute Flyers & Promotional items

Restaurants shall distribute flyers before the event, and the day of the event, flyers and promotional items will be provided by SJC.

Display Yard Signs

Restaurants are asked to display yard signs near street, day of event. Yard signs will be provided by SJC.

Food Promotion

Restaurants shall provide a complementary chips and salsa to customers during event, SJC will pay up to \$1,500 for complementary items served.

After Event Reporting

Participating restaurants shall report amount of promotional food items distributed.

Insurance

The participating restaurants shall carry insurance in the following amounts:

- General Liability - \$1,000,000 (Combined Single Limits)
- Auto Liability - \$1,000,000 (Combined Single Limits)
- Workers Compensation – Statutory limits pursuant to the New Mexico Workers Compensation Act.

If your restaurant is interested in participating, please complete the attached Letter of Interest form and submit by 3:00 p.m. on Thursday, June 25, 2020. Interested restaurants shall send their notifications along with a copy of their Certificate of Liability Insurance in writing to the

attention of Jaime Jones, Contract Analyst, San Juan County Central Purchasing, 213 S. Oliver Dr., Aztec, NM 87410, jjones@sicounty.net.

The County reserves the right to reject any and/or all Letters of Interest, to waive technicalities, to re-advertise, and to proceed in the best interest of the County.

NIGP Services/Commodity Code: 961.53, Promotional Services, Sales

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**LETTERS OF INTEREST for
Census Vending Form**

Restaurant Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Please indicate which Friday will be the best for an event at your location (June 19th through July 31st): _____

Proposed food item to be provided at no charge to customers during event:

Please provide which social media platforms your restaurant has currently:

Are you willing to promote census event on your social media sites? _____ Yes _____ No

Are you willing to provide logo for promotional items? _____ Yes _____ No

Please identify how complementary food items to customers will be tracked/reported.

***Please submit a copy of your Certificate of Insurance with this form.**

By signing, I affirm I am authorized to represent my firm and to provide the services required according to this quote response.

AUTHORIZED REPRESENTATIVE (PRINT) _____

AUTHORIZED REPRESENTATIVE (SIGNATURE) _____