

# **REQUEST FOR PROPOSALS**

## **Fremont County Pathfinder Park Event Center Beverage Concessions**



**615 Macon Ave, Cañon City, CO 81212**

Issued By:

Fremont County Board of County Commissioners  
615 Macon Ave Room 105, Cañon City, CO 81212



SOLICITATION FOR ALCOHOL AND NON-ALCOHOL  
BEVERAGE CONCESSIONAIRE

Date: March 27, 2024  
Project: Establish sole beverage concessionaire for all events held inside  
Pathfinder Park Events Center

The Fremont County (Colorado) Board of County Commissioners is accepting sealed proposals from an experienced contractor with outstanding credentials to provide alcoholic and non-alcoholic beverage services inside the Pathfinder Park Event Center. Contractor will have the responsibility to ensure beverage sales are provided at public events as required by the Pathfinder Park Event Center. Contractor will have the exclusive right to sell beverage services at meetings, private parties and banquets. The successful proposer will work with event promoters and coordinators to meet the event’s beverage needs. The Pathfinder Park Event Center is seeking a percent of gross sales agreement as offered by the proposer.

Copies of the Request for Proposals and related documents for the services solicited are available through the **Fremont County Bid Request Portal** in the “**Other Resources**” tab of the Fremont County, Colorado home page at <https://fremontcountyco.gov>.

All questions regarding this request for proposal should be directed to Jeremy McNeely, Pathfinder Park Event Center Director, email: [jeramy.mcneely@fremontco.com](mailto:jeramy.mcneely@fremontco.com) or phone 719-276-7399. All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Proposals must be received no later than **2:00 PM local time on April 25, 2024**.

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### A. INTRODUCTION

The Fremont County Board of County Commissioners (FCBOCC) is seeking an experienced contractor with outstanding credentials to provide alcoholic and non-alcoholic beverage services at the Pathfinder Park Event Center. Contractor will have the responsibility to ensure beverage sales are provided at public events as required by the Pathfinder Park Event Center. Contractor will have the exclusive right to provide beverage services at meetings, private parties and banquets. The successful proposer will work with event promoters and coordinators to meet the event's beverage needs. The Pathfinder Park Event Center is seeking a percent of gross sales agreement as offered by the proposer.

The Pathfinder Park Event Center is located between Cañon City and Florence in a beautiful, serene setting. The facility is an 8,000 sq. ft. auditorium that hosts a multitude of events. Weddings, celebrations of life, birthday parties, expos, graduations, conventions, symposiums, banquets, concerts, and dances are just a few examples. The Center offers equipment including tables, chairs, audio/visual system, projectors, screens, TVs, stage, linen tablecloths and napkins, and pipe and drape for events. It also features a full commercial kitchen with a full service of appliances.

Currently, any event including a cash bar – whether malt, vinous or spirituous liquor – must receive the appropriate liquor license from both the County of Fremont and the State of Colorado. A single vendor to supply these services will relieve the burden of obtaining such license.

**B. INQUIRIES AND CORRECTIONS**

If your firm intends to bid on this project, please send an email to Pathfinder Park Event Center Jeramy McNeely at [jeramy.mcneely@fremontco.com](mailto:jeramy.mcneely@fremontco.com) with the following information:

- Firm Name
- Project Name
- Firm's Contact Person
- Telephone Number
- E-Mail Address
- Postal Address

The County will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information as requested, you will not receive any follow-up notification of any changes to the project.

If the Contractor submitting a proposal finds discrepancies in, or omissions from the Request for Proposals, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposals will be made by written addendum to each Contractor, and shall become part of the request for any proposal awarded. Fremont County will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all Contractors. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each Contractor to verify that all addenda have been received prior to submitting a proposal.

**C. SUBMITTAL DATE, LOCATION, AND OPENING**

Proposals must be received no later than **2:00 PM** local time on April 25, 2024. Please submit electronically in pdf format through the **Fremont County Bid Request Portal** in the “**Other Resources**” tab of the Fremont County, Colorado home page at <https://fremontcountycolorado.gov>. As an alternative to electronic submittal, a paper pdf file of the proposal may be mailed or delivered in a sealed envelope to Jeramy McNeely at Pathfinder Park Event Center, 6655 CO State Highway 115, Florence, Colorado, 81226. To facilitate review, limit files to pertinent information only.

Proposers are required to meet the date set for the submission. Failure to meet the submittal date will result in the Proposal being considered non-responsive.

D. SPECIAL REQUIREMENTS

All respondents accept the conditions of this RFP, including, but not limited to, the following:

A. Late Proposals: No late proposals will be accepted for this project.

B. Non-Responsive Proposals: **The Fremont County Board of County Commissioners** reserves the right to waive any informalities or minor defects or to reject any or all proposals. Any Proposal may be withdrawn prior to the above scheduled time for receipt of Proposals, or authorized postponement thereof. No firm may withdraw a proposal within sixty (60) days after the actual date of the opening thereof and all terms quoted must be firm for such period. Should there be reasons why the contract cannot be awarded within the specified timeframe, an extension may be granted by mutual agreement between the Fremont County Board of County Commissioners and the Proposing firm.

E. CONDITIONS OF PROPOSAL SUBMITTAL

All Contractors shall comply with all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Contractor submitting the proposal or, if an individual, by the Contractor.

No proposal will be accepted from any Contractor that is in arrears for any obligation to Fremont County, or that is otherwise deemed irresponsible or unresponsive by the County.

Only one (1) proposal will be accepted from any Contractor.

The Fremont County Board of County Commissioners reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Contractor as deemed in the best interest of the County.

The Fremont County Board of County Commissioners reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the County to reimburse any Contractor or sub-Contractor for any costs related to the preparation of the Proposal, required documentation, interviews, presentations, discussions, and/or any related activities. These costs are the sole responsibility of the Contractor. The Fremont County Board of County Commissioners shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals, nor in costs related to any element of the selection and contract negotiation process.

The County will not return proposals, or other information supplied to the County, to the Contractor.

#### F. SCOPE OF SERVICES

Because the Pathfinder Park Event Center is a reflection of the Fremont County community, the County desires to contract with an experience firm or firms capable of creating a memorable, quality beverage service. Contractor will be asked to work with Pathfinder Park Event Center staff to assure that the beverage needs for all events are met. The contractor will be required to:

- Have all permits and licenses required to prepare and sell both alcoholic and non-alcoholic beverages. Concessionaire(s) must have all applicable liquor license(s).
- Provide a variety of hot and cold beverages, including alcoholic (for adults of legal drinking age) and non-alcoholic beverages to meet the demands of the event.
- Provide personnel and control mechanisms for verifying and identifying customers of legal drinking age, for all alcohol sales.
- Provide securable non-refrigerated beverage storage.
- Maintain hours of operation consistent with event schedules
- Accept a variety of customer payment methods, including but not limited to cash, credit cards, and/or debit cards.
- Pay all applicable sales tax.
- Supply and setup equipment required for event beverage service including silverware, paper-ware, glassware, serving stations.
- Provide portable bar/bars sufficient to meet the needs of all events.
- Provide efficient, courteous service and a pleasant, sanitary environment for customers.
- Provide all beverage inventory for operations.
- Provide office and janitorial supplies for prep area, counters, and tables.
- Provide cleanup following events of beverage related items and remove all trash generated by preparation and serving.

- Maintain cleanliness of equipment, and service areas.
- Be willing to enter into an agreement; renewals are at the County's sole discretion.
- Maintain accurate records of sales, which shall be made available to County upon request.
- Allow Event Center Director or designee access at any time for performance of Director duties, including inspection, and security purposes.
- Upon award, provide evidence of liability insurance in the amount of at least \$500,000 per person and \$1,500,000 per occurrence.
- Contract with appropriate security for events where alcohol is served.
- Comply with Event Center policies and all applicable County, State, and Federal Laws, Rules and Regulations.

#### G. EVALUATION OF PROPOSALS

All proposals will be evaluated by the Fremont County Board of County Commissioners, Event Center Director, and the County Administrator. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. During the evaluation process, the County reserves the right to request additional information or clarifications from any Contractor or to allow corrections of errors or omissions.

#### H. EVALUATION CRITERIA

Proposals shall be reviewed in general for the following:

- Responsiveness to the needs of the County, both in cost and in the scope of services offered.
- Experience in providing services of similar nature.
- The degree to which the proposal meets or exceeds the terms of this RFP.

Successful Contractor will be chosen on the basis of greatest and most appropriate qualifications.

#### I. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Fremont County Board of County Commissioners.

Proposals shall include the following:

1. A cover letter stating the name, address, and telephone number of the Contractor and bearing the signature of the Contractor or a duly authorized representative.



2. A response detailing the scope of work, including the methods and means by which the Contractor will perform the services outlined in the Request for Proposal. Upon award, the scope of work will be revised with County staff to determine the final scope of work for the project. The proposal should also include:
  - How you will meet all aspects of the scope of work and related requirements.
  - Any list of items or services associated with this project that cannot be provided.
  - Information regarding other available services, that will reduce costs or enhance your service.
3. Details of similar (scope and budget) projects completed in the last five years.
4. Details of critical issues that the Contractor considers to be of importance for the project.
5. Details of the portions of the services, if any, will be subcontracted and the name of the firm(s) that will be used, if known. Please indicate your willingness to hire local Fremont County subcontractors.
6. No fewer than three (3) references for which you have provided services of similar scope and nature, including contact names, addresses and telephone numbers.
7. A staffing plan for the proposed project.
8. Any other information deemed necessary or relevant by the Contractor.
9. Please provide four (4) copies of the proposal, if submitting by paper.

Submittal of a proposal shall be taken as evidence that the Proposer has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

Submittal shall include Contractor's willingness to enter into the Professional Services Contract Agreement with the Fremont County Board of County Commissioners included as part of the RFP.

The total cost of preparation and submission shall be borne by the Contractor. All information submitted in response to this request for proposal is public after the Notice of Award has been issued. The Contractor should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the Contractor wishes to include such material, then the material should be supplied under separate cover and identified as confidential. Entire proposals marked confidential will not be honored. The County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or court order.

J. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONTRACTOR

The successful Contractor shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Fremont County Board of County Commissioners.

The successful Contractor and its employees will operate as an independent Contractor and will not be considered employees of the County.

K. PROJECT REQUIREMENTS

The final scope of work will be determined by the Fremont County Board of County Commissioners.

L. NON-DISCRIMINATION & ILLEGAL ALIEN CLAUSE

By submitting a proposal, the Contractor agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

The Contractor, with regard to the work performed by it during the contract term, will not discriminate on the basis of race, color, national origin, or sex in the selection and retention of subContractors, including procurement of inventory, materials and equipment (including leases). The Contractor will not participate either directly or indirectly in any discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21, or Part 26.

M. RIGHT TO REFUSE PROPOSALS

The Fremont County Board of County Commissioners reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.

N. CONFLICT DISCLOSURES

The Contractor will include a full disclosure of all potential organizational conflicts of interest in the Proposal. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the Fremont County Board of County Commissioners that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts.