

Request for Proposals

Rio Blanco County Camping Area Concessionaire

Deadline: 11:00 A.M, MST, JUNE 4, 2021

Contact: Carly Thomson, Program Manager
Rio Blanco County
555 Main Street / PO Box 599
Meeker, Colorado 81641
(970) 878-9582

PROJECT INTRODUCTION

Rio Blanco County (the "County") is seeking a lodging related company interested in providing operating services for the County-owned camping area at the Rio Blanco County Fairgrounds (the "Fairgrounds") located in Meeker, Colorado.

The camping area available at the Fairgrounds is available for County designated events, offering up to fifty (50) single-family, dry camping sites. No water, sanitation or electrical hookups are available. Camping is limited to designated event dates, plus one day prior to the event and one day following the event.

The County requests the following qualification information from all potential Concessionaires, which will be used to evaluate the qualifications of the potential Concessionaires interested in this Project. This information is not intended to restrict competition. The intent is to protect the County's interest by insuring that the potential Concessionaires are capable of appropriately managing the facility, can comply with the County requirements, and are able to effectively operate the camping area.

PROJECT BACKGROUND

Rio Blanco County, and the community of Meeker, host several large-scale tourism attraction events each year, with more potential events to be hosted in the future. Many events utilize the Fairgrounds as their primary event headquarters, or utilize the facility during events. Some events require on-site camping availability for greater event participation. Repeatedly Rio Blanco County has been approached about RV and tent camping at the Fairgrounds. In an effort to not compete with private business, but accommodate event needs, the County would like to partner with an existing local lodging/accommodation private business owner to operate the Fairgrounds camping area during designated events. A facility site map is hereby included as Exhibit "A."

1. GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS

One copy of the Proposal ("the "Proposal"), marked "**Rio Blanco County Camping Area Concessionaire Proposal**" must be received no later than **11:00 A.M.**, Mountain Standard Time, on **June 4, 2021** at:

**Rio Blanco County
Attn: Lori Zentmeyer
555 Main Street, Third Floor
P.O. Box 599
Meeker, Colorado 81641**

If an express delivery service is utilized, please note that overnight services are not always delivered on the next day.

Time is of the essence and any Proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the potential Concessionaire to ensure that its Proposal is received by the deadline indicated. However, nothing in this solicitation precludes the County from requesting additional information at any time during the solicitation process.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible potential Concessionaires, are encouraged to submit their Proposal. The County reserves the right to reject any or all Proposals.

Any Proposal submitted must be signed by an individual authorized to bind the potential Concessionaire. All Proposals submitted without such signature will be deemed non-responsive.

Potential Concessionaries must be a registered business, have a lodging tax license and be familiar with the required reporting processes.

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the County to the extent permitted by law.

2. ADMINISTRATION

Carly Thomson, Rio Blanco County Program Manager, will act as the initial primary point of contact for Proposals of Interest. Eric Jaquez, Rio Blanco County Facility Manager, will act as the primary point of contact for the selected Concessionaire.

3. PROPOSED PROJECT

The County is seeking a well-qualified lodging Concessionaire who will be responsible for providing all labor, supplies and materials necessary for camping site operation. Concessionaire will be responsible for handling all reservation contacts, camping space check-in/check-out processes, fee collection, coordination with County staff for each event/camping period, and ensuring the camping area is returned to the same condition as initially received. In return, the Concessionaire will be allowed to collect reasonable user fees at the camping area, as determined by the Concessionaire. Concessionaire will be required to collect and remit to the County a maintenance fee in the amount of ten dollars (\$10.00), per night, per rented camp space. This fee can be included in the total rental price, as determined by the Concessionaire.

Camping will only be available during County approved events. Initially there are three approved events: 2021 R100 Archery Tournament and 2021 Meeker Classic Sheepdog Trials. If additional events are approved, the Concessionaire will be notified and provided all applicable details.

The term of the final agreement between the County and Concessionaire shall be one year, and will include all approved events during that time. This project will not preclude the Concessionaire from operating its own lodging establishment during the approved events.

4. INSURANCE REQUIREMENT

Concessionaire will be responsible for providing, at its own cost, a policy or policies of insurance sufficient to insure against all obligations assumed by Concessionaire. No operating agreement will be issued until such insurance coverage has been obtained and approved in writing by the County.

5. PROPOSAL FORMAT AND CONTENT

The County is requesting potential Concessionaires submit a Proposal for consideration. Proposals for this Project should include a narrative description that conveys the potential Concessionaire's history and experience with operating a lodging facility similar in nature to the proposed camping area. The description should demonstrate the potential Concessionaire's unique capabilities, innovative approaches and problem-solving abilities to accomplish this Project. The proposal should identify key personnel, and their qualifications and areas of responsibility. Potential Concessionaires must clearly indicate any exceptions or recommended adjustments to the proposed project.

Please include the following, at a minimum, in your Proposal:

- Provide the business name address, phone and applicable email addresses
- Provide the name of the contact person
- Provide the name and title of the person submitting the Proposal
- Identify how many years in business
- Provide information for any outside service providers anticipated to be used during this Project, if any
- Briefly describe the history of potential Concessionaire's organization
- Describe the recommended reservation and space check-in/check-out process
- Describe recommended communication or facility reservation process for consideration by the County

6. EVALUATION CRITERIA

All Proposals will be reviewed for completeness and qualifications by County facility employees, economic development employees, legal counsel and County Commissioner(s). The successful Concessionaire may be determined by a lottery drawing that would include all qualified potential Concessionaires. If additional information is necessary the potential Concessionaire will be contacted. The County reserves the right to cancel the project if it is in the best interest of the County to do so.

Business qualification will be determined based on the following factors:

- Licensed business
- Possession of a lodging tax license
- Familiarity of the reporting requirements for lodging tax collection/remittance
- Business history of lodging reservations/check-in/check-out processes

7. DISCLOSURE

Proposals will be considered confidential materials and will not be made a part of public record until after the evaluation process is completed and Concessionaire award is issued. Proposals, including the evaluation report, may then be available for public review.

8. DISCLOSURE OF INTEREST

No employee or elected official of the County may own more than 5% of a business that is submitting a Proposal unless it is fully disclosed in the proposal documents.

9. RESERVATIONS

The County herein expressly reserves the following rights:

1. To negotiate separately with the Concessionaire in any manner necessary to serve the best interests of the County. The County does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for

information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the County.

2. To consider the competency and responsibility of potential Concessionaires and of their proposed third party service providers, if any, in making the award.
3. In the event any potential Concessionaire to whom the contract is awarded shall default in executing a formal contract or in furnishing satisfactory insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another potential Concessionaire.
4. To make the award based on the County's best judgment as to which proposal best meets the County's expectations of a Project of the highest quality and innovation within budgetary guidelines.
5. To negotiate the terms and conditions of the contract, including but not limited to the statement of work, in order to meet the County's project expectations.
6. To cancel the contract upon written notice at any time if the County, in its sole judgment, determines that the Concessionaire is not meeting the needs of the County.

10. CONTRACTUAL TERMS

The County intends to enter into a contractual agreement with the selected Concessionaire.

11. ADDITIONAL INFORMATION

All contacts and questions regarding this process should be directed to Carly Thomson, Rio Blanco County Program Manager, (970) 878-9582, email: carly.thomson@rbc.us

Exhibit "A" Site Map

Fairgrounds Camping

This map depicts RV Camping spots at the Fairgrounds. The red squares are DO NOT PARK spaces and each line is a parking spot that is 20 feet wide. There are 50 spaces available currently.

Legend

-  PARK
-  RV
-  RV
-  RV

