



Request for Proposal
Multi-year contract for alcohol vendor and servers
At Crook County Fair

Crook County, a political subdivision of the State of Oregon, is seeking price proposals under ORS 279B.070, for a three-year contract to a qualified, responsible bidder, to provide alcoholic beverages and OLCC-licensed servers at the Crook County Fair.

The annual Crook County Fair is held each year in the second week in August. The annual Fair includes 4-H, FFA, and open class exhibitors. The event features attractions, music, food booths, nightly entertainment, and community-oriented days geared towards family-friendly activities. The 2025 Crook County Fair theme is “Timeless Traditions” and will be held August 6th thru 9th, 2025

Proposal Deadline: by 5:00 PM Pacific Time, on Wednesday, April 30, 2025.

Overview: Crook County, in cooperation with the local Fair Board, operates the Crook County Fairgrounds. Each summer, the Fairgrounds hosts the Crook County Fair. The County is seeking a firm to undertake to provide a diverse selection of alcoholic beverages at the Fair, in a safe and responsible manner, while also promoting and supporting local businesses.

The County’s goal is to execute a three-year services agreement, whereby the selected bidder will provide the following services:

- Assist Fair management with selection of all beverages to be served including hard liquor, beer and wine.
- provide adequate numbers of Oregon Liquor and Cannabis Control Commission (OLCC)-licensed servers, including such additional staff adequate to address I.D. checking and wrist banding during peak attendance times.
- sell beverages and operate Point-of-Sale (POS) system.
- maintaining records to reflect the gross sales percentage with the County.
- provide all signage for “walk around” boundaries.
- Provide beer-and-wine service only in Outdoor Arena Grandstand during specialty events scheduled at the Fair.

The expected hours of operation for the 2025 Fair are:

- Wednesday, August 6: 4pm to 10pm.
- Thursday, August 7: 12pm to 10pm.
- Friday, August 8: 12pm to 10pm.
- Saturday, August 9: 12pm to 10pm.

The hours of operation for the 2026 and 2027 Fairs have not been finalized but are expected in early August of each year.

PROPOSALS:

Interested bidders are asked to provide a proposal containing the following information:

- 1.1 Service Provider Background. An overview of the service provider, including:
 - (a) A brief history of the service provider (one paragraph, please).
 - (b) A detailed description of the service provider's industry expertise and experience.
 - (c) Information about past performance, including references demonstrating the quality of similar services provided at other events similar to the Crook County Fair.
 - (d) Resident bidder status: Please indicate whether the bidder is a Resident Bidder, as that term is used by ORS 279A.120.
- 1.2 Staffing Plan. Provide a detailed description of the staffing and resources available to manage the Fair. Include information about key assumptions on which the proposal is based. As applicable, include information about:
 - (a) The services management team and key employees.
 - (b) Staffing levels for the services.
 - (c) Anticipated subcontractors, if any.
- 1.3 Licensing and Permits: Submit proof of valid OLCC licenses/permits.
- 1.4 Local Resources: Please indicate the bidder's good faith efforts to employ local resources, servers, and food and beverage products.
- 1.5 Gross Sales Percentage: Propose the percentage of gross sales generated from the Event that the service provider(s) is willing to share with the Fairgrounds.

Evaluation Criteria:

Proposals will be evaluated to determine the best value for the County, taking into account gross sales percentage, as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

Proposal Submission Deadline:

Proposal submissions must be received by 5:00pm April 30, 2025, the "**Proposal Submission Deadline**". Submissions must be emailed or faxed to the point of contact for this RFP: Casey Daly, Casey.Daly@crookcountyor.gov; Fax: 541-447-3225.

Reservation of Rights:

The County reserves the right, in its sole discretion, to pursue any or all of the following actions in regard to this solicitation:

- A. Issue addenda.
- B. Request additional information and/or clarification from bidder(s).
- C. Permit the timely correction of errors and waive minor deviations.
- D. Issue subsequent proposals based on refinements of concepts proposed in response to the bid invitation.
- E. Withdraw the request for bids.
- F. Extend the time for submittal of bids.
- G. Select the bidder that, in the judgment of the County and any evaluation process notwithstanding, is most likely to succeed in delivering the goods and services desired by the County.
- H. Take whatever other action it deems best in its interest.
- I. The County reserves the right to conduct interviews with bidders to further facilitate ranking pursuant to the criteria.
- J. To reject any and all proposals not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any proposals upon the finding that it is in the public interest to do so, and waive any and all informalities.
- K. The request for bids does not obligate the County to accept any proposal, negotiate with any bidder, award a contract, or proceed with the development of any project described in response to this invitation.
- L. All proposals and bids shall become the property of the County and will not be returned to the bidder.
- M. This invitation does not and shall not commit the County or any of its agents to enter into any agreement, pay any costs incurred in the preparation of any response, or procure or contract for any services or supplies. The County reserves the right to accept or reject any or all responses to the invitation, to request proposals from any, all or none of the applicants or any other individual, or to delay or cancel the request for bids, in part or in its entirety, if it is in the best interests of the County to do so. Responses to this invitation are entirely voluntary and made with this knowledge.
- N. It is the policy of Crook County to provide equal employment opportunity for all persons in compliance with federal and state laws without regard to race, color, religion, sex, age, national origin, and physical or mental disability.

This is **not** a public work contract subject to the State Prevailing Wage Rate or the Federal Prevailing Rate of Wage required under the Davis-Bacon Act (40 USC § 3141 et seq.).

No Bid Security is required to respond to this solicitation.

Questions?

Crook County Fairgrounds 1280 South Main Street, Prineville OR 97754 P. 541.447.6575 F. 541-447-3225
www.crookcountyfairgrounds.com

Questions about this solicitation can be directed to:

Casey Daly, Casey.Daly@crookcountyor.gov; PO Box 507, Prineville, OR 97754;
Phone: 541-447-6575; Fax: 541-447-3225.