

Leasing Governmental Liquor License  
RFP FY25-CBD-01  
Addendum #1  
Issued October 31, 2024

1. I was wondering if you could educate me on what type of Cost Proposal you might be expecting. I've been under the impression the only cost shared back and forth is the \$5,000 paid over the year to help with the license cost. I am also under the impression that what ever is made from the sale just stay with us and that we are taking the financial risk of setting up, tearing down, etc. The only other thing I can think of that we have done in the past is a Minimum set up fee where if we didn't make a certain amount of money during an event (because it is small), the even host would pay the difference. Am I missing anything?

Liquor Service Information – Cost Proposal

- The amount the contractor is able to generate is not required or set by the county. Offeror is required to provide separate contract agreements with clients requesting alcohol service.
- A competitive pricing based on industry standard with respect to price per drinks is required submission under this RFP.
- Historically (average) cost of service provided
  - Contractor fees including event setup costs average (historically) with one bartender \$425 plus tax per event.
  - Liquor fees
    - Premium Well Drinks & Wine \$7 each
    - Call Brands \$9 each
    - Top Shelf \$10 each
    - Beer – Domestic, Imported, Craft \$5 - \$7 each
- Alcohol sales at event will be by the drink only.

There has been an average of 35 alcohol service requested (contracted) events annually *with the option of clients to either have a cash bar or hosted bar service*. The seating provided is for both inside and outside settings and can accommodate up to 200 guests. Historically, the venue is available year-round with the exception of June, July, and December.

The venue's new update includes a newly installed HVAC system that now allows for year-round bookings including June, July, and December months.

Contractor shall be granted the exclusive right to serve alcohol at the El Zócalo Event Center during the term of the contract. Contract award is first initial year January 1, 2025 – December 31, 2025, and may be extended for up to three one-year renewed options for a total of four-year agreement. The Contractor shall make wholesale purchase of all liquor on a COD (cash on delivery) basis.

All liquor service employees are employees of the Contractor and **not the County**.

The Contractor is responsible for upkeep of all bar service areas including storage room facility provided. Clean conditions include mop and cleanup of any served beverages both in contracted service areas and facility storage area provided. The County provides 115 sq. ft. of locked facility storage space.

The County will provide for the lease of an ice maker.

Under State regulations, Sandoval County is required to contract alcohol services with “lease exclusivity” to an awarded Offeror of choice. Sandoval County holds a governmental liquor license and operates as the License Lessor.

The security to events requesting alcohol service is contracted service and part of county’s event center booking agreement.