

# ADAMS FALL RUN, LLC

## REQUEST FOR PROPOSAL (RFP)

Food and Beverages

Entertainment

Facility Large Enough to Support 200 Riders and  
Space for Rider Games. Approx. 20 x 30 Sq. Yds

## HOSTING THE ADAMS FALL RUN AFTER RIDE EVENT

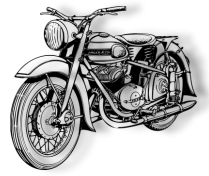
Adams Fall Run, LLC

2 Bentwood Drive

Sturbridge, Massachusetts 01566

Phone: 508-523-9532 | Email: [Mikes@cuiresource.com](mailto:Mikes@cuiresource.com)

Prepared By: Committee for The Adams Fall Run, LLC Date: April 15, 2023



## REQUEST FOR PROPOSAL

HOSTING THE ADAMS FALL RUN AFTER RIDE EVENT

Sturbridge - Massachusetts

PROPOSAL SUBMISSION DEADLINE: April 30, 2023, Close of the business day April 30th

QUESTION SUBMISSION DEADLINE: April 30, 2023

Questions may be submitted in written form to:

Contact Name: Mike Steuer, Chairperson

Contact Address: 2 BENTWOOD DRIVE STURBRIDGE, Massachusetts 01566

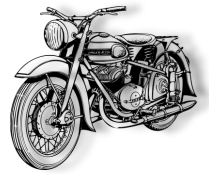
Telephone Number: 508 523 9532

Email Address: mikes@cuiresource.com

## INTRODUCTION

Adams Fall Run, LLC invites and welcomes proposals for their Hosting the Adams Fall Run after ride event project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

**BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.**



## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at TBD, Berkshire County, Massachusetts 01220.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Adams Fall Run LLC, contact:

Name: Mike Steuer  
Title: Chair  
Phone: 508-523-9532  
Email: mikes@cuiresource.com

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is delegate the "after ride" event to an eligible candidate that represents the same goals the Adams Fall Run has for its mission and vision. Ultimately, provide a great experience for the riders, they all walking away thinking they had a great time and would do it again.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

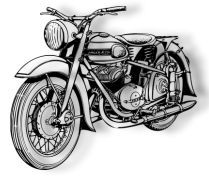
Commit to the events manpower and resources necessary to prepare for the days event and understanding rain or shine, the show goes on, facilitating a plan that includes food, beverages, entertainment and a facility capable of supporting 200 riders and rider games.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

## **MILESTONE DATE**

To solicit American Legion Riders, Civic Organizations and Restaurants.: April 15, 2023



# PROPOSAL BIDDING REQUIREMENTS

## PROJECT PROPOSAL EXPECTATIONS

Adams Fall Run, LLC shall award the contract to the proposal that best accommodates the various project requirements. Adams Fall Run, LLC reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

## INTENT TO SUBMIT PROPOSAL

All invited Bidders are required to submit a "Letter of Intent" no later than April 30, 2023 informing Adams Fall Run, LLC of their intent to either submit or decline to submit a proposal.

## DEADLINE TO SUBMIT PROPOSAL

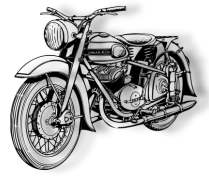
All proposals must be received by Adams Fall Run, LLC no later than Close of the business day April 30th on April 30, 2023 for consideration in the project proposal selection process.

## PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Adams Fall Run, LLC reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.



## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Massachusetts (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Adams Fall Run, LLC

### **Financial Information**

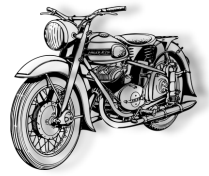
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

### **Summary of timeline and work to be completed**

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.



- List any accommodation, services, or space required from Adams Fall Run, LLC, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.