

**LOS ALAMOS COUNTY  
PROCUREMENT DIVISION**

101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544

(505) 662-8056

Advertised: **November 9, 2023**

Closing Date: **November 29, 2023**

**Request for Information ("RFI")**

**RFI Number: 24-42**

**RFI Name: Rodeo Stock Contractor Services**

**GENERAL INFORMATION**

1. This solicitation is a Request for Information ("RFI"). The County will utilize the responses received from this RFI to develop specifications and/or scope of services for a future Request for Proposals ("RFP"). As part of this RFI, the County also wishes to gauge interest in a future RFP. **No award will be made as a result of this RFI.**

2. **ELECTRONIC SUBMISSION:** Emails should be addressed to: [lacbid@lacnm.us](mailto:lacbid@lacnm.us). Subject line **must** contain the following information: **RESPONSE – RFI24-42 Rodeo Stock Contractor Services.**

It is strongly recommended that a second, follow up email (without the proposal included or attached) be sent to [Carmela Salazar](mailto:Carmela.Salazar@lacnm.us), Senior Buyer at [Carmela.Salazar@lacnm.us](mailto:Carmela.Salazar@lacnm.us) to confirm the Proposal was received.

The body of the email must contain enough information for the identity of the Proposer to be clear, including company name, name of person sending the email, and contact information including email address and phone number.

Only emails with proposals received in the [lacbid@lacnm.us](mailto:lacbid@lacnm.us) email box prior to **2:00 p.m. Mountain Time, Wednesday, November 29, 2023** will be reviewed.

Submissions submitted by email will be opened only after the closing date and time stated in the solicitation document.

3. The Incorporated County of Los Alamos ("County") invites submissions from all qualified respondents. No submission may be withdrawn after the scheduled closing time. Submissions will not be accepted after the scheduled closing time. **Please make note of the submittal requirements outlined in this solicitation.** Read and follow the instructions carefully. **Include the required documents provided in this RFI as part of your submittal packet.** Any misinterpretation or failure to comply with the submittal requirements could result in the rejection of the submission. Submission preparation is at the Offeror's expense.
4. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.
5. Any questions must be received in writing at least five (5) days prior to the date fixed for when proposals are due.
6. County reserves the right, at its sole discretion, to accept or reject any responses; to waive any and all irregularities in any or all statements or responses; to request additional information from any or all respondents.
7. Solicitations are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFI shall be presumed and considered

public records. Except to the extent any information may be protected by state or federal law, proposals shall be considered public documents and available for review and copying by the public.

8. Proposers/Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the state of New Mexico.

## CONTACT INFORMATION

1. For project-specific information, contact [Katherine Hudspeth](mailto:katherine.hudspeth@lacnm.us), at [katherine.hudspeth@lacnm.us](mailto:katherine.hudspeth@lacnm.us); (505) 662-8241.
2. For procurement process information, contact [Carmela Salazar](mailto:Carmela.Salazar@lacnm.us), Title at [Carmela.Salazar@lacnm.us](mailto:Carmela.Salazar@lacnm.us) (505) 662-8056.
3. Written questions submitted via e-mail should be sent to Buyer Name and copied to Project Manager.

## NEED STATEMENT

The County is seeking information regarding rodeo stock contractor services. The County holds a Rodeo event annually on the 1st weekend of August on Saturday and Sunday, and is seeking information regarding Rodeo Stock Contractor services and production management for the two-day rodeo. County anticipates that the services would include participation in a Saturday morning parade. The estimated budget for this service is NINE THOUSAND DOLLARS (\$9,000.00) for the initial year.

## BACKGROUND

The Incorporated City and County of Los Alamos ("County") is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Two distinct communities, Los Alamos Townsite and White Rock, each with its own visitor center, are home to ~18,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities.

Visit the Los Alamos County website ([www.losalamosnm.us](http://www.losalamosnm.us)) and the tourism website ([www.visitlosalamos.org](http://www.visitlosalamos.org)) for more information.

## SCOPE OF RESPONSE

1. Describe and provide a sample plan of how you could provide a two-day rodeo event/program (Saturday and Sunday) that is gender inclusive and would include but is not limited to the following:
  - a. Bronc/Ranch Bronc
  - b. Breakaway Roping
  - c. Open Barrel Race
  - d. Rescue Race
  - e. Novice Bull Riding
  - f. Draw-Pot Team Roping
  - g. Dally Ribbon Roping
  - h. Open Bull Riding
  - i. Open Team Roping
  - j. Shoot Dogging
  - k. Barrel Race for 15 years & under
  - l. Barrel Race for 8 years and under
2. In addition to standard rodeo events, such as the above, describe how you would provide value-added events to include but not limited to the following:
  - a. Calf Scramble
  - b. Mutton Busting

- c. Boot Race
- d. Sheep Chase
3. Describe a typical pricing format for your services. If desired, provide a rough order of magnitude of annual costs of your services for this event.
4. Describe your ability to manage contestant registrations and entry fees, set up the order of events, handle any prize money/payouts, and manage any other production services related to the Rodeo.
5. Describe your ability to provide a sufficient number of stock (bulls, horses, calves, team roping steers, sheep) for all rodeo events
6. Describe your ability to provide a sufficient number (minimum of 4-6 sets) of protective gear for all mutton busting contestants.
7. Describe your ability to furnish an announcer for all rodeo events
8. Describe your ability to provide personnel sufficient in number to set up, conduct, and take down the event.
9. Describe your ability to provide personnel sufficient in number to help with the stock
10. Describe your ability to furnish judges for all rodeo events
11. Describe your ability to provide all necessary pick-up horses, equipment, feed, water, medical, and supplies for the care of rodeo stock.
12. Describe your ability to provide all equipment used for livestock during performances, such as but not limited to flank straps, halters, bull flanks, horn wraps, neck ropes, gate ropes, etc.
13. Describe how you would provide at least one rodeo entertainment/performing act per day.
14. Review the attached map of the North Mesa Rodeo Grounds [Exhibit B] to indicate:
  - a. Set-up/staging area
  - b. Contestant area
  - c. Stock holding pens, when not in use.
  - d. Any unusual obstructions or features that must be considered.
  - e. Safety procedures for contestants, livestock, staff, and the general public.
15. Describe your ability to advertise the Los Alamos County Fair and Rodeo in rodeo publications.
16. Describe factors or challenges that might prevent you from submitting a proposal in response to a future Request for Proposals, which might include such things as inability to provide services, scheduling/workload conflicts, County's planned budget vs. actual costs for services, requested events, travel constraints or difficulty getting crews or equipment to Los Alamos, lacking enough information to propose, etc.

## **RESPONSE FORMAT**

Please provide your response in a written format addressing items 1 through 16 as listed in the Scope of Responses above.

## **ILLEGAL ACTS**

The Los Alamos County Procurement Code, Article 9, imposes remedies and penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

**Exhibit A  
Requested Respondent Information  
RFI24-42  
Rodeo Stock Contractor Services**

**\*This document should be returned with RFI submittal.\***

Having read the response conditions and examined the scope of response for this RFI, this response is hereby submitted by:

\_\_\_\_\_  
Signature and Printed Name of Authorized Offeror Title

\_\_\_\_\_  
Organization's Legal Name State of Incorporation

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Physical Address City State Zip Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Federal Tax I.D. # NM CRS # (if located in-state)

\_\_\_\_\_  
Contract Manager Printed Name, Title and Email Address

Exhibit B  
NORTH MESA RODEO GROUNDS  
RFI NO: 24-42  
Rodeo Stock Contractor Services

***\*This attachment shall be returned with the RFI submittal.\****



South

North