

REQUEST FOR PROPOSALS
OPPORTUNITY TO GO THROUGH OFFICIAL PROCESS
FOR ONE OF FOUR BAR AND GRILL LIQUOR LICENSES

Date: August 10, 2018

The City of Casper is requesting proposals for bar and grill liquor licenses. The item(s) are to be delivered to the specified location within City Hall.

Proposals will be received by the City of Casper Clerk's Office, Attn: Carla Mills-Laatsch, 200 North David, Room 104, Casper, Wyoming, until 3:00 p.m., Local time, November 13th, 2018. One (1) copy of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. All Proposals should be on 8.5 x 11 or 8.5 x 14 sized paper. Proposals should be placed in a package that is sealed and externally labeled "Bar and Grill Proposal."

GENERAL

In order for a business to legally sell alcohol in the State of Wyoming, that business must have a license that has been duly approved by both the State and by the local government. The Bar and Grill Liquor License is one of the liquor license types authorized by Wyoming State law (W.S.S. 12-4-413) and by City of Casper law (Casper Municipal Code 5.08.285).

There are many laws and regulations that address the operation of liquor selling establishments, but some of the key rules for proprietors who run a business under a Bar and Grill liquor license are as follows:

- Proprietors may sell alcohol for on-site consumption by their customers.
- Proprietors may pour and serve alcohol from within the same room.
- Proprietors may offer alcohol for consumption by customers without requiring them to also purchase a meal.
- Proprietors must operate as a restaurant, which includes the requirement of possessing or being able to attain a health license from the Casper-Natrona County Health Department.
- Proprietors must garner at least 60% of their annual revenue from the sale of food.
- Proprietors must renew the license annually. The cost to have a Bar and Grill liquor license is \$10,500 for the first year and \$3,000 every year thereafter.

The City of Casper is only allowed to issue a certain number of Bar and Grill Liquor Licenses. The City of Casper is authorized to issue up to fourteen (14) of these licenses. Currently, the City of Casper has four (4) Bar and Grill licenses still available.

The City Council is interested in issuing some or all of the four licenses available. This Request for Proposals is seeking individuals who are interested in acquiring one of these licenses. The proposal may be submitted for a new business that has not yet been established, or it can be submitted on behalf of a business that is already operational.

PROPOSALS

1. One (1) hardcopy of the proposal shall be submitted. All pages of the proposal shall be on 8.5 x 11 or 8.5 x 14 size paper. Proposals must include the following information:

- a. Basic Information (1 page)

Proposed business name and location. Name and contact information for each owner. In the case of corporate ownership, the corporation's owners. Please include any relevant history of the owners in regards to restaurant/bar service experience.

- b. Proposal Overview (1 page)

This should include a letter from the applicant to the City of Casper City Council. Content would include a general case as to why this establishment should be selected.

- c. Visuals (2 pages)(optional)

Please feel free to include graphics, photographs, conceptual art, and logos in this section.

- d. Business Plan (no more than 3 pages)

Include a general description of the establishment: type of venue, type of food available, intended atmosphere, and hours of operation. Please include why this license type would be appropriate for this venue rather than a restaurant liquor license or a full retail liquor license. If the business is already in operation with a different kind of license, how will this new license affect the operation? How many full time and part time personnel are currently employed, and how many will be employed after the bar and grill license has been received? If there is a plan for patio service please indicate the plan on how this will be managed. Is this building owned or rented? If you are renting the building, is the agreement already in place? Does this agreement include a clause allowing for the sale of alcohol? How do you plan to ensure that 60% of your revenue will be generated by food sales?

- e. Floor plan (1 page)

Provide a map of the basic layout of the operational areas. Please specifically define the locations of the alcohol service areas and food service areas.

f. Key personnel (1 pages)

Include names, and qualifications of key personnel, such as general manager, bar manager, food and beverage directors, etc.

g. Construction Schedule (1 page)

Timeline of construction or renovation, if applicable, including key construction milestones and date when the business will be open.

2. One (1) original liquor license application and one (1) original renewal application.

a. Complete State of Wyoming approved liquor license application.

The State of Wyoming Liquor Division requires this application to be filled out completely, accurately and ready to be sent to State Liquor Division for formal processing. Incomplete applications will not be accepted.

b. Renewal application and all applicable attachments.

A renewal application will also be required to be submitted filled out completely and accurately. The renewal process for all liquor licenses starts in October and will overlap the process for assignment for the additional bar and grill liquor licenses.

3. The following items apply to all submitted Proposals:

a. Submission of Proposals.

Written (not electronic) proposals must be submitted to City of Casper, City Clerk's Office, Attn: Carla Mills-Laatsch, 200 North David, Room 104, Casper, Wyoming, by 3:00 p.m., Local time, November 13th, 2018. One (1) copy shall be placed sealed package or envelope. Each package or envelope should be externally labeled, "Bar and Grill Proposal."

b. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each of the applicants who contacted the city to request a copy of the RFP. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

c. Late Proposals.

Proposals that are late or incomplete will not be accepted. It is the responsibility of the applicant to insure that the proposal arrives at the specified location prior to 3:00 p.m., Local Time, November 13th, 2018.

d. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, to request amendments or modifications to submitted proposals, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

e. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Applicant at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of an applicant does not eliminate this right. If confidential information is provided in the proposal, then the pages with the confidential information must be clearly identified in the proposal and for each page identified provide the justification as to why the referenced pages should not be released or made available to the public as per Federal or State open records law, along with legal citations therefore.

f. Incurring Costs.

The City of Casper is not liable for any costs incurred by the applicant prior to issuance of license. This includes any costs associated with a requested presentation.

TIMETABLE

Following is the tentative timetable for this RFP:

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| 1. | Proposals Due | 11/13/2018 3:00P.M. |
| 2. | To City Council for review | 11/27/2018 |
| 3. | City Council to hear short presentations. | 12/4/2018 |
| | <u>Important:</u>
<i>Applicants should endeavor to have representative(s) available to make a presentation to the Casper City Council on December 4, 2018.</i> | |
| 4. | Establish Public Hearing | 12/18/2018 |
| 5. | Public Hearing on selected applicants/license issued | 1st Meeting in January, 2019 |

The submittal of a proposal indicates that the applicant has no problem in keeping this schedule.

SELECTION

City Council will review all proposals and decide when applicants will go through the official approval process. Liquor License applications will be submitted to the State of Wyoming Liquor Division for their review. The license will not be heard before City Council until the Wyoming State Liquor Division has certified the application as complete. The Public Hearing will be held on the first meeting in January, 2019.

ATTACHMENT A

5.08.285 - Bar and grill liquor license issuance, council authority, criteria and restrictions.

- A. Subject to availability, restaurants, as defined by subsection 19 of [Section 5.08.010](#) of this chapter, may be licensed by the city council under a bar and grill liquor license. In addition to the application requirements required by this chapter, the license applicant shall submit a valid food service permit issued by the state of Wyoming upon application. Criteria that may be considered by the city council in determining to whom any such license may be issued may include, but is not limited to the following:
1. The location of the proposed business is in an area: (1) in need of redevelopment; (2) officially designated as an urban renewal area; or (3) that has been identified as being under served by food and beverage services.
 2. The issuance of the license will contribute to economic development goals or purposes of the city.
 3. Whether the applicant will be investing in the construction of a new structure or will otherwise be materially and substantially updating a current building.
 4. If the applicant's business is a new business, the number of new jobs reasonably estimated to be created, or if an existing business, the number of new or additional jobs that will reasonably be created by use of the bar and grill liquor license.
- B. Bar and grill licenses shall be subject to the provisions of Sections [5.08.260](#) and [5.08.280](#)(D) of this chapter to the same extent that those provisions are applicable to restaurant liquor licenses. Bar and grill liquor licensees shall not sell alcoholic or malt beverages for consumption off the premises owned or leased by the licensee except as allowed under [Section 5.08.280](#)(F) of this chapter.
- C. Every person holding a bar and grill liquor license authorized by the provisions of this chapter shall pay annually, in advance, a license fee for such license the sum of ten thousand five hundred dollars for the first license year; and, three thousand dollars for each year thereafter that such license is granted, in addition to any other fees due from such person otherwise holding a microbrewery or winery permit. The license fee shall be paid to the clerk of the city before the license is issued.
- D. Bar and grill liquor licenses shall not be sold, transferred, or assigned by the holder.

ATTACHMENT B

State of Wyoming Liquor License Application

ATTACHMENT C

State of Wyoming Renewal Liquor License Application

Liquor licenses expire annually. The previous form (Attachment B) will serve as an application for the license for the period from the date of issuance until March 31, 2019.

This form must be submitted as well. This application form will be used to authorize the license for the period from April 1, 2019 through March 31, 2020.