



**Valencia Fair Management Company, Inc.**

P.O. Box 344  
Belen, NM 87002  
14 I25 Bypass Rd  
Belen, NM 87002

**Request for Proposals (RFP) for Lease of Arena at the Valencia County Fairgrounds**

Valencia Fair Management Company, Inc. ("Fair Board") invites responses to this Request for Proposal (RFP) for multiyear lease of the Horse Arena located on the property known as the Valencia County Fairgrounds, as shown on the attached drawing. Proposals must be received not later than 11:59 PM February 01, 2023. Responses must be sent electronically to [info@valenciafair.com](mailto:info@valenciafair.com) and be titled RFP for Arena Lease. **LATE BIDS WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE ACCEPTED**

**A. INTRODUCTION**

Valencia Fair Management Company, Inc. operates the Valencia County Fair located at 14 I25 Bypass, Belen, NM 87002. Its purpose, in addition to management of the County Fair, is to manage and maintain the real property of the fairgrounds. Additionally, its duties include rental and lease of the property.

**B. PURPOSE**

The Fair Board wishes to lease the area at the northeast corner of the property identified above to a responsible individual or organization for a period of 1 year. Additional lease extensions will not be considered as part of this lease. The arena shall be leased in "as is" condition and, except as stated in this paragraph, the lease will be for the arena only. The successful offeror will also be permitted to use arena parking areas (see aerial image for clarification) in parking lot to the South and West of the arena. The successful offeror may be allowed, subject to the needs of others using other parts of the fairgrounds, to use additional parking spaces. The successful offeror will be responsible for the following.

- Operate in compliance with all zoning regulations.
- Make no changes to real property without written consent for the Fair Board.
- Maintain the arena parking lot to preserve or improve its current condition.
- Maintain insurance coverage as prescribed throughout the entirety of the lease, and to provide proof of insurance naming the Valencia Fair Management Company as an additional insured.
- Ensure that any sub-lease or rental of the property is compliant with Original Agreement. All sub-leases are subject to prior approval for Valencia Fair Management Company, Inc.
- Ensure that any approved improvements to the property are compliant with building codes and other regulations.
- Make all utility payments for water and electricity as metered at the leased property. Payment for utilities will be made monthly.
- Maintain insurance coverage per Section E of the RFP.
- Provide and maintain adequate restroom facilities.

- Be responsible for all trash collection and disposal including receptacles and fees.
- Provide adequate security and traffic control during Lessee's events.
- Provide contact information in cases of emergency.
- Comply with all applicable county or municipal permitting rudiments for events.

### C. APPROACH

This is a best value technically acceptable solicitation. Award of the lease will be determined by the overall value to the Fair Board, in its sole discretion, not by price alone. Valencia Fair Management Company, Inc. reserves the right to reject any and all bids. The minimum annual fee for the lease is \$2,500.00. Offerors are encouraged to provide additional value by means for additional annual fee, improvements to real property, or a combination of both. Any proposed improvements must be quantified and include a schedule for completion. If the improvements are not made by the scheduled time, the lessor will be responsible for payment in the amount of the value quantified in their response to this RFP.

### D. TIMEFRAME

Response submittals are due no later than 11:59 PM February 01, 2023. Anticipated award is March 01, 2023.

### E. INSURANCE REQUIREMENTS

Lessee must provide insurance coverage acceptable to Valencia Fair Management Company, Inc. See Exhibit "A" for minimum coverage requirements. Note: Valencia Fair Management Company, Inc. must be named additional insured. Proof of insurance must be provided before use of facility but no later than ten days after notice of award of lease. Annual renewal policies must be provided ten day prior to the beginning of the new lease/lease extension.

#### F. List of Exhibits:

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|-------------|------------------------|
| • Exhibit A | Insurance Requirements |
| • Exhibit B | Bid Form               |
| • Exhibit C | Sample Lease Agreement |
| • Exhibit D | Lease Area Graphic     |

Offeror acknowledges and understands that Valencia Fair Management Company, Inc. makes no warranty regarding the condition of the premises or the suitability for any particular purpose. Successful offeror shall inspect the premises prior to each use to assure that no dangerous conditions exists and, if there is an dangerous condition, successful offeror shall notify a designated Fair Board member immediately and, unless agreed otherwise by both parties, shall either remedy the condition prior to use of the premises or cancel the event.