



AGENDA SHEET

Board Meeting Date: **July 7, 2025**

Agenda Category: **Action Item**

Date of Agenda Sheet: **June 30, 2025**

Prepared and Presented By: **Bentley Henderson**

SUBJECT: Request for an early check release for LMC caterer's deposit

SUMMARY: LMC's approved caterer for Buyer's BBQ requires a 50% deposit by July 9th, 2025.

DISCUSSION: LMC's approved caterer returned signed contract on June 30th, 2025, with the expectation of receiving a 50% deposit on July 9, 2025. Payment cannot be processed fast enough through finance without the approval of an early check release.

RECOMMENDATION: Vote to approve the request

ACTION REQUIRED: Vote on the request



Garfield County

2025 Regular A/P Voucher

Vendor Name & Mailing Address
Two Forks, LLC
5118 County Rd. 311
New Castle, CO 81647

Vendor Number

Purchase Order Number

Special Instructions For Warrant

*Requesting Payment
Early From Bacc*

To close out the P.O.

check box: ☐

Invoice Date	Vendor Invoice Number	Fund	Dept	Sub Dept	Account	Project # (if applicable)	Line Item (64 Characters or Less)	Brief Description (64 Characters or Less)	Invoice Dollar Amount
6/30/2025	80925	129	27	129	4320		Professional Services - Caterer for Buyers Lunch	50% Payment for Buyers Lunch 8/9/2025	\$3,307.50
Total									\$3,307.50

Prepared By: Ragina Shoup

By signing below, I certify that all items and/or services have been received, inspected, and accepted; and that this amount is correct and proper for payment.

Department Head Approval:

Carol Miller DATE: 6/30/25

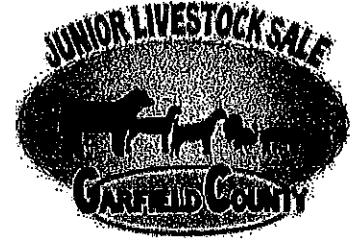
(Accounting Use Only)

Date Stamp:

Invoice Accuracy Verified By:

Posted By:

Request for Proposal:



Garfield County Junior Livestock Sale Buyer's BBQ

The Garfield County Junior Livestock Sale Buyer's BBQ is an event that is catered to the buyers of livestock animals at the Junior Livestock Sale. The individuals who attend are regional business professionals, local business, families, farmers and ranchers.

Date: August 9, 2025

Time: 11 am to 2 pm

Location: Event Hall at the Garfield County Fairgrounds

Number of Guests: 350 adults

Menu/Beverages:

Meat: Beef plus pork or chicken w/BBQ sauce

Salad: Green Salad with many vegetables (i.e. Tomatoes, Cucumbers, Carrots etc.)

Vegetables: Potatoes plus 1 other

Dessert: Cobbler, pie, or cake

Bread: rolls with butter

Beverages to include coffee, tea, lemonade, and water.

Set Up: The Event Hall will be set up and decorated by local 4-H clubs.

Catering Preparation Area: The cater will have access to use the kitchen that is attached to the Event Hall for preparation starting after 6 pm on Friday, August 8th.

Other Requirements/ Notes:

Catering will be responsible:

- Providing plates, plastic ware, napkins and cups
- For setting up the buffet area and restocking food for the buffet line
- Having 2 buffet lines to start with at 11 am. It can be simplified after 12:30 pm.
- Cleaning the kitchen and buffet area prior to leaving after the conclusion of the BBQ
- Leftovers packaged and placed in walk-in cooler

Please submit the following to Livestock Marketing Committee, % CSU Extension-Garfield County, P O Box 1112, Rifle CO 81650 or email to garcolmc@gmail.com by March 21, 2025

- Menu
- Cost per person
- Other Needs

Attachments:

- A. Scope of Services (Required)
- B. Contractor's Additional Terms (Optional)
- C. Insurance Requirements
- D. Grant Documents (If applicable)

Group Garfield County Junior Livestock Sale Buyers' BBQ
 Date 9-Aug-25
 Time 11am-2pm
 Location: Event Hall
 Guest Count 350 people
 Onsite Contact: Carla Farrand
 Cell Phone:
 Email: garcolmc@gmail.com



Payment Due 8/9/25
 Invoice 80925

Menu	Quantity	Cost	Total
BBQ Luncheon	350	\$ 21.00	\$ 7,350.00
Garden Salad with toppings and 3 dressings			
Slider Buns, Pickles, Onions, BBQ Sauce and Butter			
Smoked Chopped Brisket			
Shredded BBQ Chicken			
Cheesy Au Gratin Potatoes			
Cold Cucumber Salad			
Brownies and Assorted Cookies			
Coffee, Iced Tea, Lemonade, Water- Dispensers			
Papergoods: Plates, forks, knives, napkins			
Delivery, Set up, Clean up, Gratuity Included			
Repeat Client- Loyalty Discount 10%			\$ (735.00)
Remit Payment to:	Sub Total		\$ 6,615.00
Two Forks, LLC	Tax		EXEMPT
5118 County Road 311	50% Deposit	Due July 9	
New Castle, CO 81647	Total		\$ 6,615.00
Cash, Check, Card, Venmo			

NOTES: Kitchen access Friday Aug 8 evening, double sided buffet- 2 lines, package leftovers in walk-in

**While we strive to maintain current pricing, we reserve the right to adjust prices to reflect fluctuations in the market. We will notify you of any significant price increase and attempt to source a suitable alternative.*

I have read the above contract and agree to the terms and conditions within the policy agreement.

Client Signature: Cona Q. Miller

Date: 6-30-25

Attachment C

Insurance Requirements

To commence work and receive compensation pursuant to the Contract, Contractor shall demonstrate that it has in effect insurance sufficient to satisfy, at a minimum, the requirements stated below and shall maintain such insurance until its obligations under the Contract have been discharged. These insurance requirements are not intended to limit the indemnity provisions of this Contract and the BOCC does not warrant that these minimum limits are sufficient to protect Contractor from liabilities that might arise out of the performance of this Contract. All insurance required by this Attachment C shall be issued by companies authorized to do business in the state of Colorado and written on forms satisfactory to, filed with and approved by the Colorado Department of Insurance.

Commercial General Liability- Occurrence Form

The policy shall be endorsed to include the following additional insured language: "Garfield County, Colorado, its elected officials, trustees, employees, agents, and volunteers" shall be named as an "Additional Insured" with respect to liability arising out of the activities performed by, or on behalf of the Contractor."

Minimum Limits:

General Aggregate	\$2,000,000
Products/ Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000

Automobile Liability (can be waived if the Contract does not involve use of motor vehicle)

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Minimum Limits:

Bodily Injury/Property Damage (Each Accident)	\$1,000,000
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Worker's Compensation and Employers' Liability

Minimum Limits:

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability)	
\$100,000/\$100,000/\$500,000	

Professional Liability (Errors and Omissions Liability) (applies only if Contract requires the services of a licensed professional).

The policy shall cover professional misconduct or lack of ordinary skill for professional services required by this Contract. If the professional liability insurance is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.