

TOWN OF ENCAMPMENT REQUEST FOR PROPOSALS FOR LEASE OF THE RETAIL SPACE

GENERAL INFORMATION

- The Town of Encampment Retail Space is approximately 3,109 Square feet of retail space plus 654 square feet for storage and other use including restroom.
- The space is leased as is. It is not currently ADA compliant, as may be required by certain industries.
- The tenant will be responsible for all utilities on the property.
- The space has thermal storage heat which operates on a timer for efficiency. Proper use of the heater will determine its efficiency.
- The Town of Encampment cannot compete with private industry. The Lease Agreement must have a component for economic development if rent is not based on the current retail space market.
- Any taxes incurred for use of the space are the responsibility of the lessee.

INFORMATION REQUIRED FOR LEASE CONSIDERATION

- A business plan including but not limited to the following:
 - Mission Statement
 - Vision Statement
 - Goals and Objectives
 - Business Strategy for Success
 - Description of Business Products and/or Services
 - Statement of Industry Experience, if any
 - Management Structure
 - Staff Requirements
 - Marketing Strategy
 - Any Other Additional Information that will support your proposal.
 - Applicant and Partner Financial Information and References may be requested upon review of applicant proposal.
- Depending on the type of business there may be permit requirements by agencies other than the Town of Encampment. It is your responsibility to have the proper permits for your type of business.
- You must register your business with the State of Wyoming.
- Lessee will be asked to provide insurance. The type and amount will depend on the type of use.

This Request for Proposal is designed to obtain basic information about planned use of the Town of Encampment Retail Space. Applicants will be subject to an interview to discuss use and expectations. Details of the lease will be negotiated between the Town of Encampment and the applicant of the proposal that is accepted. The Town of Encampment reserves the right to ask for additional information. Financial Information and Trade Information will be kept confidential unless otherwise required by law.

Your proposal and Business Plan may be sent to the Town of Encampment at PO Box 5, Encampment, WY 82325 or dropped off at the Town Hall located at 614 McCaffrey Avenue.

DEADLINE FOR PROPOSALS WILL BE at 5:00 p.m. on March 31, 2025.

The Town of Encampment reserves the right to refuse any or all proposals.

Storage
9'-7" x 27'-9"
262 sq.ft.

Storage
9'-7" x 11'-10"
112 sq.ft.

Bathroom
9'-7" x 11'-2"
107 sq.ft.

9'-7" x 18'-1"
173 sq.ft.

Retail Floor
38'-11" x 80'-1"
3109 sq.ft.