



Glenn County Fair

To: Interested Companies
From: Kathy Bartels, CEO, Glenn County Fair
RE: Sound Proposal for the Glenn County Fair
Date Issued: February 26, 2024

Request for Proposals

Proposals are being accepted from interested parties to provide the Glenn County Fair with sound equipment and personnel to manage sound support for the duration of the Glenn County Fair.

Proposals must be received at the Glenn County Fair by: March 11, 2024

Please submit to:
Glenn County Fair
PO Box 667
Orland, CA 95963
ceo@glenncountyfair.org

Request for Proposal Package Sound and Stage RFP # 2024-002 Glenn County Fair

Verbal communication with the Glenn County Fair's staff or Board of Directors concerning the RFP shall not be binding with the Glenn County Fair and shall in no way excuse the proposer of obligations as set forth in the RFP. For further clarification of additional information, please contact Kathy Bartels via email:

ceo@glenncountyfair.org.

Part I Definitions

Board of Directors: State appointed board of directors of the Glenn County Fair. The board of directors will make a determination in the event of a protest.

CEO: Chief Executive Officer and general manager of the Glenn County Fair also referred to as the Fair Manager.

RFP: Request for Proposal

Proposer: Individual, company, or organization submitting the proposal.

Responsible Proposer: Proposer who has the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure good faith performance.

Contractor: The individual, company, or organization awarded a contract as a result of this RFP process.

Part II General Information

1. Request for proposals (RFP)

The Glenn County Fair, by releasing this RFP, intends to award a contract for a one-year term for the duration of the Glenn County Fair May 16-19, 2024. Upon completion of contract, the contractor has the option of renewal for one more year.

Contract will be subject to evaluation of contract performance within 90 days after the fairs completion.

2. Proposer Responsibility

Read all documents carefully as the Glenn County Fair shall not be responsible for errors and omissions on part of the proposer and will not make interpretations or detect or correct errors in calculations.

3. Delivery of Proposals: Email: ceo@glenncountyfair.org

In Person:

Glenn County Fair Office:
221 East Yolo St.
Orland, CA 95963

Via Mail:

Glenn County Fair
PO Box 667
Orland, CA 95963

4. Contract Award

The contract shall be awarded to the “most qualified, responsible proposer” who obtains the highest score. The most qualified responsible proposer shall be determined by the evaluation of the criteria set forth in Part V of this RFP. The proposed contract award will then be made to the most qualified overall proposal. A notice of proposal award will be mailed to each proposer.

5. Tentative Schedule

RFP Release: February 26, 2024
Proposals Due: March 11, 2024
Notice of winning Proposal: March 14, 2024

6. Contact information

Inquiries concerning this RFP will be accepted via email and directed to:
Kathy Bartels: ceo@glenncountyfair.org

7. Proposer/Contractor Status Form

All proposers must complete, sign, and submit the form in response to the RFP. Failure to comply and answer all questions in full will deem the proposer non-responsive. The association reserves the right to verify the information on the Proposer/Contractor Status form at the time of proposal evaluation. If the

proposer is a corporation, the form must include the title of the person signing. If a partnership, the signing partner must indicate whether a limited general partnership.

Part III Rules

1. RFP Requirements and Conditions
 - A) Submission: Must be submitted by: March 11, 2024
 - B) Errors: All clarifications will be in written form as an addendum to the RFP. All addenda must be submitted prior to final due date and time.
 - C) Addenda: Modifications of RFP due prior to final due date of RFP. Addenda should be numbered and reference area to be modified.
 - D) Once contract is awarded the terms are fixed and non-negotiable.
2. All materials submitted in response to the RFP will become the property of the Glenn County Fair.
3. The Glenn County Fair will hold the contents of all proposals in confidence until notice of contract is given to the RFP that has been accepted. After which time all information will be public record.
4. Any proposal which is received by the Glenn County Fair before the deadline may be withdrawn or modified by written request prior to RFP deadline.
5. Proposals cannot be "timed" to expire on a specific date.
6. Right to Reject any or all proposals: The Glenn County Fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process when it is deemed to be in the best interest of the Glenn County Fair.

Part IV General Information and Work to Be Performed

Please provide a list of proposed equipment for each area listed below for the duration of the fair and the proposed sound support including personnel to operate sound equipment during the performances that will be at each area. This is a general guide of the overall needs of sound support for the fair. Please include details of the equipment you will provide such as number of speakers, mics, mixers etc.

Stages on the 42nd DAA Grounds has three permanent stages as listed below:

1. Bandshell Stage- outdoor stage on the west side of the fairgrounds near the main parking lot.
 - Bandshell Stage used as primary band entertainment, and school tours entertainment pre-fair opening on Thursday and Friday.

Other Sound Support Needs:

1. Barns PA Support and during the Junior Livestock Auction
 - Requires paging system from Livestock Office
 - Sound in Livestock Arenas Brawley and Simmons for livestock show
 - Additional sound support option for Livestock Auction on Saturday of the Fair
2. Racetrack Area
 - Total Racetrack Area sound support for the Auto Races and the Destruction Derby
3. Total Grounds Paging System- Mic hooked up to p.a. inside the bandshell stage.

Include the total pricing for all listed equipment and services to be provided for the entire duration of the fair including the set-up, onsite support during the fair, and the breakdown of equipment. This will be the total price of the contract upon the determination of the Glenn County Fair of the contract winner.

Part V Evaluation Criteria and Selection Process

Each proposal shall be evaluated to determine responsiveness to the Glenn County Fair's needs as described in this RFP.

During the evaluation and selection process, the Board of Directors and CEO may wish to make inquiries to proposers for clarification. The proposer cannot change proposals after the time and date designated for receiving.

After the deadline of proposal acceptance has passed, each proposal will be examined by the CEO and Board of Directors to determine compliances listed with the RFP format.

The Board of Directors and CEO will evaluate the RFPs presented based on the requirements above and a financial proposal. The proposals will be scored according to the score sheet included in this RFP packet.

221 E Yolo St, PO Box 667, Orland, CA 95963
530-865-1168

RFP Evaluation Score Sheet
Sound Contract 2024-2025 Glenn County Fair

Score Assignment Legend: 0- No Response 1- Poor, Inadequate, fails to meet needs 2- Fair- partially meets requirement 3- Average- adequately meets needs 4- Above Average, exceeds needs 5- Superior
--

Each Criterion is outlined in the Request for Proposals. Please review the RFPs and evaluate them based on the above score assignment legend. These scores will represent an overall ability for proposer to meet the needs of the 42nd DAA sound requirements during the annual fair and will help advise the board and CEO to whom the contract should be then awarded. Please place score for each area on the lines:

Bandshell Stage:
Proposed Equipment: _____
Proposed Staffing: _____

Center Stage:
Proposed Equipment: _____
Proposed Staffing: _____

Flaherty Hall:
Proposed Equipment: _____
Proposed Staffing: _____

Barns:
Arenas Equipment Proposed: _____
Paging Equipment Proposed: _____
Auction Sound Support Proposed: _____

Racetrack Area:
Proposed Equipment: _____
Proposed Staffing Support: _____

Total Grounds Paging”
Proposed Equipment: _____

Total Price: _____

Total Points: _____