

Grays Harbor County Fair Request for Proposals Carnival Services

PURPOSE:

The Grays Harbor County Fair is seeking proposals from qualified, reputable carnival operators to perform carnival ride and midway game operations during the annual County Fair. The Fair, located in Elma, WA, operates Wednesday through Sunday, during the second week of August, each year. The 2023 dates have been set as August 9th through the 13th.

Budget (2023): The Fairgrounds' anticipated share of carnival-based revenue is a minimum of \$77,000.

Relevant Dates: The desired contract execution date is prior to December 20, 2022. The 2023 Fair is scheduled for August 9th-13th, 2023, with set up taking place the week prior. Teardown/removal must be completed no later than five (5) days following closing day.

BACKGROUND:

Grays Harbor County is located on the coast of Washington State. It is surrounded by Lewis, Pacific, Jefferson, Mason and Thurston Counties. Grays Harbor County is 1,917 square miles, in area, making it the 15th largest county in Washington State. The population of Grays Harbor County is approximately 70,000.

The Grays Harbor County Fair is rich in tradition and community heritage. This signature event prides itself in being the perfect mix of traditional County Fair fun and modern fair attractions, boasting itself as "The small fair with big entertainment". Attendance has shown steady increases over the past ten years, setting seasonal and daily gate records in 2019 and 2022.

SCOPE OF WORK:

- 1) Work with Grays Harbor County Fair Management and Staff in the planning and coordination of carnival services during the annual County Fair.
- 2) Coordinate and plan the Carnival footprint with other Fair attractions.
- 3) Offer a variety of safe, clean, fun and modern carnival rides and midway games, at the best value possible, while providing exemplary customer service to our fairgoers.
- 4) Participate in on-site afternoon meetings with Management, Staff and Fair Board members each day of Fair operations.

- 5) Work closely with Grays Harbor County Fair Management and Staff on the marketing and advertising efforts for the event.
- 6) Coordinate with Management and Staff to establish daily hours of operation of carnival attractions.
- 7) Participate in post fair evaluation processes to help us continue to improve the experience of our Fairgoers.

PROPOSAL DOCUMENTS SHOULD INCLUDE:

- 1) A description of the project team including, but not limited to, staff, subcontractors, and available resources.
- 2) Resumes and/or statement of qualifications of key individuals that will work during pre-fair planning and on-site event operations. This should include related work experience and a description of expertise in the relevant field.
- 3) A detailed list of carnival rides, games and apparatus that will be offered during our Fair.
- 4) References from a minimum of three entities for which you have performed the duties described in this RFP. Reference information must include the name of the entity, a contact person, address, phone number and email.
- 5) The submittal should include a description of proposed compensation for the work/services described within this RFP. This may also include a description of “value added” opportunities that may be possible within the service relationship.
- 6) The submittal must include confirmation that the vendor will do the following:
 - A. The VENDOR shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The VENDOR’S Commercial General Liability insurance shall include the COUNTY, its officers, officials, employees and agents with respect to performance of services, and shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured. The VENDOR shall furnish the COUNTY with evidence that the additional insured provision required above has been met. An acceptable form of evidence is the endorsement pages of the policy showing the COUNTY as an additional insured. Coverage shall include Employers Liability Coverage with a limit of not less than \$1 million.
 - B. The VENDOR’S liability insurance policies shall be primary, and non-contributory with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees or agents.
 - C. The VENDOR shall include all sub-contractors as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
 - D. The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on

indemnification. The VENDOR shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.

- E. The CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- F. The VENDOR shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A.
- G. The VENDOR shall furnish the COUNTY with properly executed certificated of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section prior to commencement of services. Certificates of Insurance shall show the Certificate Holder as Grays Harbor County. Written notice of cancellation or change shall be mailed to the COUNTY at the following address: Attn: Risk Management – Grays Harbor County 100 W. Broadway, Suite 32 Montesano, WA 98563.

CRITERIA FOR SELECTION:

Proposals will be evaluated by a combination of Grays Harbor County Fairgrounds Management and Fair Board members, on the evidence of understanding the objectives and work involved, as well as the demonstrated capability of the submitter to accomplish the work desired in a safe, clean and quality manner. The primary criteria and relative weight given to each category during the evaluation process will be:

1) Quality of Proposal – 20%

The RFP shall provide a clear conceptual outline of a process that will be used to meet the Grays Harbor County Fair's needs in regard to the services described within this RFP.

2) Experience – 30%

The Proposal shall detail previous work experience, demonstrating proficiency in all areas related to the desired products and services described within this RFP. Proof of adequate staff, equipment and resources to support the submitting company/individual's ability to provide continuity in quality services shall also be considered.

3) Cost – 25%

Each RFP shall include proposed compensation information for the work/services to be performed. In addition, information on "value added" potential, such as beneficial partnership opportunities shall be provided.

4) Cooperative Ability – 25%

The successful submitter must demonstrate, within the proposal process, the ability to work with Grays Harbor Fairgrounds, Management, Staff and Fair Board to understand and carryout the goals, objectives and vision of our Fair.

SUBMITTAL PROCESS:

- A. Proposals shall be clearly marked, "Grays Harbor County Fair Carnival Services RFP".
- B. Proposals (four copies) shall be delivered to the Grays Harbor County Fairgrounds Office, PO Box 1229, 32 Elma-McCleary Road, Elma, WA 98541. Late, emailed or faxed proposals will not be accepted.
- C. Questions regarding this RFP shall be directed to Mike Bruner, Fairgrounds and Tourism Manager at (360) 482-2651 ext. 1870, or by email at mbruner@graysharbor.us.
- D. County will utilize the following approximate timetable which should result in selection of a vendor by December 20, 2022:

Issue RFP	October 19, 2022
Deadline for Submittal of RFP's (5 p.m.)	November 10, 2022
Preliminary Selection of Firm	November 28, 2022
Notify Firm Chosen	November 30, 2022

- E. The following terms and conditions apply to every submittal received:
 - I. The County reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
 - II. The County reserves the right to request clarification of information submitted and to request additional information from any proposer.
 - III. The County reserves the right to award any contract to the next most qualified proposal if the successful proponent does not execute a contract within thirty (30) days after the award of the proposal.
 - IV. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute and irrevocable offer for a period of ninety (90) days to sell to the County the services described in the attached proposal or until one or more of the proposals have been approved by the County, whichever occurs first.
 - V. The services contract resulting from acceptance of an RFP by the COUNTY shall be in a form supplied by the proponent and approved by the COUNTY and shall reflect the specifications in this RFP. The COUNTY reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Grays Harbor County Prosecuting Attorney's office.

VI. The COUNTY shall not be responsible for any costs incurred in preparing, submitting or presenting a response to the RFP.

Failure to submit all items required in response to this RFP shall result in rejection of that proposal as non-responsive.