Latah County Fair, Moscow, Idaho
Carnival Operator
Request for Proposal

Contact: Jim Logan, Director
Mailing Address: 1021 Harold St, Moscow, ID 83843
Email: fair@latah.id.us
Phone: (208) 883-5722

Date Issued: October 17, 2022

General Information

Request for Proposals (RFP):

The Latah County Fairboard, on behalf of Latah County and the Latah County Board of County Commissioners intends to award a contract for a period of three (3) years, plus two one-year possible extensions, for the purpose of carnival operation during the annual Latah County Fair. The contract will be subject to annual evaluation of contract performance, and the contractor continuing to meet all requirements each respective year of the contract. Contractor's failure to perform satisfactorily or to continue to meet all requirements may result in the cancellation of the contract.

Bidder Responsibility:

Read the documents very carefully as the Latah County Fairboard shall not be responsible for errors and omissions on the part of the bidder. Carefully review final submittal as reviewers will not make interpretations or correct detected errors in calculations.

Delivery of Proposals:

Proposals are due in the Latah County Fair and Events Center Office no later than 5 pm on November 18, 2022. Mailing receipts and postmarks are not accepted as proof of receipt. Faxes are not accepted.

Proposal Enclosed
Fair Carnival RFP
Attn: Jim Logan
1021 Harold Street
Moscow, ID 83843

RFP Schedule:

- RFP released — October 17, 2022
- Initial Review Start — November 18, 2022
- RPF left OEPN UNTIL FILLED — December 5, 2022

The Latah County Fair is an annual event hosted on the Latah County Fair and Events Center in Moscow, Idaho. The county fair is a primary attraction for the city of Moscow and for Latah County and includes many competitive exhibits shows and contests, over 15 unique food/drink vendors, over 60 commercial vendors, two entertainment stages, and much more.

Fair Dates: "The Latah County Fair opens Ten Days after Labor Day, and be a four day event"

- September 14-17, 2023
- September 12-15, 2024
- September 10-13, 2025
- September 17-20, 2026
- September 16-19, 2027

Fair Hours of Operation:

- Thursday 1pm to 11pm
- Friday 10am to 11pm
- Saturday 10am to 11pm
- Sunday 10am to 5pm

Fair hours of operation are set solely at the discretion of the Latah County Fair and Events Center Management. Latah County Fairboard agrees to consider input from the Contractor in regards to carnival hours of operation.

The Latah County Fair does not charge a gate admission, and as such does not have verified headcount on attendance. Estimates put annual fair attendance at 20,00 to 30,000.

Historical Carnival Ride Gross:

- 2017 total ticket sales $74,435.00
- 2018 total ticket sales $78,294.00
- 2019 total ticket sales $96,121.00
- 2020 No Carnival due to COVID Pandemic
- 2021 total ticket sales $93,309.02

Scope of Work:

The carnival midway area is approximately 82,000 square feet, with a rectangular shape that is approximately 550 feet long by 150 feet wide.

Contractor shall provide a fully operational carnival including quality rides, games and food concessions. Each ride must have current permits necessary to operate.

A total of twenty (20) rides is requested for each fair, with at least eight (8) major-type rides such as Sizzler, Gravitron, Ring of Fire and at least eight (8) kiddie-type rides such as Train, Inflatable Bounce, Slide. The remainder of the type of rides shall be at the discretion of the contractor.

A total of fifteen (15) unique games are requested for each fair. No novelty concessions, direct sales or non-food concessions/vendors will be allowed.

Current Latah County Fair carnival area. The Palouse Ice Rink building is the closest building to the carnival area.

Other Considerations:

Contractor will supply the Latah County Fair and Events Center office with twenty (20) carnival "pay one price, unlimited rides" admission coupons to be used for promotional purposes at least thirty (30) days in advance of Latah County Fair.

Contractor will supply the Latah County Fair and Events Center office with a list of all rides, games, and concessions at least at least thirty (30) days in advance of each Latah County Fair.

All rides, game concessions and food concessions shall be maintained in good repair and available for operation during the hours the Latah County Fair is open. There shall be limited, if any, down time for any rides, games or concessions. Latah County Fair and Events Center Director or his/her designee must be notified immediately in the event any ride, game or concession is down for any reason.

Contractor shall ensure that the Carnival operation maintains a clean and professional appearance with all signage to be professional printed and displayed and operates in a manner, which will ensure the safety of Latah County Fair and Events Center employees and agents; contractor employees, agents, and sub-contractors; and the public.

Possible Layout Reconfiguration & Removal of Palouse Ice Rink Building:

Discussions are currently underway between the Board of County Commissioners and the Palouse Ice Rink on the expected removal of the Palouse Ice Rink Building, as the Ice Rink organization is set to open a new facility, at a different location, in the late fall of 2022.

No firm decision or time frame has been established for the removal of the old ice rink building, but if it is removed, the Fair Board and Carnival Company will plan accordingly for a possible NEW layout configuration for the Carnival, public parking, and exhibitor parking.

Selection Guidelines:

The following are guidelines that will be used when evaluating the proposals and selecting the successful Contractor.

- Quality and quantity of rides, games, shows and other concessions
- Current operation/management philosophies and policies
- Promotions
- Past experience and previous performance
- Financial offer

Proposal Content Requirements:

- General
  - Company information, profile, history, and financial statements
- Operations
  - Equipment and concessions lists and photos
    - Adult rides
    - Kiddie rides
    - Games
  - Hours of operations and layouts
  - Food concession menus
  - Average costs to fair patrons
- Qualifications
  - Operational experience
  - Organizational chart
  - Letters of recommendation
- Safety
  - Standard procedures
  - Maintenance
  - Accident history and loss prevention
  - Crisis response
- Advertising and Marketing
  - Overall strategy

    - Presale options
- Accounting procedures
    - Processes and controls
- Financial Proposal Form

FINANCIAL PROPOSAL FORM

Proposer offers to pay the following to the Fair, at each annual occurrence:

_____% of total gross receipts, or

_____% of the total gross up to $25,000 and

_____% of the total gross over $25,000

and

$_____ per each game concession

$_____ per each food concession

vs. $_____ minimum guarantee

This form is a suggested template only, use of alternate forms is acceptable. Due to the close of the Latah County's fiscal year on September 30th of each year, final payment for each year is expected prior to the 30th of September.