

Request for Proposal

for Independent Contract Fair Parking

Walla Walla Fair & Frontier Days

363 Orchard St

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Contact Person(s): Greg Lybeck, CFE – General Manager

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1. Background/Introduction

Walla Walla Fair & Frontier Days (WWFFD) is an event facility located at the Walla Walla Fairgrounds in Walla Walla, Washington. The Walla Walla Fair & Frontier Days has been entertaining and educating the area community with an annual Fair since 1866 and numerous other annual events. Additionally, the Walla Walla Fairgrounds facility is the ideal setting for reunions, picnics, company parties, wedding receptions, banquets, indoor or outdoor activities, rodeos, horse shows, barrel races and other arena events.

2. Project Goals and Scope of Services

Walla Walla Fair & Frontier Days is seeking an independent contractor to provide parking services for Garrison Parking Lot during the annual Fair, Sept. 1-5, 2021, from 6AM to 11PM Wednesday and Thursday and 6AM to 12AM Friday through Sunday.

The Contractor will provide adult personnel for selling parking tickets, directing cars, and maintaining lot cleanliness per contract. Personnel under 18 years of age may be used to direct cars with adult supervision. The Contractor must follow all County and City rules regarding safety, dress code and fire codes.

The successful proponent will enter into a contract with the County, a sample of which is available by e-mailing the point of contact listed above.

- Compensation
 - Minimum of \$10,000.00 is payable to the Fair & Frontier Days
 - Reporting: Actual daily, season and all-day pass sales per day

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3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: March 9, 2021

Second RFP with Clarifications: April 7, 2021

New Deadline for RFP Responses to WWFFD: 11:00 am PST on Friday, April 16, 2021

Notification of Contract Award/Notification to Unsuccessful Proposals: April 19, 2021

4. Time and Place of Submission of Proposals

Respondents to this RFP must submit their proposal electronically via email.

Responses must be received no later than 11:00 am PST on Friday April 16, 2021.

Responses should be emailed to the point of contact listed above.

5. Timeline

Walla Walla Fair & Frontier Days needs the Independent Contractor for Garrison Parking contract in place by April 30, 2021 to effectively plan parking/attendants for 2021 Fair, September 1-5, 2021.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

- Description of the independent contractor that includes a general overview
- Qualifications of independent contractor
- Scope of services including financials,
- How contractor will meet the minimum compensation to Walla Walla Fair & Frontier Days of \$10,000;
- Money/cash handling procedures
- Plan for providing services
- Prior experience
- Plan for record keeping

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7. Evaluation Criteria

The successful respondent will:

- Provide the ability to furnish, train and supervise all Garrison parking personnel in accordance with contract requirements
- Provide the ability to maintain accurate daily records including cash handling
- Provide the ability to cover required parking lot hours per contract
- Provide the ability to meet all contract requirements including payment to WWFFD

The award will be made to a responsive and responsible independent contractor based on the best value and professional capability.