



CLARK COUNTY STAFF REPORT

DEPARTMENT: Clark County Event Center (Clark County Fair)
DATE: January 7, 2014
REQUEST: Approval of the contract award to Trade Show Supply House for decorator services for the annual Clark County Fair.

CHECK ONE: X Consent CAO

BACKGROUND: The current contract to provide decorator services to the Clark County Fair has expired. An RFP (#661 Professional, Technical and Expert Services – Clark County Fair Decorator Services) was issued October 16, 2013 and one proposal was received. The proposal was from the current provider, Trade Show Supply House. Their proposal was a comprehensive and strong proposal. They have shown a consistent ability to meet all of the needs of the Clark County Fair. They are highly regarded in the industry. There is not a “fixed cost” associated with this contract as it is dependent on the number and type of items ordered in each year set against the per item prices quoted in the bid. Last year the contract cost was \$26,400. The evaluation panel was unanimous in recommending we accept the Trade Show Supply House, Inc. proposal and begin negotiations to finalize a contract for Decorator Services beginning in 2014. In addition to no price increase, it also contained a number of discount and no-cost services for the Fair over the five-year term of the contract.

COMMUNITY OUTREACH: N/A

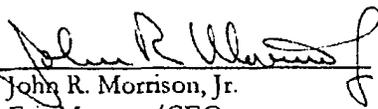
BUDGET AND POLICY IMPLICATIONS: Funding for this service is included in the 2013-2014 approved budget and will be included in the 2015-2016 budget cycle.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED: Request the Board of Commissioners to approve the contract award to Trade Show Supply House for decorator services for the annual Clark County Fair.

DISTRIBUTION: Upon acceptance please forward to John Morrison, Clark County Event Center.


John R. Morrison, Jr.
Fair Manager/CEO

Approved: 
CLARK COUNTY
BOARD OF COMMISSIONERS
January 7, 2014
SR 5-14

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Staff Report Attachment (RFP Selection Process)

Date:	12/16/2013															
RFP Description:	RFP#661 Professional, Technical and Expert Services Title: Clark County Fair Decorator Services															
Evaluation Process	The proposals were evaluated by a team of three members working independently. The panel members were the Fair Manager/CEO, the Director of Entertainment and Sales and the Director of Marketing. Scoring was based on the evaluation criteria below.															
Evaluation Matrix	PROPOSERS - RFP #661 CLARK COUNTY FAIR DECORATOR SERVICES															
Evaluation Criteria	Trade Show Supply House			Panel Member			Average			Panel Member			Average			
	Max Pts.	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Proposal Approach/Quality	5	5	5	5												
Creativity/Experience	25	20	25	25	23.333											
Work History	15	15	15	15	15											
Product Demonstration	15	10	10	10	10											
Cost	30	30	20	30	26.667											
References	10	10	10	10	10											
Total Average Score	100	90	85	95	90	0	0	0	0	0	0	0	0	0	0	0
Recommended Proposer:	The evaluation panel was unanimous in recommending we accept the Trade Show Supply House, Inc. proposal and begin negotiations to finalize a contract for Decorator Services beginning in 2014. In addition to no price increase, it also contained a number of discount and no-cost services for the Fair over the five-year term of the contract.															
Comments: <i>Include the total cost of the contract for E-Verify requirements</i>	The Trade Show Supply House proposal was a comprehensive and strong proposal. They have shown a consistent ability to meet all the needs of the Clark County Fair. They are highly regarded in the industry. There is not a "fixed cost" associated with this contract as it is dependent on the number and type of items ordered in each year set against the per item prices quoted in the bid. Last year the contract cost was \$28,000.00.															



RFP # 661
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: October 16, 2013

Request for Proposal for:

Clark County Fair Decorator Services

PROPOSALS DUE: November 27, 2013 by 4:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit one (1) original and three (3) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
John R. Morrison, Jr.
Fair Manager/ CEO Clark County Fair
john.morrison@clark.wa.gov

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of

its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

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Request for Proposal # 661

Clark County Fair Decorator Services

Part I Proposal Requirements

Section IA

General Information

1. Introduction

The purpose of this RFP is to secure a contractor to provide decorator services for the Clark County Fair, August 1-10, 2014. The contract will be for five years plus 2 one year options.

The Clark County Fair has been in existence since July, 1868. Hundreds of volunteers and paid staff help produce the annual event. The 10 day Fair has an approximate attendance of 250,000 each year and begins the first weekend of August.

Opening day the Fair gates open at 8:00 AM with a free pancake breakfast (over 12,000 breakfasts are served annually and it is the biggest sales day for breakfast). Remaining days the hours of the Fair are:

Sunday through Thursday: 10:00 AM to 10:00 PM
Friday and Saturday: 10:00 AM to 11:00 PM

The Clark County Fair is a major community and tourist event providing entertainment and education for all ages. World class entertainment, activities and exhibits from the smallest kids rides, animal exhibits and clowns, to the largest monster truck thrill shows and celebrity entertainers are what draw over a quarter of a million people each year. The diversity and variety of the entertainment and activities offered must be as diverse and varied as the ages and interests represented by the tens of thousands in attendance each day. One of the main goals of the Clark County Fair is to provide a safe, fun environment for families to enjoy the Fair.

The Fair has approximately 300 commercial exhibits. The number of "premium exhibits" (exhibits entered in the Fair for competition such as floral, livestock, photography, etc.) varies each year.

2. Background

Decorator services include functional needs such as booths, tables, chairs, carpet, etc.; embellishments such as flags, banners, drape, etc.; exhibit display props and exhibitor services such as forklift and other needs. Thus the goal is to provide services that include logistical needs of the Fair while also supporting efforts to make the Fair attractive for the guests.

3. Scope of Project

FSMG is seeking proposals to accomplish the decorator services tasks. A list of the tasks performed for the 2013 Fair is attached and listed as Exhibit C. Please note, exact needs for the 2014 Fair and future Fairs are to be determined. Thus prices should be proposed on a per unit basis including installation labor (i.e. price per booth, price per chair, price per table, price per flag, etc.)

4. Project Funding

Funding for this service is included in the 2014 – 2015 approved budget cycle.

5. Timeline for Selection

The following dates are the **intended** timeline:

Release Date	October 16, 2013
Pre-Submittal Meeting/Clarification	November 6, 2013
Proposals Due	November 27, 2013
Proposal review/evaluation period	December 16-20, 2013
Selection committee recommendation	By December 20, 2013
Contract negotiation/execution	Week of January 6, 2014
Contract completion/intended to begin	By May 9, 2014

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Clark County Fair Decorator Services

6. Employment Verification
- "Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note : Sole Proprietors are exempt.

Section IB

Work Requirements

1. Required Services

The Contractor will be required to provide all labor, tools and equipment necessary for the satisfactory completion of the contract. All materials are to be in new or like new condition (patched drapes, worn flags or bunting, mismatched or other obviously worn or patched materials, will not be allowed and may be cause for termination of contract).

The Proposer will provide a list of available colors for booth drapes. The successful proposer should have enough material to provide 350 booths in matching color and quality.

A person with authority and ability to make decisions and take action must be available within 45 minutes of call. State the minimum charge for emergency calls.

The Contractor is expected to "freshen" the Fair at mid-point (re-hang flags that have come down, re-tape loose carpet, etc.). State the minimum charge to freshen the Fair.

2. FSMG Performed Work

The Fair Manager/CEO and the Director of Sales and Events will provide needed communication to inform the contractor regarding needed services. Maps of the facilities will be provided to indicate booth placement and other needs.

3. Deliverables & Schedule

All flags, pennants and other decorations are to be in place by the Monday of the week prior to Fair (July 21, 2014). All booths and exhibit props are to be in place by the Friday prior to Fair (July 25, 2014), with additional requested props by the Wednesday prior to Fair (July 29, 2014). Chairs in the grandstand area are to be placed following the set-up of stage (usually the day before Fair) and removed either Monday or Tuesday evening (August 4 or 5, 2014) after performance, prior to midnight. All other items are on call as needed beginning the Monday prior to Fair (July 28, 2014). Booths are to be removed the day after Fair (August 11, 2014). All other materials are to be removed by the Friday following Fair (August 15, 2014)

4. Place of Performance

A grounds map of the 2013 Fair is attached, Exhibit E, for information purposes.

5. Period of Performance

A contract awarded as a result of this RFP will be for (five (5) years and is intended to begin on May 9, 2014 and end August 24, 2018.

Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

Fair Dates:

August 1-10, 2014
August 7-16, 2015
August 5-14, 2016
August 4-13, 2017

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Clark County Fair Decorator Services

August 3-12, 2018

August 2-11, 2019 Optional

August 7-16, 2020 Optional

6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

7. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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Clark County Fair Decorator Services

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting There will be a pre-submittal meeting and site visit for this project. It is scheduled for Wednesday November 6, 2013 at 10:00 AM. All interested bidders are strongly encouraged to attend. The meeting will be at the Clark County Event Center at the Fairgrounds in the Administration Building Conference Room.

The Event Center is located at 17402 NE Delfel Road, Ridgefield, WA. It is located just west of Interstate 5 Exit 9. The purpose of the conference is to provide potential bidders the opportunity to view the site, the Fair's building locations and to ask any questions on items in the RFP they feel need clarification.

2. Proposal Clarification Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications will be November 20, 2014.

An addendum will be issued to all plan holders, no later than November 21, 2014, to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Section IIB Proposal Submission

1. Proposals Due Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal Proposals must be clear, succinct and not exceed twenty-five (25) pages, excluding resumes, pictures and E-verify documentation. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposer's are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is

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Clark County Fair Decorator Services

acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A
2. Project Team
Specify your organization's structure and the management team that will be participating on site, to include a discussion of the continuity that you envision for the team that would provide the decorator services at the Clark County Fair. Tell about your staff (names not necessary or recommended) and their experience. Will there be a person in charge on the grounds that is capable of making decisions for your company?
3. Management Approach
The Decorator shall operate in a manner that enhances the Fair in the eyes of its patrons. Contractor shall be responsible for its employees to include required training and maintaining an adequate number of experienced employees. Describe your approach to the project. How would you serve the Fair? How would you serve the individual exhibitors?
4. Respondent's Capabilities
Provide a summary of business history, core competencies (achievements) and staff experience. (You may use your company biography or marketing material.)

Please list a minimum of three (3) events you have served, preferably festivals and fairs, but other events can be noted. Pictures are encouraged and do not count against the 25 page proposal limit.

Provide a minimum of three (3) client references.
5. Project Approach and Understanding
Describe your strategies and methods to accomplish the tasks required. Include any requirements for on grounds storage or staging of materials both prior to and after the Fair. Provide a proposed timeline for accomplishing the tasks contracted for.
6. Proposed Cost
List all standard items (booths, tables, chairs, carpeting, flags, etc.) and prices on a per unit basis (ex. 10 x 10 booth at \$xxx each). List 2014 labor fee for other items (props, etc.) and the maximum rate increase each year. Be specific as possible. See attachment C.
7. Employment Verification
Place the Employment Verification as the final page of your proposal. See section 1A. 6 above.

**Request for Proposal # 661
Clark County Fair Decorator Services**

Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to the CCFA Board for approval.
- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Proposal approach/quality	5
Creativity / Experience	25
Work history / Examples	15
Product Demonstration	15
Cost	30
References	10
Total Points	100

Section IIIB Contract Award

- 1. Consultant Selection: The FSMG will award a contract to the highest scoring Proposer. Should the FSMG not reach a favorable agreement with the highest scoring Proposer, the FSMG shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
- 2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.
- 3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
- 4. Orientation/Kick-off Meeting: Orientation for the successful Proposer will be scheduled for the end of May, 2014 to allow time for planning for the Fair.

**Request for Proposal # 661
Clark County Fair Decorator Services**

Attachment A COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____ Email address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

Yes No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes No (if yes, describe.)**

Funds Requested: Attach clearly listed fees requested for services as described in this RFP.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

Signature, **Administrator of Applicant Agency***
(*Enter the appropriate signature title)

Date

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Clark County Fair Decorator Services**

Attachment B LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email address _____

- All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: leisha.till@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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Clark County Fair Decorator Services

Attachment C: TYPICAL SCOPE OF TASKS PERFORMED

Estimated Clark County Fair Decorator needs (note: each Fair will change in numbers and in some items)

Location	Description	Quantity
South Hall 2	10 x 10 Booths	18
	10 x 20 Booths	17
South Hall 3	10 x 10 Booths	27
Exhibition Hall Halls B & C	10 x 10 Booths	257
Hall A Home Arts	10 x 10 Booths	3
Photo and Fine Arts	4 x 8 Pegboard (3 pegboards on end, zip tied to poles with bases to form a triangle)	12
	Chrome Stanchions	2
	6 ft Red Rope	1
	Labor to help hang display	2 hrs
4H	4 x 8 Lattice (same style as pegboard only using pvc lattice)	18
	8 ft drape behind stage	10 ft
	9ft – 16ft Telepole (hang quilts on two levels, with uprights and bases)	3
	8 ft drape behind kitchens	50 ft
	Labor to help hang, remove misc. signs	2.5 hrs
Hobbies	4 x 8 pegboard	40
	8 ft drape	20 ft
	3 ft drape	30 ft
	8 ft table, unskirted	10
	8 ft pole and base	3
Needle Crafts	9 ft – 16 ft Telepole (hang quilt on two levels, with uprights and bases)	24
	Signs (misc 4 ft x 8 ft signs) graphics	12
	Labor to hang and remove signs	8.5 hrs
Lobby	6 ft skirted tables	2
Main Gates	Table skirting	4
Sponsor Booths	6 ft skirted tables	2
	Padded chairs	2
Administration Lobby	6 ft skirted table	1
Community Stage	8ft drape	50 ft
4H Dog and Cat	8 ft drape	80 ft

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West Food Court	13 ft vinyl drape	150 ft
Make & Take	8 ft unskirted table	12
Arena Restrooms	8 ft drape with poles and bases	12
Shop	8 ft unskirted table	2
Old Admin	4 ft unskirted table	1
Feature Exhibit	8 ft drape	260 ft
	3 ft drape	40 ft
	12 ft vinyl drape	348 ft
	12 ft banjo drape	150 ft
	Easel	1
Main Stage	8 ft skirted tables	22
	8 ft drape with poles and base	5
	Folding chairs	1,893
	White picket fence	388 ft
Building ID Signs	Labor	49 hrs
	Graphics (3 ft x 4 ft signs)	5
	Labor to hang/remove all signs	7 hrs
Entrance Gates	New brackets for building signs	4
	3 ft x 5 ft pole flag – yellow	6
	3 ft x 5 ft pole flag – green	10
	3 ft x 5 ft pole flag – purple	6
	3 ft x 5 ft pole flag – blue	20
	3 ft x 5 ft pole flag – red	20
	3 ft x 5 ft pole flag – orange	20
4 ft x 10 ft pole flag – 1 each gate	6	
Main Fair Sign	4 ft x 10 ft pole flag	3
Bee Barn	3 ft x 6 ft half fan	2
Livestock South	4 ft x 8 ft full fan	5
	3 ft x 5 ft pole flag	1
Exhibit C continued		
Grandstand	4 ft x 8 ft full fan	4
Shop	4 ft x 8 ft full fan	3
	3 ft x 6 ft half fan	2
Food Court	3 ft x 6 ft half fan	11
	3 ft x 5 ft pole flag	2
Old Admin	3 ft x 6 ft half fan	2
	3 ft x 5 ft pole flag	1
South Hall 1, 2, 3	4 ft x 8 ft full fan	16
	3 ft x 5 ft pole flag	8

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FFA Building	3 ft x 6 ft half fan	4
	3 ft x 5 ft pole flag	2
Milk Parlor	3 ft x 6 ft half fan	2
	3 ft x 5 ft pole flag	1
E Barn	3 ft x 6 ft half fan	6
	3 ft x 5 ft pole flag	3
Fire Station	3 ft x 5 ft pole flag	1
Sheep/goat	3 ft x 5 ft pole flag	1
Beef/dairy	3 ft x 6 ft half fan	5
	3 ft x 5 ft pole flag	1
Small Animal	3 ft x 6 ft half fan	2
	3 ft x 5 ft pole flag	1
Goat Barn	3 ft x 6 ft half fan	2
	3 ft x 5 ft pole flag	1
Antique Engine	3 ft x 5 ft pole flag	5
Stall Barn 3	3 ft x 6 ft half fan	3
	3 ft x 5 ft pole flag	1
Horse Arena	4 ft x 8 ft full fan	7
	3 ft x 6 ft half fan	2
Goat Ring	4 ft x 8 ft full fan	2
	3 ft x 5 ft pole flag	4
Misc. Flag Poles	3 ft x 5 ft pole flag	4
Restroom Signs	Hang/remove signs	5
Misc. Tables	8 ft unskirted	37

**Request for Proposal # 661
Clark County Fair Decorator Services**

Attachment D:

DEFINITIONS

CCFA:	Clark County Fair Association
Contract:	Legal agreement between FSMG and the Contractor
Contractor:	Individual or organization awarded the Contract
County:	Clark County, Washington
Facility:	Clark County Event Center at the Fairgrounds
Fair:	Clark County Fair, Ridgefield, Washington
FSMG:	Fairgrounds Site Management Group
Proposer:	The individual or organization submitting the proposal

**Professional, Technical and Expert Services Contract
Clark County Fair Decorator Services**

1. This Agreement is made and entered into this ____ day of _____, 2013 between the Fairgrounds Site Management Group, hereinafter referred to as “FSMG”, and Trade Show Supply House, Inc., hereinafter referred to as “Contractor”, for the purpose of decorator services for the annual Fair.
2. The duration of the Agreement is from May 9, 2014 to August 24, 2018. FSMG reserves the right to extend the contract for two additional periods of one (1) year each, with the same terms and conditions, by service of a written notice of intention to exercise the extension prior to the contract termination date. Notice shall be provided as described in Section 5.

Fair Dates for the contract duration as currently scheduled include:

August 1 - 10, 2014
August 7 - 16, 2015
August 5 - 14, 2016
August 4 - 13, 2017
August 3 - 12, 2018
August 2 - 11, 2019 (1st Extension Period)
August 7 - 16, 2020 (2nd Extension Period)

3. RFP # 661, attached as “Exhibit A” is incorporated herein by this reference and made a part of this Agreement. In the event there is disagreement between this Agreement and RFP #661, this Agreement will prevail.
4. The 11/27/2013 proposal submitted by Contractor, attached as “Exhibit B” is incorporated herein by this reference and made a part of this Agreement. In the event there is disagreement between this Agreement and the Proposal, this Agreement will prevail.
5. Either party may cancel the Agreement with one hundred twenty (120) days advance written notice. Such notice shall be provided to the following designees at the following locations, which and shall be deemed effective upon placement in the U.S. mails, postage prepaid:

For FSMG: John R. Morrison, Jr., Fair Manager/CEO
For Contractor: Bryan Brammer, President

6. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. Oral understandings or agreements not incorporated herein and alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall not be binding.
7. Contractor must comply with all County, State, and Federal ordinances, laws and regulations and secure, prior to opening of Fair, any and all permits, licenses or permissions necessary for completion of Agreement.
8. Contractor shall comply with all management and administrative requirements established by Washington Administrative Code (WAC) and the Revised Code of the State of Washington (RCW) and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.
9. Contractor certifies that no employee or official of Clark County, Fairgrounds Site Management Group or Clark County Fair Association has any interest, financial or otherwise, in Trade Show Supply House, Inc.
10. Contractor agrees to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements. No person shall, on the grounds of race, color religion, sex, age, sexual orientation, or national origin, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person.
11. Contractor will be responsible for any damages to the Clark County Event Center at the Fairgrounds facilities caused by or as a direct result of Contractor's operations.
12. FSMG shall not be liable for any damage or expense incurred by Contractor in the event the Fair is delayed, interrupted or canceled.
13. Contractor shall provide to FSMG, by July 1 of each year, a certificate of general liability and automobile liability insurance as outlined in the attached RFP, Part 1, Section 1B, para 6.
14. Contractor shall indemnify and hold harmless Clark County, Fairgrounds Site Management Group, and Clark County Fair Association, their directors, officers, elected officials, agents and employees from and against any and all claims, damages, losses and expenses including but not limited to personal injury, property damage, and attorney fees, arising out of or resulting from the activities of Contractor, or its employees, agents or guests.

15. If any action is brought to enforce the terms of this Agreement, the prevailing party shall be entitled to attorney fees from the losing party in an amount as may be adjudged reasonable by the court, including on appeal.
16. For any action brought to enforce this Agreement, Jurisdiction and Venue shall be deemed to be Clark County, Washington.
17. This Agreement shall be governed by and construed in accordance with Washington law.
18. Contractor shall not sell, assign, or transfer any or all of its rights, benefits, privileges, obligations, or duties under this Agreement without prior written notification and approval of FSMG. FSMG shall retain sole discretion regarding the assignment of this contract to any particular third party. It is understood that the Contractor is held responsible for the satisfactory accomplishment of the services or activities of a subcontractor.
19. FSMG may sell, assign, or transfer any or all of its rights, benefits, privileges, obligations, or duties under this Contract without prior notification to Contractor.
20. FSMG may, at its discretion, perform annual audits. Audits shall be performed in accordance with OMB Circular A-128 or A-133 as appropriate and shall be received by FSMG within the twelve-month period following the close of each fiscal year. All audit costs shall be the Contractor's responsibility. Independent agency audit that meet generally accepted auditing standards may be required by FSMG. In addition, auditing or monitoring for the following purposes will be conducted at the discretion of FSMG:
 - A. Fund Accountability;
 - B. Contract compliance; and
 - C. Program performance.
21. The parties agree and understand that this Agreement was reviewed by counsel for FSMG, that Contractor has been advised and has had the opportunity to seek independent review of this document by their own lawyer, and that none of the terms shall be construed against the drafters.
22. The Contractor shall always be an independent contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is or may become enacted during the term of this agreement. The Contractor is solely responsible for all persons employed by the Contractor in performance of the work pursuant to this agreement and shall assume exclusive liability therefore, and meet all requirements there under pursuant to any rules and

regulations that are now in effect or those that may be promulgated in connection therewith for the duration of this Agreement.

23. If any provision of this Agreement is held invalid, the remainder shall remain in effect and continue to conform to the terms and requirements of applicable law.

24. Those persons whose signatures are affixed hereto declare, under penalty of perjury, that they are the designated representative authorized by their principal to enter into this Agreement, making this execution valid and binding upon the principal they represent.

Date: _____

Date: 12/18/13

By: _____

John R. Morrison, Jr.
Fair Manager/CEO

By:  _____

Bryan Brammer
Tradeshow Supply House, Inc.

Fairgrounds Site Management Group
17402 NE Delfel Rd.
Ridgefield, WA 98642
360-397-6180

Trade Show Supply House, Inc
309 NW 8th St
Battle Ground, WA 98604
360-624-4498

2 Atch: Exhibit A - RFP #661 Clark County Fair Decorator Services
Exhibit B - Trade Show Supply House Proposal dated 11/27/13