

WASHINGTON COUNTY

Request for Proposals

for

Event Coordinator for
Washington County Fair

Send to:

Washington County
c/o Nicholle Felshaw, Commission Administrator
197 East Tabernacle
St. George, UT 84770

Deadline for Submission of Proposal: January 8, 2019, 12:00 p.m.

WASHINGTON COUNTY REQUEST FOR PROPOSALS:

EVENT COORDINATOR FOR WASHINGTON COUNTY 2019 FAIR

1. Contract Description

This is an opportunity for a fair enthusiast to coordinate the Washington County Fair located at 5500 West 700 South, Hurricane, UT 84737 as an independent entity. At his/her discretion, the entity will be responsible for the following items:

- A. Consult with and provide advice to the County Commission (Commission) and Administrator;
- B. Appoint, consult with and oversee the Fair Board;
- C. Oversee Fair Volunteers;
- D. Prepare a Fair Budget;
- E. Recommend to the Commission which events, vendors, and other private entities will be contracted for the Fair;
- F. Create Fair site plan and schedule;
- G. Oversee the use of the Legacy Park facilities including set-up and take-down for the Fair;
- H. Oversee the receipt of payments and fees, and the issuance of receipts, for the Fair (All funds received shall be deposited in a designated Washington County account);
- I. Follow County Procurement Code and insurance guidelines in regards to securing events, vendors and other private services for the Fair;
- J. Coordinate Fair marketing and sponsorship solicitations;
- K. Recommend to Commission the Fair policy, rules, regulations, and fee schedules;
- L. Attend and represent Washington County at the Utah Association of Fairs and Events meetings;
- M. Oversees and ensures best practices regarding the safety at the Fair;
- N. Utilize his/her special knowledge, expertise, contacts and experience to assist with the success of the Fair.

2. Policy

This Request for Proposals does not constitute a contract. The County reserves the right to accept or reject any proposal and may elect not to proceed with any proposal.

3. Selection Process

Proposals will be evaluated by a committee appointed by the Washington County Commission, which may include commission members, county officials and staff members, and community representatives with knowledge and interest related to this contract. Proposals will be evaluated on the following criteria:

- Experience with event coordinating
- Existing contacts and relationships with potential Fair sponsors
- Managerial experience
- Availability
- Budget

4. Proposal Submittal Procedure

Please submit proposals by 12:00 p.m. on January 8, 2019. Use the enclosed RFP checklist. The following materials should be submitted for a complete proposal:

- A. RFP Checklist and Certificate. Complete a proposal checklist and sign the certificate. The certificate acknowledges the veracity of the proposal materials.
- B. Project Description. Provide a written description of the proposed vision of the fair, including but not limited to: how to encompass a family friendly environment, safety, cleanliness, customer service, food, schedule/ideas of events, commercial vendors, entertainment, exhibits, sponsorships and carnival.
- C. Board Vision. Vision of Fair Board, utilizing existing members and how you plan to bring in others to complete the board.
- D. Future Improvements. If the contract were to be renewed at the end of 2019, the vision moving forward, including the best time of year for the Fair and the changes/improvements to be implemented if the month were changed.
- E. Project Budget. Detail the total costs associated with your proposal.
- F. Availability. Provide a statement as to when work would begin and availability leading up to and during the County Fair.
- G. Bio or Resume. Provide any information on previously related experience not to exceed three pages.

Proposals will be accepted until **12:00 p.m. on January 8, 2019** at the Washington County Administration Building, 197 East Tabernacle, St. George, UT 84770.

Questions regarding the proposal may be directed to: Nicholle Felshaw, Commission Administrator
Washington County
435-634-5700

RFP CHECKLIST

Washington County Request for Proposals: Event Coordinator for WASHINGTON COUNTY FAIR

Name _____

Address _____ City _____ State ____ Zip _____

Phone (day) _____

Email _____ Website (optional) _____

To assure that your RFP is complete, please enclose the following items:

- This Checklist and Signed Certification
- Project Description
- Board Vision
- Future Improvements
- Project Budget
- Availability
- Bio or Resume

Certification

I certify that all statements made in this proposal are true to the best of my knowledge under penalty of perjury. I acknowledge that Washington County is not liable for loss or damage to work submitted.

Signature _____ Date _____

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