

Lewis County
Parks & Recreation Department



LEWIS COUNTY NOTICE FOR:
Request for Proposals (RFP)
For Production of the 2022 Rodeo at the Southwest Washington Fair
August 20, 2022



**REQUEST FOR PROPOSAL FOR THE 2022
RODEO PRODUCTION FOR EVENT at THE SOUTHWEST WASHINGTON
FAIRGROUNDS**

This is a request for proposal (RFP) being made by the Lewis County Parks & Recreation Department, for the production of the 2022 Lewis County Rodeo on Saturday, August 20th during the Southwest Washington Fair.

All inquiries relative to this RFP's are to be addressed to:

Connie Riker, Director of Parks & Recreation
Lewis County
1909 South Gold Street
Centralia, WA 98531
(360) 740-1495

Please provide six (6) copies and one (1) electronic PDF of a complete electronic packet. Proposals must be sealed and clearly marked "Sealed Proposal for Rodeo Production for the Southwest Washington Fairgrounds", and submitted to Connie Riker, Director, Department of Lewis County Parks & Recreation, 1909 South Gold St., Centralia, WA 98531, by **04:00 PM December 28, 2021**.

All Proposals are due December 28, 2021 by 4PM

Via email to Connie.Riker@lewiscountywa.gov

INTRODUCTION

The 2022 Southwest Washington Fair will be celebrating its 113th Anniversary with exciting activities and performances for all ages. The Fair will take place August 16th-21st (6 day event) with an estimated attendance of 78,000. The Southwest Washington Fairgrounds is seeking to provide an exciting, family-friendly rodeo performance the afternoon of Saturday, August 20, 2022.

I. Rodeo Production

A. SCOPE OF SERVICES

Rodeo Production Producer shall furnish the following:

- I. Rodeo Producer shall produce a performance rodeo to take place at the 2022 Southwest Washington Fair commencing on the 20th of August, 2022 at the Southwest Washington Fairgrounds, Centralia, WA

As follows: Saturday, August 20, 2022.

-Performance rodeo to include at least nine (9) major rodeo events and Mutton Busting*:
 - i. Eight of the events must ideally be Wild Horse Races, Bull Riding, Bareback Riding, Saddle Bronc Riding, Breakaway Roping, Team Roping, Barrel Racing, Bull Dogging plus the crowd pleasing mutton busting event*
 - ii. Additional event of producer's choice may be a traditional rodeo event or ranch rodeo event.
 - iii. Mutton Busting* will be facilitated and arranged by the Southwest Washington Fair & Lewis County Fair Rodeo Committee. Time during the Rodeo must be arranged between producer and the Fair. Support from the producer as far as pens for the sheep, and moving them within the pens and arena will be needed.
 - iv. Event must be a minimum of two hours, no longer than 4 hours from start to finish.
- II. Rodeo Producer shall furnish all supervision, quality stock, and equipment necessary to operate and organize all rodeo productions and slack including the following:

- i. Stock to cover all entries, including the wild horse races. (Excluding sheep for mutton busting*).
 - ii. Announcer, two pick up men, arena directors, judge and timer, rodeo equipment, flags, barrier, electric eye, two bull fighters, time keepers, arena secretary, barrel man, rodeo clown assistance with rough stock chutes and sorting bulls.
 - iii. Rodeo arena and chutes (including staff for complete set up/tear down and site must be cleared by 9am August 21, 2022)
 - iv. Rodeo Producer agrees that stock shall be of the same quality and condition of stock provided at other rodeos in the area.
- III. Rodeo Producer shall be responsible for all feeding and watering of livestock. Rodeo Producer is responsible for all injured livestock or for the loss of any livestock.
- IV. Rodeo Producer is responsible for the proper disposal of deceased livestock.
- V. Prize money (winnings and buckles) for each event is included as part of the payment from the County to the Rodeo Producer. If an event does not have a winner, the prize money of said event will be returned to the County.
- VI. Entry fees from all participants will be paid to Rodeo Producer who will then ensure that 100% of the entry fees are paid back to the winning contestants in each event.
- VII. The rodeo shall be under the sole supervision control and responsibility of the Rodeo Producer.

Lewis County may furnish the following:

- I. Guidance from the Lewis County Fair Rodeo Committee.
- II. Administrative business promotion and advertising of the rodeo, including ticket sales. Paid for by the County
- III. Arrange for EMT, Ambulance and Fire Watch to be on site for the duration of the event. Paid for by the County.
- IV. Facilitate the Mutton Busting event including the coordination of entries, sheep & awards. Time must be allowed for this event within the Rodeo production.
- V. Provide a sound system for the event. Does not include hands-free device but has the capability.

- VI. Provide ticketing and crowd control staff with any costs incurred paid for by the county.
- VII. Camping spaces for Rodeo Production Team (up to 8 dry camping spots).

B. Insurance Requirements

The Rodeo Producer shall maintain commercial general liability insurance from an insurer licensed to do business in the State of Washington with coverage of not less three million dollars (\$3,000,000) per occurrence/five million dollars (\$5,000,000) aggregate. In addition, the following requirements shall apply:

- I. Lewis County, the Southwest Washington Fair, and Lewis County's elected or appointed officials, officers, employees, agents, and volunteers shall be included as Additional Insureds either by way of a specific endorsement naming these parties, or by way of a blanket additional insured endorsement applicable when required by written contract or agreement.
- II. All insurance coverage maintained or procured pursuant to this Agreement shall be primary and non-contributory as to the above-named Additional Insureds either by way of a specific endorsement, or by way of a blanket waiver of subrogation provision applicable when required by written contract or agreement. Producer hereby waives its right of recovery against County.
- III. The policy will include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for sub-contractors and employee acts). The policy will contain a severability of interest's provision.
- IV. The Rodeo Producer shall send the certificate of insurance naming Lewis County as "primary, non-contributory" additionally insured, whose address is: 1909 South Gold Street, Centralia, WA 98531.
- V. The Rodeo Producer, and not the County, shall be responsible for loss or damage to the Rodeo Producer's equipment and belongings while upon the Fairgrounds. The Rodeo Producer is advised, but not required to obtain suitable insurance at their own expense.

II. Proposal Evaluation

A. General Information

Proposals must include:

- i. Name of the organization, individual, or company
- ii. Contact name, phone number and email address
- iii. General outline of the Rodeo with proposed events.
- iv. Pricing for the full event.
- v. Minimum event payout distributions and approximate total payout distributions by event.
- vi. List of at least 3 other fairs/organizations you have contracted with in the past 5 years and number of year's experience overall organizer or management team has in rodeo production
- vii. Links to video/s showcasing the rodeos produced, to include interaction between announcer and rodeo clown.

B. Proposal Evaluation

- i. The County will award the contract to the most qualified producer whose proposal is deemed to be in the best interests of the County.
- ii. Proposals for this rodeo production will be reviewed by a selection committee comprised of county staff, the Southwest Washington Fair Advisory Board and the Lewis County Fair Rodeo Committee.
- iii. Written proposals will be evaluated for completeness and eligibility as outlined in this RFP. The proposal shall describe the qualifications of the rodeo producer and provide a listing of similar productions completed in the past five years, a listing of team members and qualifications including but not limited to; manager, announcer, clown and livestock provider (if known), and a listing of references with contact information.

Any professional staff necessary to conduct the required project scope must be available to support successful complete of the contract scope of work.

- iv. The Selection of a producer for this event will be made from respondents to this solicitation. All producers responding will be evaluated, scored and ranked. The top producers may be invited for interview and have references checked.
- v. All proposals will be ranked on the following criteria:
 - a. Responsiveness of the proposal in clearly stating an understanding of the services to be preformed
 - b. Responding producers experience in completing work of a similar size and scope.
 - c. Specific qualifications of the primary staff who will manage, supervise and provide services, including past experience on rodeos of similar size.
 - d. Responses of the client references.
 - e. Producers overall approach, experience and strategic direction in matching the needs of the County.
 - f. Cost of services and payment policies.
 - g. Such other information that may be required or secured.
- vi. Lewis County, in its sole judgement, reserves the right to determine which proposals best meet the County's needs. The County retains right to reject any or all proposals or to waive formalities with or without cause.

C. Selection

The winning proposal will be selected and brought to the BOCC for approval on or before February 14, 2022. The selected producer will be contacted prior to the contract development period.

D. Pre-Contract Clarification

The apparent selected producer will be required to review its proposal with the County. The County reserves the right to require any clarification or alterations it deems necessary in the producers approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to contract execution and will become part of the final Rodeo Producer Contract.

E. Schedule

Release of RFP	November 2, 2021
Proposal Due	December 28, 2021
Proposal Review	Before January 18, 2022
BOCC approves selection	No later than February 14, 2022
Contract Development Process	No later than February 28, 2022

F. Proposal Deadline

Proposals must be received by no later than Thursday, December 28, 2021 by 4PM local time.

For questions, please contact the fair at (360) 740-1495 or swwfair@lewiscountywa.gov

The County reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation.

The County reserves the right to cancel the whole or any part of a contract issued as a result of this RFP due to failure of the Contractor to carry out any term, promise or condition of the contract. The County will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract.

Non-sanctioned <input type="checkbox"/>	Sanctioned <input type="checkbox"/>	<u>By:</u> _____
Name of Production Company _____		
Signed By _____		
Print Name _____		
Address:		
City _____	State _____	Zip Code _____
Date _____	Telephone _____	
E-Mail Address: _____		