



Glenn County Fair

MAY 16-19, 2019

To: Interested Livestock Photography Companies
From: Miki Martin, CEO, Glenn County Fair
RE: Livestock Photography for the Glenn County Fair
Date issued: October 23, 2018

Request for Proposals

Proposals are being accepted from interested parties to provide the Glenn County Fair with Livestock Photography services during the annual Glenn County Fair. Contract term would be for one year with the option to renew.

Proposals must be received at the Glenn County Fair by: December 14, 2018

Please submit to:
Glenn County Fair
PO Box 667
Orland, CA 95963
miki@glenncountyfair.org

Request for Proposal Package Livestock Photography RFP # 2019-002 Glenn County Fair

Verbal communication with the Glenn County Fair's staff or Board of Directors concerning the RFP shall not be binding with the Glenn County Fair and shall in no way excuse the proposer of obligations as set forth in the RFP. For further clarification of additional information, please contact Miki Martin via email: miki@glenncountyfair.org.

Part I
Definitions

Board of Directors: State appointed Board of Directors of the Glenn County Fair. The Board of Directors will make a determination in the event of a protest.

CEO: Chief Executive Officer and/or General Manager of the Glenn County Fair also referred to as the Fair Manager.

RFP: Request for Proposal

Proposer: Individual, company, or organization submitting the proposal.

Responsible Proposer: Proposer who has the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure good faith performance.

Contractor: The individual, company, or organization awarded a contract as a result of this RFP process.

Part II
General Information

1. Request for proposals (RFP)

The Glenn County Fair by releasing this RFP, intends to award a contract for a one-year term for the duration of the Glenn County Fair May 16-19, 2019. Upon completion of contract, the contractor has the option of renewal for one more year.

Contract will be subject to evaluation of contract performance within 90 days after the fairs completion.

2. Proposer Responsibility

Read all documents carefully as the Glenn County Fair shall not be responsible for errors and omissions on part of the proposer and will not make interpretations or detect or correct errors in calculations.

3. Delivery of Proposals:

Email:

miki@glenncountyfair.org

In Person or Via Mail:

Glenn County Fair Office
221 East Yolo St.
Orland, CA 95963

4. **Contract Award**
The contract shall be awarded to the “most qualified, responsible proposer” who obtains the highest score. The most qualified responsible proposer shall be determined by the evaluation of the criteria set forth in Part V of this RFP. The proposed contract award will then be made to the most qualified overall proposal.
A notice of proposal award will be mailed to each proposer.
5. **Tentative Schedule**
RFP Release: October 23, 2018
Proposals Due: December 14, 2018
Notice of winning Proposal: January 30, 2019
6. **Contact information**
Inquiries concerning this RFP will be accepted via email and directed to Miki Martin at miki@glenncountyfair.org
7. **Proposer/Contractor Status Form**
All proposers must complete, sign, and submit the form in response to the RFP. Failure to comply and answer all questions in full will deem the proposer non-responsive. The association reserves the right to verify the information on the Proposer/Contractor Status form at the time of proposal evaluation. If the proposer is a corporation, the form must include the title of the person signing. If a partnership, the signing partner must indicate whether a limited general partnership.

Part III Rules

1. **RFP Requirements and Conditions**
 - a. **Submission:** Must be submitted by: December 14, 2019
 - b. **Errors:** All clarifications will be in written form as an addendum to the RFP. All addenda must be submitted prior to final due date and time.
 - c. **Addenda:** Modifications of RFP due prior to final due date of RFP. Addenda should be numbered and reference area to be modified.
 - d. Once contract is awarded the terms are fixed and non-negotiable.
 - e. Contract is not exclusive, Fair may choose and issue separate contracts for each sub-proposal area listed below.
2. All materials submitted in response to the RFP will become the property of the Glenn County Fair.
3. The Glenn County Fair will hold the contents of all proposals in confidence until notice of contract is given to the RFP that has been accepted. After which time all information will be public record.
4. Any proposal which is received by the Glenn County Fair before the deadline may be withdrawn or modified by written request prior to RFP deadline.
5. Proposals cannot be “timed” to expire on a specific date.

6. Right to Reject any or all proposals: The Glenn County Fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process when it is deemed to be in the best interest of the Glenn County Fair.

Part IV General Information & Statement of Work to be Performed

The Glenn County Fair, May 16-19, 2019 is seeking the RFP for Livestock Photography services. Proposal acceptance is exclusive to a single proposer. The Glenn County Fair reserves the right to accept sub-proposal from different proposers and contract separately for each sub-proposal area. Including plans of developing area, any capital improvement projects for areas proposer would do, rate of payment, details of physical set-up and needs, expectations of the fair.

General Proposal Understanding & Provisions:

1. Photographer will be responsible for providing all equipment and staff required for photo sessions.
2. Photographer will take roughly 500 exhibitor pictures, Wednesday- Friday of the Fair. Two prints per exhibitor will be provided by photographer.
3. Exhibitor photos provided must be 4x6 and dropped into a 8x10 a pre-approved graphic frame.
4. Photos must be printed and ready for sorting on Friday Afternoon.

Part V Evaluation Criteria and Selection Process

Each proposal shall be evaluated to determine responsiveness to the Glenn County Fair's needs as described in this RFP.

During the evaluation and selection process, the Board of Directors and CEO may wish to make inquiries to proposers for clarification. The proposer cannot change proposals after the time and date designated for receiving.

After the deadline of proposal acceptance has passed, each proposal will be examined by the CEO and Board of Directors to determine compliances listed with the RFP format.

The Board of Directors and CEO will evaluate the RFPs presented based on the requirements above and a financial proposal