

GALLATIN COUNTY BID REQUEST

INTRODUCTION: TO ALL INTERESTED VENDORS: Gallatin County is seeking proposals from “vendors” to provide goods and/or services per scope of project as described later in this form.

RESPONSE: 4:00 PM, MOUNTAIN TIME, September 20 2019, via email to dennis.voeller@gallatin.mt.gov, faxed (406)582-3273 or delivered to below address:

Gallatin County
901 North Black Avenue
Bozeman, MT 59715.

CONTACT INFORMATION: Requests for additional information or clarification please contact: Dennis Voeller 901 N Black Ave, Bozeman, MT 59715, dennis.voeller@gallatin.mt.gov (406)582-3270

1. **Rejection.** Gallatin County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, and to waive any defects and to allow modifications and supplementation of proposals that are submitted within the deadline.
2. **Revisions.** Vendors submitting proposals will be accorded fair and equal treatment with respect to opportunity for discussion and revision of proposals, and such revisions may be permitted, after submissions and prior to award for the purpose of obtaining best and final proposals.
3. **Interviews & Vendor Site Visit.** The county may in its discretion select one or more or all vendors to participate in interview(s), make oral presentation(s), provide supplemental information and documentation, or make site visit(s). The county may use this process for further elimination. All arrangements and scheduling shall be coordinated by the county.

BINDING OFFER: VENDOR’S PROPOSAL CONSTITUTES A VALID LEGAL OFFER FOR 180-DAYS. VENDOR’S PROPOSAL SHALL NOT BE WITHDRAWN WITHOUT THE CONSENT OF GALLATIN COUNTY. Negligence, errors, mistakes or omissions in preparing the proposal, information, documentation, costs, or calculations shall confer no right of withdrawal after the submission deadline. Vendor bears all costs of preparing the proposal and any subsequent presentation or participation in the selection process.

CONTRACT FORM: Vendor agrees to accept & execute the attached **county work & services agreement** that will be issued subject to minor, non-substantive modifications or changes only. Gallatin County reserves the right to require the vendor to execute such further documents, contracts, agreements or forms as may be reasonably necessary to express the intentions of the parties, or which may be recommended by the County Attorney’s office.

COUNTY RESERVATION OF RIGHTS: Submission of a proposal confers no rights upon any vendor and shall not obligate Gallatin County in any manner whatsoever. Gallatin County reserves the right to make no award and to solicit additional proposals at a later date.

AGREEMENT TO TERMS & CONDITIONS: The undersigned is duly authorized to bind the company named below and hereby agrees to all the terms and conditions in the foregoing request for proposals.

Dated: _____ Company: _____

Authorized Signature: _____

Print Name & Title: _____

(Project scope continued on next page)

PROJECT NAME: Talent Agent

SCOPE: The Gallatin County Fairgrounds is accepting proposals for talent agent services for the three day concert series held annually during the Big Sky Country State Fair. The Fair takes place starting on the third Wednesday of the month and ending on the following Sunday. The fair currently budgets approximately \$75,000 - \$90,000 for performances each year.

The selected vendor must sign the Fair Professional Service Agreement - see attached.

This agreement will be for a three year term with a two year renewal period.

Contract will be awarded to the lowest cost, responsive and responsible bidder whose proposal best meets the needs of the Fair as determined by Gallatin County.

This agency is responsible to procure entertainment that best fits the Fairs budget, audience, time tables and venue. The agency is responsible to represent the Fair's interest to the act by defining market area, arranging and assisting with marketing, meet and greets, confirm transportation needs for act, coordinate production aspects of the performance with the fair and act, catering, security, backline or other items as stipulated by contract. This agency will provide an onsite representative to act as liaison between the Fair and act to advance performances and address day of performance logistical needs.

Please provide a cover letter containing:

- company profile, name, address, location, phone number, email address and contact persons.

Description of:

- services and goods provided
- costs
 - fee for procuring acts over term of contract
 - fee for onsite representative over term of contract
- three references including the venues, performers, and fees
- listing of performances that would be recommended for the 2020 fair
- complete talent list

The proposal must be returned to: Gallatin County Fairgrounds Attn: Dennis Voeller 901 North Black Avenue Bozeman, MT 59715 E: dennis.voeller@gallatin.mt.gov F: 406 582 3273

SERVICE AREA: The venue is an outdoor rodeo arena with a grandstand capacity of 1450 and a festival area capacity of 4200. The festival area measures 150ft by 300 ft.

SERVICE DATES: The fair takes place annually beginning the third Wednesday of July and ending on Sunday. The concert series takes place on the Wednesday, Thursday and Friday of the fair.

PAYMENT TERMS: payment by county check at the completion of work

