



Western Montana Fair, A department of MISSOULA COUNTY REQUEST FOR PROPOSALS (RFP) Rodeo Stock Contractor

INTRODUCTION

Missoula County (hereinafter referred to as “the County”) seeks a stock contractor to produce four nights of professional, high quality entertainment at the annual Western Montana Fair (hereinafter referred to as “WMF”) during the second week in August. The WMF will consider contractors capable of producing a combination of events: 2-3 nights of Professional Rodeo Cowboys Association sanctioned rodeo and 1-2 nights of professional bull riding or mixed rough stock performances.

CONTRACT PERIOD

The contract term is four years, with an option to renew for one additional year. The contract will begin with the annual WMF in August 2018 and end at the conclusion of the WMF in August 2021. The optional renewal period is for the year 2022.

SINGLE POINT OF CONTACT

Any and all questions regarding this Request for Proposals must be directed to the Missoula County employee responsible for this solicitation. Contractors are not allowed to communicate with any WMF staff or officials regarding this RFP, except at the direction of the responsible party, Barbara Berens, Missoula County Auditor. Any unauthorized contact may be grounds for disqualification from further consideration. Contact information is:

Barbara Berens, Missoula County Auditor
Address: 200 W Broadway, Missoula, MT 59802
Telephone Number: 406-258-3227
E-mail Address: bberens@missoulacounty.us

OFFEROR QUESTIONS

Any questions or requests for clarification or interpretation of this RFP must be addressed in writing to the procurement officer on or before February 5, 2017. For purposes of this RFP, “in writing” consists of email. Questions submitted must include:

- Company name and address;
- Contact information, including name, email address, and telephone number;
- Clear reference to the section, page, and item in question.

Questions received after the deadline will not be considered.

The County will provide a formal written addendum by February 10, 2017 to questions received by the deadline. No other form of interpretation, correction, or change to this RFP will be binding upon the County. Any addendum will be posted on the County's website, <http://www.missoulacounty.us/government/administration/auditor-s-office/bids-proposals/test-rfp-page>. An Acknowledgment of Addendum must accompany the RFP response.

SITE VISIT / PRE-PROPOSAL CONFERENCE

A pre-proposal conference and site visit may be scheduled by contacting staff at the Missoula County Fairgrounds, 406-721-3247. Visits must be completed prior to submission deadline for questions on February 5, 2017. A site visit is not mandatory.

PROPOSAL DUE DATE

Four (4) copies of the proposal must be submitted no later than 5:00PM, Friday, February 28, 2017 to the following address. Proposals must be labeled "RFP – WMF Stock Contractor" and addressed to:

Barbara Berens, Missoula County Auditor
200 W Broadway
Missoula, MT 59802

Missoula County/Western Montana WMF reserves the right to reject any and all proposals.

RFP TIMELINE

| EVENT | DATE |
|--|--|
| RFP issue date | January 16, 2017 |
| Deadline for submitting written questions | February 5, 2017 |
| Written responses posted to County website | February 10, 2017 |
| RFP response due date | February 28, 2017 |
| Offeror interviews | Optional - to be scheduled at the discretion of the Selection Committee. |
| Contract award | March 13, 2017 |

SCOPE OF PROJECT

Venue Description

The Missoula County Fairgrounds is located on 46 acres in the heart of Missoula. The Western Montana Fair is an annual 4-6 day event held during the second week in August. Entertainment is provided nightly in an arena with a 3200 reserved seat grandstand. Although the night shows vary from year to year, the 2016 line-up was

typical: one night of ranch rodeo, one night of a professional bull riding, three nights of PRCA rodeo, and a late afternoon demolition derby.

The ranch rodeo, bull riding, and PRCA events include pre-show entertainment beginning at 6:30pm; the live performances begin at 7:00pm and usually conclude around 9:00pm. The scheduling of rodeo slack is dependent on arena availability.

In 2015 and 2016, the PRCA rodeo had the following number of entries:

| Event | 2015 | 2016 |
|-----------------|------|------|
| Bareback bronc | 36 | 20 |
| Saddle bronc | 36 | 35 |
| Bull riding | 73 | 100 |
| Tie down roping | 64 | 100 |
| Steer wrestling | 45 | 100 |
| Team roping | 60 | 225 |
| Barrel racing | 94 | 64 |
| Total | 408 | 644 |

In 2015 and 2016, the bull riding performances had the following number of entries:

| Event | 2015 | 2016 |
|---------|------|------|
| Round 1 | 34 | 35 |
| Round 2 | 10 | 10 |
| Total | 44 | 45 |

WMF dates for the four year contract term are projected to be:

| | |
|------|-----------------------|
| 2018 | August 7 – August 12 |
| 2019 | August 6 – August 11 |
| 2020 | August 11 – August 16 |
| 2021 | August 10 – August 15 |

Fair management is re-evaluating the night show mix in connection and is considering a one night reduction in PRCA rodeo performances.

Venue Responsibilities

The WMF shall be responsible for providing:

1. A safe and adequately fenced area with sufficient corral space to accommodate contractor stock, with comparable facilities provided offsite for any animals that exceed the Fairgrounds' capacity;
2. An ambulance and sports medicine personnel for all performances;
3. Payment of such fees as the PRCA and other sanctioning organizations may require;
4. Added prize money in accordance with contractual arrangements established between Missoula County and the PRCA and other sanctioning organizations. PRCA prize money will be disbursed by the rodeo secretary; prize money for non-PRCA events will be paid in cooperation with the rodeo secretary and the Missoula County Auditor;
5. An arena superintendent and/or other WMF staff to coordinate arena and backside security, volunteer labor, and pre-performance entertainment;

6. Proof of insurance to the contractor.

The WMF will inform the contractor in writing on or before the end of the last business day of September 2021 if the contract will be extended for the optional year.

STOCK CONTRACTOR REQUIREMENTS

The WMF seeks a stock contractor to be responsible for all aspects of event production including the pre performance entertainment. Contractor must be capable of producing a mix of night show performances consisting of PRCA rodeo (2 or 3 nights), bull riding (1 night) and a ranch rodeo type of mixed rough stock event (1 night).

Contractor must be a member in good standing of the PRCA and any other organizations which may sanction bull riding or mixed rough stock performances at the WMF. Contractor must either own or be able to subcontract at contractor's expense for sufficient stock to accommodate entries comparable to 2015 and 2016.

The contractor shall agree to:

1. Act as the primary event contractor and furnish the necessary rodeo stock and personnel required to produce a PRCA and/or other association sanctioned rodeo or rough stock event as jointly agreed to by the WMF and contractor. Such stock and personnel include, but may not be limited to: bulls, team roping cattle, saddle and bareback broncs, dogging cattle, saddle horses, arena director, rodeo secretary, bullfighters, clowns, specialty acts, timekeepers, arena labor, feed, and pickup men.
2. Provide all necessary equipment, flags, banners, electric eye, chute equipment, halters, flanks, etc.
3. Provide association approved judges, arena assistance and bull fighter insurance, and cowboy insurance for the rough stock short go round. The WMF and the contractor shall split the cost of judges for all re-rides.
4. Provide comprehensive general liability insurance with minimum policy limits of one million and 00/100 dollars (\$1,000,000) for each occurrence and two million and 00/100 dollars (\$2,000,000) aggregate. The policy shall include coverage for contract acts and subcontractors. Missoula County shall be named as an additional insured on this policy.

OTHER INFORMATION

1. WMF reserves the right to contract separately for the announcer and requires that the cost for the announcer be listed separately on the stock contractor price proposal.
2. WMF reserves the right to participate in decision making on specialty acts prior to booking.
3. WMF requires the contractor to submit as part of this proposal a sample production schedule that illustrates typical timelines and act/event lineup for a 2 1/2 hour rodeo and a separate schedule for a rough stock production from pre-show to lights out.
4. WMF requires contractor to submit with this proposal sample "day sheets" from 2016 rodeos and rough stock events (final performances) from at least three different venues similar in size and demographics to the WMF.
5. WMF requires that contractor submit with this proposal:
 - a. A list of results (including payouts, scores and times) of at least three 2016 PRCA three-day events conducted in venues similar in size and demographics to the WMF.

- b. A list of results (including payouts, score and percent of successful rides) of at least three 2016 sanctioned rough stock events conducted in venues similar in size and demographics to the WMF.
- c. A list illustrating the amount of added money and total payout for at least five three day PRCA events produced in 2016 including dates and locations.

PROPOSAL CONTENT

Proposals must contain the following information:

1. **References:** a minimum of three references that have or are using the services of this stock contractor. The contractor shall provide the venue name, location where the event was produced, contact person(s), contact telephone number, e-mail address, a complete description of the event produced, and dates of the events. These references may be contacted to verify the contractor’s ability to perform the contract. The WMF reserves the right to use any information or additional references deemed necessary to establish the ability of the contractor to perform the contract. Negative references may be grounds for proposal disqualification.
2. **Company profile and experience:** contractor shall provide information establishing that it has the qualifications and experience to produce the PRCA and bull riding/rough stock sanctioned events specified in this RFP. This information shall include:
 - a. Legal name, type of entity (eg corporation, LLC, etc), address, telephone number, email address, and name of person submitting the RFP response;
 - b. A brief history of the company and its experience as a stock contractor;
 - c. The number of years the company has been maintained the PRCA status of Full Stock Contractor;
 - d. A description of how the company differentiates itself from its competitors;
 - e. A description of past and proposed pre-show entertainment and specialty acts, including process used for selection and amounts budgeted per venue;
 - f. A list of all subcontractors used in 2016 and proposed to be used for this contract, including a list of 2016 National Finals Rodeo and Extreme Bulls Finals qualifying animals;
 - g. A list of the customers that have canceled a contract before, during, or after a scheduled performance, and the reasons for the cancellation.

Prospective contractors are asked to provide cost proposals for performances of both 4 and 5 nights.

3. **Cost Proposal**

| | 3 nights PRCA rodeo, 1 night bull riding, and 1 night mixed rough stock performances (5 nights) | 3 nights PRCA rodeo and 1 night bull riding or mixed rough stock performance (4 nights) | 2 nights PRCA rodeo, 1 night bull riding and 1 night mixed rough stock performance (4 nights) |
|--------|---|--|--|
| Year 1 | | | |
| Year 2 | | | |
| Year 3 | | | |
| Year 4 | | | |

Cost proposal if WMF contracts separately for PRCA/bull riding or mixed rough stock announcer:

| | | | |
|--------|---|--|--|
| | 3 nights PRCA rodeo, 1 night bull riding, and 1 night mixed rough stock performances (5 nights) | 3 nights PRCA rodeo and 1 night bull riding or mixed rough stock performance (4 nights) | 2 nights PRCA rodeo, 1 night bull riding and 1 and mixed rough stock performance (4 nights) |
| Year 1 | | | |
| Year 2 | | | |
| Year 3 | | | |
| Year 4 | | | |

4. **Added Prize Money:** contractor must check one of the following ranges which best describes the amount of added prize money appropriate to this venue and types of events:

| PRCA Rodeo | | Bull Riding/Mixed Rough Stock Event | |
|---------------------|-------|--|-------|
| \$20,000 - \$25,000 | _____ | \$ 5,000 - \$ 7,500 | _____ |
| \$25,001 - \$30,000 | _____ | \$ 7,501 - \$10,000 | _____ |
| \$30,001 - \$35,000 | _____ | \$10,501 - \$12,500 | _____ |
| \$35,001 - \$40,000 | _____ | \$12,501 - \$15,000 | _____ |
| Other (Give range) | _____ | Other (Give range) | _____ |

5. **Proposal signature:** the proposal must be signed by a person legally authorized to establish a contractual relationship with the County.

PROPOSAL EVALUATION PROCESS

Proposals will be evaluated by a selection committee consisting of Fairgrounds management, the Missoula County Auditor, and may include the Arena Superintendent, and or a representative of the Fair Event Committee. The following criteria will be used:

1. Adequacy of proposal contents: includes all requested information, responses to requests for clarification, and any additional information relevant to the contractor’s approach to successful event production (15 points);
2. Feedback from references (10 points);
3. Contractor experience, quality of stock, and subcontractor list (10 points);
4. Description of pre-performance entertainment and proposed specialty acts (5 points);
5. Performance timeline and production duration (5 points);
6. Cost of services (25 points).
7. The scoring committee reserves the right to determine which proposals fall within a competitive range and to conduct interviews prior to making a final selection.