

**REQUEST FOR PROPOSAL
FLEA MARKET SERVICES
POLK COUNTY FAIRGROUNDS, OREGON**

I. INTRODUCTION

Polk County is requesting proposals from qualified vendors to provide operational services associated with the monthly flea market held at the County Fairgrounds.

Presently, the flea market operates at the Polk County Fairgrounds facility on a monthly basis. The flea market operates 11 months out of the year (1st Sunday of the month), with the month August reserved for the annual fair preparation.

II. OBJECTIVES OF RFP

The objectives of this RFP are as follows:

- A. A contract between the successful bidder and the Polk County Fairgrounds that will meet the following objectives:
1. To deliver a high quality flea market which meets the needs of the vendors and the attending public.
 2. To provide all services associated with flea market operations: booking vendors, setup, money collection (admission, booth rental), operations and cleanup/security.
 3. To coordinate all facets of the operation of the flea market with Fair staff prior to the initial flea market.
 4. Upon completion of the flea market, a monthly review with the Fair Manager on the flea market's performance.

III. PROPOSAL PROCESS

The following is a schedule of events concerning the bid process:

Distribution of the RFP	September 23, 2015
Due date/Public Opening	October 28, 2015
Notification of Award	November 6, 2015
Commence Services	December 6, 2015

Three (3) copies of the proposal will be submitted to:

"RFP – Flea Market"
Attn. Tina Andersen, Fair Manager
Polk County Fairgrounds
P. O. Box 29
520 Pacific Hwy. West
Rickreall, OR 97371

Proposals must be received not later than 1:00 p.m., Wednesday, October 28, 2015 at the address set forth above. Proposals received after 1:00 p.m. on Wednesday, October 28, 2015 will not be considered.

Questions regarding bid specifications may be directed to the following individual:

Tina Andersen, Fair Manager
(503) 623-3048

IV. QUALIFICATIONS OF BIDDER

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- A. The vendor and staff must be set to provide an organized flea market.
- B. The ideal vendor shall have prior experience operating a flea market and or related activity.
- C. The vendor must have the ability to begin providing services by the December flea market.
- D. The vendor must have qualified and trained staff with sufficient back-up personnel to insure the monthly operation of the flea market.
- E. The vendor shall submit a list of three (3) references, including name, address and phone number.

V. SELECTION CRITERIA

Criteria for Evaluation - The criteria used in selecting a vendor will be as follows:

The vendor will be selected on the basis of the bidder's written proposal. The Selection Committee will review all proposals and make their recommendations for selection. The primary criteria used in making a selection will be as follows:

- A. The vendor's demonstrated experience and expertise in flea market operations and all other related duties involving flea market operations (marketing, operating, collections, etc.).
- B. The financial return to the Fairgrounds.
- C. Past history and references. Vendors shall include a listing of references with their proposals, indicating locations, name, and telephone number of person or place. This list should contain at least three (3) current references, preferably of a size comparable to Polk County.

Procedure - Submitted proposals will be reviewed by a Selection Committee. Vendors who are deemed, on a basis of selection criteria, fully qualified and best suited among those submitting proposal may be requested to participate in an interview regarding their proposals. Discussion will cover cost, methods, and all other relevant factors.

If interviews are necessary, the vendors will be ranked on the basis of selection criteria and final negotiations will be conducted with the vendor ranked first. If a satisfactory agreement can be reached, the contract shall be awarded to the vendor; otherwise, negotiations will be conducted with each subsequent vendor until a satisfactory contract can be established or until the Selection Committee determines the rejection of all proposals is in the best interest of Polk County.

The Fair Board will assemble a committee for the purpose of bid evaluations.

VI. METHOD OF AWARD

The award will be made to the vendor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral interview to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal.

The County reserves the right to award this contract not necessarily to the vendor with the lowest price or highest commission, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP. The successful vendor will be chosen based on the qualifications and selection criteria discussed in Sections IV and V of this proposal.

The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the Polk County Fairgrounds. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

Polk County reserves the right to reject any or all proposals for any reason in whole or in part received in response to this RFP. The Polk County Fairgrounds will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful vendor, all vendors will be notified in writing of the selected firm.

VII. PROPOSAL PACKAGE

Vendors must submit a response in the form of a proposal which includes the following sections:

A. Transmittal Letter

This letter is to be a brief letter, addressed to Attn. Tina Andersen, Polk County Fairgrounds, P. O. Box 29, 520 Pacific Highway West, Rickreall, OR 97371, which provides the following information:

1. Name and address of the vendor;
2. Name, title and telephone number of the vendor;
3. A statement that the proposal is in response to this RFP; and
4. The signature, typed name of the vendor.

B. Technical Proposal

This portion of the proposal must address each item listed below:

1. a. Vendor Profile
 - (1) Date organized to provide flea market services.
 - (2) Vendor background and depth of support
 - number of employees
 - number of years doing business
 - (3) Describe any current contracts in which you are providing this type of service
 - client
 - date of contract
 - b. References, with addresses and phone contacts.
 - c. Cost breakout as defined in Attachment "A". The cost breakout is based upon a percentage figure or a fixed cost fixed cost charge.
2. Operational Requirements - All proposals must clearly define or possess:
 - a. How you intend to provide a quality flea market with all of the necessary elements stated above.
 - b. Insurance - Vendor shall provide types of insurance and limits and provisions as contained herein:

<u>TYPE</u>	<u>COVERAGE FEATURES</u>	<u>LIMITS</u>
General Liability/ Comprehensive	County named as Certificate Holder, No fault to meet statute requirements.	\$1,000,000/ \$1,000,000
Worker's Compensation		As required by law.

VIII. SCOPE OF WORK

Vendors will be expected to provide the following services as part of the flea market service:

1. Take phone calls from people wanting to be vendors.
2. Booking a minimum of 185 tables every month
3. Setting up tables & chairs prior to the flea market. (Sunday morning)
4. Collecting table rent from vendors.
5. Insure all vendors are provided assigned locations and are directed to those locations.
6. Supervise proper parking in the parking lots, keeping fire lanes clear, adequate traffic flow/control in all parking areas plus traffic control for entering and exiting the fairgrounds. Parking will be permitted in assigned areas only.

7. Collecting admission fee at the front entry from (9:00 am – 3:00 pm)
8. Provide clean and well stocked restroom facilities
9. All garbage is removed and properly disposed in the dumpsters.
10. Re-line all used garbage cans.
11. Re-stack tables & chairs and return to the assigned area.
12. Mop floor clean building.
13. Remove all trash in the parking lots.
14. Secure building prior to leaving the facility.

IX. RESPONSIBILITY OF THE FAIRGROUNDS

The Fairgrounds will provide the following:

1. A clean, well maintained facility.
2. A parking facility.
3. Safe and clean tables in an amount up to 190 tables.
4. Clean and safe chairs.
5. Garbage cans & liners.
6. Advertisement for the Flea Market in the same capacity as other year around events.
7. Advertise the Flea Market on the sign board located at the entry of the Fairgrounds.

X. RECORD-KEEPING

Access and Records - The vendor shall keep full and accurate records of sales and order records in connection with the commissary services. If requested, a copy of said record shall be supplied to the Fair Board or designee on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the County Fairgrounds at any time during regular working hours.

XI. CONTRACT LENGTH & REVIEW

Polk County Fairgrounds and the Service Provider shall, within 30 days of execution of an agreement, set dates through the scheduled contract termination date for quarterly review meetings between the Department and the Flea Market Provider personnel for the evaluation and amendment, if necessary, of the Agreement. The length of the contract shall be one year with option to add three year if new Vendor. Returning Vendor shall be three year contract.

XII. TERMINATION OF CONTRACT

- A. Termination for Cause: Polk County Fairgrounds may terminate the contract at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in the contract.

1. Polk County Fairgrounds shall provide the Vendor with thirty (30) days written notice of conditions endangering performance. If after thirty (30) days written notice the Vendor fails to remedy the condition contained in the notice, Polk County Fairgrounds shall issue an order to stop work immediately.
 2. Polk County Fairgrounds shall be obligated to reimburse the Vendor only for those services rendered prior to the date of notice of termination.
- B. Mutual Agreement: With the mutual agreement of the Fairgrounds and the Vendor upon receipt of not less than ninety (90) days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

XIV. FINANCIAL RETURN SUMMARY

- A. The financial return summary shall be indicated on the financial return summary sheet (Attachment A).

ATTACHMENT A

**POLK COUNTY FAIRGROUNDS
FINANCIAL RETURN PROPOSAL SUMMARY**

It is the desire of the Polk County Fair Board to receive a financial return for providing the site for the monthly flea market. The financial return shall be based upon a fixed rate. Other financial proposals may be considered if offered. However, a fixed rate proposal must be supplied for consideration on other options.

FIXED RATE PROPOSAL

The fixed rate option shall be based upon a fixed rental rate for the facility which includes access to the Main Building and parking facility. Minimum bid \$1,800.00 for Sunday only with the option for addition of Sat set up at \$500.00 when facility is available

COUNTY FAIRGROUNDS FIXED RATE BID (Minimum bid \$1,800.00)

OTHER FINANCIAL PROPOSALS
