



REQUEST for PROPOSAL #926
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, MAY 28, 2025

DUE DATE: WEDNESDAY, JUNE 18, 2025 by 11:00 am

Request for Proposal for:

**DECORATOR SERVICES for the CLARK COUNTY EVENT CENTER and
CLARK COUNTY FAIR**

SUBMIT:

One (1) Original

Four (4) Complete Copies

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County
ATTN: Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver WA 98660
564-397-2323

United States Postal Service

Clark County
ATTN: Office of Purchasing
PO Box 5000
Vancouver WA 98666-5000
564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

*****Proposals must be delivered to the Purchasing office – No Exceptions***

*****Proposals must be date and time stamped by Purchasing staff by 11:00 am on due date – No Exceptions***

*****Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name***

Refer Questions to Project Manager:

Amy DeShazer
Managing Director of Events
Clark County Event Center, Clark County Fair
Amy.Deshazer@cceventcenter.org
564-397-6126

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Fair Site Management Group (FSMG). It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. FSMG has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - FSMG reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, FSMG reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of FSMG or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until FSMG and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. FSMG is not responsible for any costs incurred prior to the effective date of the contract. FSMG reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - FSMG encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of FSMG to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. FSMG is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

MUNICIPAL RESEARCH and SERVICE CENTER - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of

restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - FSMG has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to FSMG.

LIMITATION - This RFP does not commit FSMG to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. FSMG project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS - FSMG reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of FSMG to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of FSMG. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

Request for Proposals

Table of Contents

PART I PROPOSAL REQUIREMENTS

Section IA: General Information

1. Introduction
2. Background
3. Scope of Project
4. Project Funding
5. Title VI Statement
6. Timeline for Selection
7. Employment Verification

Section IB: Work Requirements

1. Required Services
2. County Performed Work
3. Deliverables and Schedule
4. Place of Performance
5. Period of Performance
6. Prevailing Wage
7. Debarred / Suspended
8. Americans with Disabilities Act (ADA) Information
9. Public Disclosure
10. Insurance/Bond
11. Plan Holders List

PART II PROPOSAL PREPARATION AND SUBMITTAL

Section IIA: Pre-Submittal Meeting/Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

Section IIB: Proposal Submission

1. Proposals Due
2. Proposal

Section IIC: Proposal Content

1. Cover Sheet
2. Project Team
3. Management Approach
4. Respondent's Capabilities
5. Project Approach and Understanding
6. Proposed Cost

PART III PROPOSAL EVALUATION & CONTRACT AWARD

Section IIIA: Proposal Review and Selection

1. Evaluation and Selection
2. Evaluation Criteria Scoring

Section IIIB: Contract Award

1. Consultant Selection
2. Contract Development
3. Award Review
4. Orientation/Kick-off Meeting

ATTACHMENTS

- A: Proposal Cover Sheet
- B: Letter of Interest
- C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form

EXHIBITS

- A. None

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

Part I

Proposal Requirements

Section IA	General Information												
1. Introduction	<p>The purpose of this RFP is to contract for decorator services for the events and activities to be held at the Clark County Event Center and for decorator services for the annual Clark County Fair for a period of three years, with an option to extend the contract for four (4) additional one (1) year terms at the sole discretion of FSMG.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or https://mrscrosters.org/businesses/business-membership/</p> <p>If your company contact details <u>are not</u> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County and FSMG has made this Request for Proposal subject to Washington State statute RCW 39.34 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County or FSMG.</p>												
2. Background	<p>The Clark County Event Center at the Fairgrounds is located in Ridgefield, WA along I-5 at the intersection of NE Delfel Rd and NE 179th St. The Event Center venue consists of a 97,200 square foot Exhibition Hall, the Dr. Jack Giesy Equestrian Arena, a 7,500-seat outdoor grandstand, and various other commercial and agricultural facilities. Events range in scope from sporting events (gymnastics, wrestling, volleyball), horse shows, dog shows (conformation, performance, and agility/sporting), outdoor shows, trade shows, collectible shows, RV sales, swap meets and garage sales, political rallies and caucuses, banquets, and a variety of others.</p> <p>The following depicts a typical number of event days, including the Clark County Fair, which have occurred between January 2024 and March 2025.</p> <table><tr><th>Venue/Event</th><th>Event Days (Event days can happen concurrently)</th></tr><tr><td>Clark County Fair</td><td>10 days</td></tr><tr><td>Exhibition Hall</td><td>162 days</td></tr><tr><td>Dr. Jack Giesy Equestrian Arena</td><td>105 days</td></tr><tr><td>Misc. Other Venues</td><td>95 days</td></tr><tr><td>Total</td><td>372 days</td></tr></table> <p>The Clark County Fair has been in existence since 1868. It begins each year on the first Friday of August and lasts for 10 days. Thousands of volunteers, along with paid staff, produce the event, which regularly attracts over a quarter of a million attendees. The Fair opens each morning at 10 am and closes at 10 pm on weeknights and at 11 pm on Fridays and Saturdays.</p>	Venue/Event	Event Days (Event days can happen concurrently)	Clark County Fair	10 days	Exhibition Hall	162 days	Dr. Jack Giesy Equestrian Arena	105 days	Misc. Other Venues	95 days	Total	372 days
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Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

	<p>The grandstand entertainment at the Fair typically consists of three evenings of concerts, two evenings of rodeo, and five days of motorsports (side-by-side racing, demolition derby, monster trucks, and tuff trucks) with two performances each day.</p> <p>During the event season, FSMG arranges for decorator services for many of the events held in the Exhibition Hall, including trade shows, sporting events, and sales. Decorator services include pipe & drape rental and installation, carpet, table and chair rental, and a variety of other services. During the Clark County Fair, FSMG contracts for decorator services to rent and set up a variety of equipment including pipe & drape in the commercial vendor area, hanging décor (pennants, etc.) on buildings and at various locations around the grounds, table and chair rental, including chairs for the reserved seating area at the grandstand concerts.</p> <p>The Cascades Amphitheater is also located at the Clark County Fairgrounds, but is operated under separate management; therefore, its events and/or activities are not part of this RFP.</p>
3. Scope of Project	<p>Fairgrounds Site Management Group is seeking a contractor who can provide excellent service to our customers, clients, and attendees. Quality decorator services is an important consideration in the selection of a contractor. FSMG desires a contractor who will view their relationship as a partnership, will provide outstanding service and will actively assist FSMG in becoming part of a successful event management team.</p>
4. Project Funding	<p>Decorator services during events are paid by the rental clients and services are contingent upon the agreement of the client. Decorator services during the Clark County Fair are contingent upon the availability of funds and approval by FSMG..</p>
5. Title VI Statement	<p><u>Title VI Statement</u></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p> <p>alternate format, contact Clark County Public Works' Title VI Coordinator via email at CCPW-TitleVI@clark.wa.gov or phone at 564-397-4944. Hearing/speech impaired may call the Washington Relay Center at 711.</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

6. Timeline for Selection	<p>The following dates are the <u>intended</u> timeline:.</p> <table border="1"><tr><td>Pre-submittal Meeting</td><td>None</td></tr><tr><td>Deadline for Questions and Answers</td><td>June 11, 2025</td></tr><tr><td>Final date for Addendum, if needed</td><td>June 13, 2025</td></tr><tr><td>Proposals Dues</td><td>June 18, 2025</td></tr><tr><td>Proposal Review/Evaluation Period</td><td>June 19 - 20, 2025</td></tr><tr><td>Interviews/Demonstration (optional)</td><td>June 23 – 25, 2025</td></tr><tr><td>Selection Committee Recommendation</td><td>June 26, 2025</td></tr><tr><td>Contract Negotiation/Execution</td><td>June 26 – July 3, 2025</td></tr><tr><td>Contract Intended to Begin</td><td>July 7, 2025</td></tr></table>	Pre-submittal Meeting	None	Deadline for Questions and Answers	June 11, 2025	Final date for Addendum, if needed	June 13, 2025	Proposals Dues	June 18, 2025	Proposal Review/Evaluation Period	June 19 - 20, 2025	Interviews/Demonstration (optional)	June 23 – 25, 2025	Selection Committee Recommendation	June 26, 2025	Contract Negotiation/Execution	June 26 – July 3, 2025	Contract Intended to Begin	July 7, 2025
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7. Employment Verification	<p>The Proposer, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon FSMG request. Failure by Contractor to comply with this subsection shall be considered a material breach.</p> <p>(Sole Proprietors must submit a letter stating such.)</p>																		
Section IB	Work Requirements																		
1. Required Services	<p>Service provider must be able to provide adequate rental equipment and labor to meet the needs of year-round events. This includes large quantities of tables and chairs, carpet, and pipe & drape of multiple lengths. Setup and teardown for shows may happen in very short periods of time and at all hours of the day or night. Service provider must be able to meet setup and teardown timelines between back-to-back events as required by the needs of the Clark County Event Center.</p> <p>Service provider must be able to provide adequate rental equipment and labor to meet the needs of the Clark County Fair. This includes large quantities of tables and chairs, pipe & drape, decorative banners and bunting. Setup and teardown for the Clark County Fair and activities during the Fair may happen in very short periods of time and at all hours of the day or night. Service provider must be able to meet the setup and teardown timelines required by the Fair management staff. Service provider will also be responsible for the labor required to hang signage, decoration, and banners provided by the Clark County Fair.</p> <p>During the Fair, the Service Provider will be required to always have a member of their team onsite to provide service to the Fair Management and to the vendors. Service Provider will construct approximately 150 commercial booths in the Exhibition Hall and provide 1500 chairs for the reserved seating area in the grandstand.</p>																		

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

	<p>Minimum available quantities of rental items are as follows:</p> <ul style="list-style-type: none">• 2,000 chairs (preferably black)• Pipe and drape (preferably black with other colors available) to construct 400 10' x 10' vendor booths with 8' back walls and 3' side walls• 700' of 3' tall pipe & drape (preferably black with other colors available)• 200' of 10' tall pipe & drape (preferably black with other colors available)• 100' of 16' tall pipe & drape (black)• 400 8' long rectangle tables• 200 6' diameter or 8' diameter round tables• 50 8' diameter table skirts• 50 bistro tables• White picket fence, 400 linear feet• 165 pieces of 4' x 8' lattice or pegboard• 100 patriotic fan bunting flags• 40 American pole flags
2. FSMG Performed Work	<p>The need for decorator services during year-round events will be determined by a member of FSMG's event department. The Director of Event Sales works with each client to determine their needs and provides the client with a rental estimate prior to contracting the event. Clients may request a quote or bid from the service provider if they are interested in negotiating a bulk discount for large quantities of tables and chairs.</p> <p>Decorator services for the annual Clark County Fair will be determined by Fair Management staff. They will work directly with the Service Provider to create a list of rental equipment and to schedule installation of that equipment prior to the Fair. During the Fair, the Service Provider will also be required to provide services directly to commercial vendors and food vendors. Service provider will be required to provide</p>
3. Deliverables & Schedule	<p>This is a suggested schedule and is subject to change:</p> <p>The contract is intended to begin on July 7, 2025. The first event which will require decorator services will be the annual Fair which begins on the first Friday of August each year. After the conclusion of the Fair, events will be scheduled throughout the remaining months of each year and services will be scheduled at least two weeks in advance of the event dates.</p>
4. Place of Performance	<p>The contract performance is to take place at the Clark County Event Center/Clark County Fairgrounds.</p>
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for three years (3) and is intended to begin on July 7, 2025 and end on July 6, 2028.</p> <p>The anticipated contract value is approximately \$400 Thousand (\$400,000) including extensions. Final contract value will be determined by the type and quantity of event decorator services</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

	<p>FSMG reserves the right to extend the contract resulting from this RFP for a period of four (4) additional years, in one (1) year increments, with the same terms and conditions, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</p> <p>FSMG also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the FSMG's judgment.</p>
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor & Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposers must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
8. Americans with Disabilities Act (ADA) Information	<p>FSMG in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing ADA@clark.wa.gov or by calling 564-397-2322.</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The FSMG will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the FSMG will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the FSMG shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, FSMG, Clark County Event Center, and Clark County Fair Association its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County, FSMG, Clark County Event Center, and Clark County Fair Association and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to FSMG. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to FSMG. It is the Proposers responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p>E. <u>Commercial General Liability (CGL) Insurance</u> Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$2,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

	<p>Work. The deductible will not be more than \$50,000 unless prior arrangements are made with FSMG on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. FSMG needs to be listed as additional insured.</p> <p>F. <u>Umbrella Liability Coverage</u></p> <p>Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.</p> <p>G. <u>Additional Insured</u></p> <p>Clark County, FSMG, Clark County Event Center, and Clark County Fair Association, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County and FSMG. The contractor shall provide FSMG with verification of insurance and endorsements required by this agreement. FSMG reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <ul style="list-style-type: none">✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below: <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	There are no plans to hold a pre-submittal meeting. A site visit has not been scheduled for this project.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is 5:00 pm on Wednesday, June 11, 2025.</p> <p>An addendum will be issued no later than Friday, June 13, 2025 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ul style="list-style-type: none">1. RFP Number and;2. TITLE and;3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed twenty (20) pages, <u>excluding</u> resumes, coversheet and debarment form. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered</p> <p>For purposes of review and in the interest of FSMG, we encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County and FSMG discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

	<p>such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	<p>Describe your company organizational structure.</p> <p>Introduce your staff (names are not necessary) and their history with the organization and level of experience.</p>
3. Management Approach	Give a description of your management style in achieving project goals.
4. Respondent's Capabilities	<p>Proposal should include each of the following:</p> <ul style="list-style-type: none">• Detail your experience in providing decorator services at similar types of events and facilities.• Provide an inventory list of equipment currently owned and the rental rates of each piece of equipment.• Provide a list of labor rates to be charged to rental clients.• Provide a list of all decorator services accounts currently owned or under contract. This list must contain a name and contact information of the current administrator for each operation.• Provide evidence of your ability to provide supervisory personnel at all times during hours of operation.• Provide evidence that the Service Provider's pool of available, trained labor is large enough to provide adequate staffing for the timely setup and teardown of large events. All personnel shall be properly trained, neat, clean, and able to serve customers.• Submit two (2) years of financial statements for review. Financial statements should illustrate financial resources which, in the opinion of FSMG, are adequate to ensure full and proper performance of the contract.

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

5. Project Approach and Understanding	Describe how you would coordinate for the needs of each event with the staff of the Clark County Event Center and Clark County Fair.
6. Proposed Cost	<p>FSMG shall pay the Service Provider for performing said services upon receipt of a written invoice.</p> <p>Please specify the following rental costs for the following equipment and services:</p> <ul style="list-style-type: none">• Tables – 6’ rectangle, 8’ rectangle, 5’ round, 6’ round• Folding chairs, cushioned chairs• Pipe & Drape – 8’ length, 16’ length• Carpet• Forklift services• Installation services• Other costs for rental or services offered <p>The fee schedule may be adjusted annually upon mutual consent and agreement between FSMG and the Service Provider. Such adjustments may be requested, agreed upon and consented to prior to October 1st of any calendar year.</p> <p>All hours will be calculated at straight time. Service Provider is to maintain a large enough employee pool to avoid overtime over eight (8) hours per day or forty (40) hours per week per person. Hours will be broken down to quarter-hour increments. For billing purposes, all ending times will be calculated to the next quarter hour.</p>

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection										
1. Evaluation and Selection:	Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may require presentation to an appropriate advisory board prior to the consent process with the Clark County Council. .										
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table><tr><td>Understanding of RFP Goals and Objectives</td><td>10</td></tr><tr><td>Cost (Rental rates and labor rates)</td><td>40</td></tr><tr><td>Demonstrated ability to satisfy event needs (inventory, labor schedule, etc.)</td><td>30</td></tr><tr><td>Past experience/performance on similar contracts</td><td>20</td></tr><tr><td>Total Points</td><td>100</td></tr></table>	Understanding of RFP Goals and Objectives	10	Cost (Rental rates and labor rates)	40	Demonstrated ability to satisfy event needs (inventory, labor schedule, etc.)	30	Past experience/performance on similar contracts	20	Total Points	100
Understanding of RFP Goals and Objectives	10										
Cost (Rental rates and labor rates)	40										
Demonstrated ability to satisfy event needs (inventory, labor schedule, etc.)	30										
Past experience/performance on similar contracts	20										
Total Points	100										
Section IIIB	Contract Award										
1. Consultant Selection	<p>FSMG will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If FSMG does not reach a favorable agreement with the top Proposer, FSMG shall terminate negotiations and begin negotiations with the next qualified Proposer. If FSMG is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>FSMG reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. FSMG reserves the right to award the contract based on the best interests of the FSMG.</p>										
2. Contract Development	The proposal and all responses provided by the successful Proposer may become a part of the final contract.										
3. Award Review	The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .										
4. Orientation/Kick-off Meeting	The Service Provider will be asked to meet with FSMG staff during the week of Monday, July 7, 2025 to discuss preparations for the upcoming Clark County Fair and the upcoming events.										

Request for Proposal # 926
Decorator Services for the Clark County Event Center and Clark County Fair

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	
Tax Identification Number	

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

Request for Proposal # 926
Decorator Services for the Clark County Event Center and Clark County Fair

Attachment B: LETTER OF INTEREST

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Misty.Davis@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County or FSMG, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

Request for Proposal # 926

Decorator Services for the Clark County Event Center and Clark County Fair

Attachment C



Clark County, Washington

Certification Regarding Debarment, Suspension and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐

I am unable to certify to the above statements. My explanation is attached.