



REQUEST for PROPOSAL # 943
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, NOVEMBER 5, 2025
DUE DATE: WEDNESDAY, DECEMBER 3, 2025, by 11:00 am

Request for Proposal for:

ENTERTAINMENT STAGES for the ANNUAL CLARK COUNTY FAIR

SUBMIT:

One (1) Original
Four (4) Complete Copies

of the Proposal to:

<u>UPS / FedEx or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	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:

Brian Loos
Director of Operations, Fairgrounds Site Management Group (FSMG)
brian.loos@cceventcenter.org
564.397.6170

General Terms and Conditions

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.

REQUEST for PROPOSALS - This solicitation is an invitation by FSMG for Proposers to submit an offer, which may be subject to subsequent discussions and negotiations by FSMG and the Proposer. It is not a request for a competitive bid.

A Proposal means any document, submittal, interview presentation, negotiation, and everything and anything provided in response to this RFP regardless of whether the submission is an oral or written submission.

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.

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.

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

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- A. N/A

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Entertainment Stages for the Annual Clark County Fair

Part I Proposal Requirements

Section IA	General Information
1. Introduction	The Clark County Event Center and Clark County Fair managed by the Fairgrounds Site Management Group (FSMG) hereafter called Clark County Fair (CCF), is initiating this Request for Proposal to solicit proposals for temporary stage rentals, delivery, setup, tear down and removal for the annual Clark County Fair. The first stage, referred to as Main stage at the Grandstands, is utilized for the first three (3) days of the Clark County Fair. Its use takes place on the first Friday, Saturday and Sunday with options to extend in the future, to possibly include Monday and Tuesday. Stage to be provided with SL 320 or an equivalent make or model with video bays and barricade within industry standards. The second stage will be referred to as B-stage to be provided with a SL 100 or an equivalent make or model. This stage is utilized starting the first Friday in August, extending ten (10) days, and will conclude on the close of the Fair on the 2nd Sunday in August. 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/ 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. Proposers shall respond to all sections to be considered. Clark County has made this Request for Proposal subject to Washington State statute 39.34 RCW 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.
2. Background	The Clark County Fair plans to produce at least three (3) days of musical entertainment at the grandstands with seating capacity of 9,000. The B-stage is dedicated to a multitude of different types of performances throughout the full ten (10) days of Fair. The Clark County Fair is seeking an exclusive stage contractor, with exceptions for non-Fair, small events. The Clark County Fair is therefore undertaking a competitive process to enter into a contract for these services. Estimated Yearly events • Annual Clark County Fair

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3. Scope of Project	The Clark County Fair is seeking an experienced professional concert and event industry contractor. To provide two stages annually for CCF, the Main stage and B-stage. A. Provide 2 stages one SL 320 or equivalent for the duration of the concert series at the Main stage and one SL 100 or equivalent for the duration of the ten (10) days of Fair at the B Stage for the duration of the contract and subsequent extensions. B. Hire and manage staff and labor to ensure safe and timely setup and removal of each stage at the appropriate times. C. Manage and maintain equipment to ensure safe usage of said equipment in the manner for which it was meant to be used. D. Actively work with our choice of sound, lighting, electrical companies, and stagehands. E. Acquire and maintain an inventory of equipment sufficiently to provide complete stages and services for CCF. All stage equipment will meet all city and state codes and requirements. F. Immediately notify and provide CCF with a transition plan if a change of business ownership takes place. In the event the business is sold and/or ownership is transferred for any reason, FSMG reserves the right to interview the new business owner(s). FSMG will reserve the right to terminate the contract without cause.
4. Project Funding	Funding is contingent upon the execution of the annual CCF.
5. Title VI Statement	<u>Title VI Statement</u> 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. 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. <i>Политика округа Кларк заключается в том, что никого нельзя отстранять от участия, лишать льгот или подвергать дискриминации по признаку расовой принадлежности, цвета кожи и национального происхождения в рамках любой деятельности округа Кларк, как это предусмотрено разделом VI Закона о гражданских правах 1964 г. и сопутствующими законами. Эта политика распространяется на всю деятельность округа Кларк, в том числе на его подрядчиков и всех, кто действует от имени округа Кларк. Эта политика также распространяется на деятельность любого департамента или учреждения, которому округ Кларк предоставляет федеральную финансовую помощь. Федеральная финансовая помощь включает в себя гранты, обучение, использование оборудования, передачу избыточного имущества и другую помощь.</i>

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6. Timeline for Selection	The following dates are the <u>intended</u> timeline: <table border="1"> <tr> <td>Deadline for Questions and Answers</td><td>November 19, 2025</td></tr> <tr> <td>Final date for Addendum, if needed</td><td>November 21, 2025</td></tr> <tr> <td>Proposals Due</td><td>December 3, 2025</td></tr> <tr> <td>Proposal Review/Evaluation Period</td><td>December 3, 2025 – December 15, 2025</td></tr> <tr> <td>Interviews/Demonstration (optional - if needed)</td><td>December 16, 2025 - December 19, 2025</td></tr> <tr> <td>Selection Committee Recommendation</td><td>December 23, 2025</td></tr> <tr> <td>Contract Negotiation/Execution</td><td>Month of January 2026</td></tr> <tr> <td>Contract Intended to Begin</td><td>February 2, 2026</td></tr> </table>	Deadline for Questions and Answers	November 19, 2025	Final date for Addendum, if needed	November 21, 2025	Proposals Due	December 3, 2025	Proposal Review/Evaluation Period	December 3, 2025 – December 15, 2025	Interviews/Demonstration (optional - if needed)	December 16, 2025 - December 19, 2025	Selection Committee Recommendation	December 23, 2025	Contract Negotiation/Execution	Month of January 2026	Contract Intended to Begin	February 2, 2026
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7. Employment Verification	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. (Sole Proprietors must submit a letter stating such.)																
Section IB	Work Requirements																
1. Required Services	As a guide to Contractor's submission of a Request for Proposal (RFP), the following objectives are mutually agreed upon to be consistently met, if awarded this contract. The services required of the contractor will include, but are not limited to the following: <u>GENERAL</u> a. Contractor shall provide CCF stage rental services. b. Contractor shall correct any unsafe or hazardous stage conditions that are found to exist with stage equipment. c. Contractor shall keep all its equipment in good operating condition and respond to any service maintenance request by CCF. e. At the conclusion of the Fair or unless otherwise arranged (the main stage), the contractor will remove stages and equipment from the property no later than the 3rd Friday in August. f. Hire and manage staff and labor to meet the performance requirements contained in this RFP.																

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	<u>LABOR</u> a. Contractors must be licensed to do business in the State of Washington and provide for required coverage of WA labor and Industries insurance coverage for all employees engaged in such work on the Clark County Fairgrounds. b. All employees of the contractor shall be properly trained, to ensure adequate knowledge and protection for the staff erecting and taking down each stage. c. Contractor's staff shall be clean, courteous and neat in appearance. Appropriate apparel shall be worn by employees for identification and during all tasks being performed. d. Contractor shall provide 24-hour, seven-day per week service, for on-call emergency response. Contractor shall be able to respond on-site within 30 minutes and facilitate any necessary repairs within 60 minutes of arrival. Onsite RV facilities are available. e. Contractor shall be responsible for all the actions of its full-time or temporary personnel. f. Contractor, its employees and agents shall always comply with all applicable laws, ordinances, and regulations including, but not limited to, regulations, policies and procedures of the CCF <u>EQUIPMENT</u> a. Contractor must provide all necessary equipment to perform functions and activities set out in this RFP. b. B-Stage, preferably an SL100 or equivalent, approximately 24' x 20' with two (2) sets of stairs set; one (1) stage right and one (1) set stage left. All options will be explored including continuing with the scaffolding stage we are currently utilizing, with measurements of 48' x20' including two (2) 8-foot sound wings, one (1) stage left and one (1) stage right and with the SL 100 two sets of stairs. Stage must also have a roof. The goal is safety, functionality and fiscal responsibility. Stage must be in good working order and set to the exact plans provided by CCF and any deviations must be corrected before the first event scheduled for that stage owner's expense. This includes sound wings, stairs, handrails and condition of the deck and any other concerns of the productions manager. c. Main Stage SL320 or equivalent, measurements 42' x 40' with additions of stage left sound wing, preferably of Stage Line decking 8' x 20', and stage right 8' x 40'. In addition, a loading dock to be built directly adjacent to upstage right off the sound wing, measurements 8' x 16' with handrails on dock and stage for safety, plus two (2) sets of stairs, one (1) set stage right and one (1) set upstage right (see attached diagram). Stage must be in good working order and set to exact plans provided by CCF, and any deviations must be corrected before the first event scheduled for that stage at contractor's expense. This includes sound wings, loading dock, stairs, barricades, handrails and condition of the deck. d. Contractor shall be responsible for providing and installing all equipment necessary to allow compatibility between sound, lighting and electrical services.
2. FSMG Performed Work	Main Stage • Infrastructure includes power and water at site • Stage area will be laid out and Production Manager on-site for placement • Site prepared, level and dry (when possible)

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	B-Stage • Power at site • Stage area laid out with marking paint and Production Manager on-site for placement • Site prepared on pavement
3. Deliverables & Schedule	As per the schedule set forth by the grandstands Production Manager, in accordance with CCF contracted concerts and events.
4. Place of Performance	Contract performance will take place at the Clark County Fairgrounds and Event Center located at 17402 NE Delfel Rd. Ridgefield, WA 98642.
5. Period of Performance	A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on February 2, 2026 and end January 31, 2029. Total contract value including extensions will be determined by evaluating funds requested in the selected proposal(s) and approved funding. 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. 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 FSMG's judgment.
6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition	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. Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA. For this project select the Clark County rates that apply on the proposal closing date from either of these sites: http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates 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. 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.

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7. Debarred/Suspended	Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal. 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.
8. Americans with Disabilities Act (ADA) Information	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.
9. Public Disclosure	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. 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". 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, 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 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.
10. Insurance/Bond	A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, 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 and shall require similar written express waivers and insurance clauses from each of its subcontractors. The insurance policy that will be provided must be endorsed to include a Waiver of Subrogation in favor of FSMG, Clark County Fair Association, Clark County and the members, officers, directors, agents, employees and volunteers of each entity. 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 Clark County. 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 the County. It is the Proposers responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract. C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington. 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-

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	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. <u>E. 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 Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County 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. The Commercial General Liability required by this Contract shall include FSMG, Clark County Fair Association, Clark County and the members, officers, directors, agents, employees, and volunteers of each entity as Additional Insureds. <u>F. Umbrella Liability Coverage</u> 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. <u>G. Additional Insured</u> Clark County, 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. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County 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. All policies must have a Best's Rating of A-VII or better.
11. Plan Holders List	All proposers are required to be listed on the plan holders list. ✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below: 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 • 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.

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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.
2. Proposal Clarification	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. The deadline for submitting such questions/clarifications is November 19, 2025 by 5:00 pm Pacific Time. An addendum will be issued no later than November 21, 2025 to all recorded holders of the RFP if a substantive clarification is in order 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. Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1
Section IIB	Proposal Submission
1. Proposals Due	Sealed proposals must be received no later than the date, time and location specified on the cover of this document. The outside of the envelope/package shall clearly identify: 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. Responses received after submittal time will not be considered and will be returned to the Proposer - unopened. 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.
2. Proposal	Proposals must be clear, succinct and <u>not</u> 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 For purposes of review and in the interest of FSMG, we encourage the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>. 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 such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

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	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. 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. Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.
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	Describe your management/supervisory and support team. Include their technical skills and experience. - Name, address, principal place of business, and telephone number of legal entities with whom contract is to be written. - Legal status of the Proposer and year entity was established. - Federal employee ID number and Washington Uniform Business Identification (UBI) number issued by the Department of Revenue. - Name of the Project Manager - Location of facility and/or equipment warehouse from which Proposer would operate. - Provide description of the proposed staffing/organization to be used during the contract, including any subcontractors. Explain the proposed methodology for conduct of the project. - Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Provide resumes for the named staff. The Proposer must commit that staff identified in its proposal will perform the assigned work. Any staff substitution must have the prior approval of the Event Center. - An organizational chart of your firm is required, indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. - Proposer shall disclose who within the firm will have prime responsibility and have final authority for the work. - Proposer shall demonstrate how it intends to meet the conditions of the Event Center agreement.

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3. Management Approach	Proposal must contain a comprehensive work plan describing in sufficient detail the Proposer planned approach to the work defined in Required Services.
4. Respondent's Capabilities	Provide history/examples of work experience that reflects similar performance described in the Required Services section. • Indicate the experience, if there is any, the Proposer has had in the following areas. Installation of event stage services, specifically Fair's, booth and stage shows. Also, general customer service. • List all major contracts for events or venues in the state of Washington and/or Oregon during the last five (5) years, including contract number, period of performance, and contract person. Emphasis should be placed on projects like that herein required. • List of contract reference numbers, contract period of performance, contact persons and telephone numbers. • List any memberships in professional organizations or other professional involvement relating to delivery or marketing of electrical services which would distinguish your company as a professional in the industry. • Proposers must supply names, addresses and telephone numbers of three (3) client references and briefly describe the type of service provided in the contracts. The Proposer must grant permission to the Event Center to contact all references provided. • Indicate if the Proposer has had a contract terminated for default in the last five (5) years. Termination for default is defined as notice to stop performance which was delivered to the Proposer due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and determined that the Proposer was in default. NOTE: If the Proposer has had a contract terminated for default in this period, then the Proposer shall submit full details including the other party's name, address and phone number. FSMG will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of its experience.
5. Project Approach and Understanding	Summarize your understanding of our needs and your ability to satisfy those requirements. The information will provide a basis for contract negotiation and may be contained within the contract document.
6. Proposed Cost	Changes in the rates charged by Contractor for services will be reviewed annually with the FSMG. Any changes must be approved by the FSMG. (NOTE: Rates in effect on the first day of the contract generated between the FSMG and the Contractor will not be subject to change for a minimum of twelve (12) months following the date of the contract.) The "Financial Proposal" provides information regarding rates, services and financial compensation.

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	<u>Equipment and Rates</u> • Proposers must submit a catalog of all available equipment and services that the Proposer can provide and the rental rates of such equipment and services. • Proposer agrees not to increase rates of rental equipment or services offered to clients for at least twelve (12) months following the commencement of this agreement and any such Proposer's rate increase after the twelve (12) month period is subject to approval by the Event Center. • Proposer must provide examples of order forms, settlement sheets, invoices and other documentation for the fulfillment and reporting of services under this agreement. • Provide a list of costs associated with fulfilling the requirements of the RFP. • Provide minimum call-out rates and other related fees. These costs should be disclosed by Proposer for work relating to emergency calls and/or expedited work outside of normal business hours or regular schedules.
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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 the FSMG Review Committee. Depending on your funding requirements the 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	Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. A one hundred (100) point system will be used, weighted against the following criteria: <table border="1" data-bbox="438 716 1421 1213"> <tr> <td>Proposal Approach / Quality</td><td>5</td></tr> <tr> <td>Creativity / Experience</td><td>10</td></tr> <tr> <td>Work History / Examples</td><td>15</td></tr> <tr> <td>Product Demonstration</td><td>5</td></tr> <tr> <td>Cost</td><td>30</td></tr> <tr> <td>References</td><td>25</td></tr> <tr> <td>Criteria Specific to Project Needs</td><td>10</td></tr> <tr> <td>Total Points</td><td>100</td></tr> </table> In the event it is determined to conduct interviews with the finalists of this RFP consideration, each scoring team member will use the following criteria and weight system for scoring. The question set will be determined after reviewing all RFP's and by the scoring team in advance of the 2nd tier interview process. Each finalist RFP team will be asked the same set of questions. Each proposal reaching the 2nd tier and being invited to an interview will be objectively evaluated and rated. Scoring will be based on the weight scale below with the answers provided. <table border="1" data-bbox="438 1520 1421 1833"> <tr> <td>Interview Approach / Quality</td><td>20</td></tr> <tr> <td>Project Team & Management Approach</td><td>25</td></tr> <tr> <td>Respondent's Capabilities</td><td>30</td></tr> <tr> <td>Project Approach and Understanding</td><td>25</td></tr> <tr> <td>Total Points Tier 2</td><td>100</td></tr> </table>	Proposal Approach / Quality	5	Creativity / Experience	10	Work History / Examples	15	Product Demonstration	5	Cost	30	References	25	Criteria Specific to Project Needs	10	Total Points	100	Interview Approach / Quality	20	Project Team & Management Approach	25	Respondent's Capabilities	30	Project Approach and Understanding	25	Total Points Tier 2	100
Proposal Approach / Quality	5																										
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Interview Approach / Quality	20																										
Project Team & Management Approach	25																										
Respondent's Capabilities	30																										
Project Approach and Understanding	25																										
Total Points Tier 2	100																										

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Section IIIB	Contract Award
1. Consultant Selection	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, the FSMG shall terminate negotiations and begin negotiations with the next qualified Proposer. If the FSMG is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps. 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 FSMG and Clark County.
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 Public Records Clark County
4. Orientation/Kick-off Meeting	There are no plans to hold an Orientation or Kick-Off Meeting.

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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

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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.

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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.