



REQUEST FOR PROPOSAL

Projects Coordinator for Upper Peninsula State Fair

Questions concerning proposals can be addressed to:

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Or

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Proposal Issued: April 24, 2017

Proposal Closing Date and Time: May 3, 2017 4:00pm EST

1. SUMMARY

The U.P. State Fair Authority is accepting proposals from existing contractor firms or independent contractors to fill a temporary full time position for a projects coordinator for the 2017 season (Mid-May–September).

The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged. The U.P. State Fair Authority reserves the right to reject any and all bids.

2. PURPOSE, OBJECTIVE

The purpose of this RFP is to identify a proven Contractor(s) able to manage the following activities on the fairgrounds.

As part of its operation, it is necessary that the UP State Fair provide a high level of custodial, grounds and facility maintenance services during its peak season.

3. SCOPE & ACTIVITIES

The selected coordinator will be responsible for working with the current staff at the UP State Fairgrounds to ensure timelines and requirements are met for all defined projects & events. Proposed facility projects include:

- **Building #10: Sheep & Goat Barn**

Adequate Sound System is needed

Superintendent/Staff are using a bullhorn to communicate inside the barn for the next class, etc.

Will need extra pens down the center for housing the Sheep Rams. The Rams tend to get a little bit hyper with the ewes in the barn, and will push into the pens, causing them to collapse. It might be possible to use the pens that were in building #16, and modify those to accommodate the larger rams.

- **Building #11 : Beef Barn**

Drainage needs to be improved in and around the show ring. New bleachers have been a concern for those watching the shows. Apparently, they are getting pinched on their backsides.

Restrooms and Showers are a must have, and will need an upgrade in the near future. Again, it's a drain issue with the showers and toilets.

- **Building #12: Swine Barn**

The ventilation issue is greatly needed during fair week when the hogs are present to help reduce the stress on the hogs. Hogs that are carriers of the swine influenza and not “shedding” the virus, may start to “shed” the virus due to heat and stress. A new window design would help alleviate this ventilation problem, along with better exhaust fans on the top of the building. Better air flow and ventilation would also be an asset to renting the building out during other times of the year.

- **Building #16: Highland Cattle Barn**

With the Highland Cattle moving in there, the open-air area at the back of the barn, will need to be addressed. If there are any guardrails left, they would work excellent to put between the post, and then put on the heavy hitching rings.

- **Building #17 : Junior Horse Barn**

Building #17 is not a desirable place for exhibitors to stall their horses. There are several stalls that cannot be used due to support poles being in the very center of the stall.

- **Building #20 : Open Horse Barn**

There were several complaints/suggestions about the repair needed on some of the stalls. A few of the boards at the bottom have deteriorated to the point where they are no longer attached to the support frame. This will need to be done prior to the 2017 fair.

2017 Calendar of Events Include:

- UPIR Racing
- Krusin Klassics
- Horse Shows
- UP Trappers
- Airstream Rally
- Upper Peninsula State Fair

4. CONTRACT TERMS

The term of this contract shall be from Mid May until September 30th. The Upper Peninsula State Fair will negotiate final contract terms upon selection. All contracts are subject to review by Upper Peninsula State Fair legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

5. TIMELINE

- This RFP is dated April 24, 2017.
- Response is due no later than 4:00pm EST, Wednesday, May 3, 2017.
- Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office or over the phone with our evaluation team. You will be notified if this is requested.
- The name of the candidate and/or firm who has been selected will be decided on or about Friday, May 19, 2017.
- Negotiations will begin immediately with the successful candidate to finalize final contract terms.

Response to Projects Coordinator for Upper Peninsula State Fair RFP

Name: _____ **Phone:** _____

Business: _____ **Email:** _____

I am interested in the temporary full time Projects Coordinator position at the Upper Peninsula State Fairgrounds.

The fee for services is \$ _____/hour or \$ _____/contract term

Signature

Date