



DURANGO FIESTA DAYS

Stock Contractor for 2012/2013

Prepared September 20, 2011

Proprietary and confidential

R E Q U E S T F O R P R O P O S A L

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

Durango Fiesta Days is 77 years old this season; the oldest, longest running continual celebration in the region – the 3rd oldest in the state. The Fiesta Committee will be seeking a Stock Contractor for the next two years. The dates for the 2012 Fiesta will be July 26th through July 29th.

The Fiesta Days Committee will provide the following list of services/items for the 10 day long Fiesta event. These shall include:

- 3 RV spots at the fairgrounds for Contractor staff/personnel.
- Feed – 200 ea. 65# – two wire bales hay
- Fiesta Days/Fairgrounds Director
- Arena in good repair with equipment to work arena and grounds
- Arena Director
- Adequate personnel to run stripping chutes, sorting alleys, shagging
- Security
- EMT/Paramedic personnel w/ambulance
- Gate/ticket sales personnel
- Stall/RV Director(s)
- All Specialty acts - at the discretion and direction of the Committee
- Announcer(s)
- Timers
- Stock for any/all non-sanctioned specialty events; i.e. Locals Only Team Roping, Muttin' Bustin', mini bull riding or mini bronc riding, etc
- Liability Insurance listing Contractor as additional insured

The Stock Contractor will provide the following list of services/items/activities for Fiesta. These shall include:

- Two pickup men
- Two bullfighters – NO specialty acts
- Stock for each different event for four regular performances and two slack. Timed event stock will be in good health, uniform in size and weight, and run evenly. A penalty (\$1,000.00) will be withheld from the contract for animal(s) not meeting the criteria. This determination will be made by the Field Judge. These criteria will extend to include conformity in bucking stock. Penalties will be assessed for high percentages of re-ride options or consistently getting low bucking scores
- Events shall include Bareback Riding, Saddle Bronc Riding, Bull Riding, Tie-Down Calf Roping, Steer Wrestling, Breakaway Roping, Team Roping and Mixed Team Roping, and any other events as defined by the sanctioning organization
- All sanctioned Team Roping will be in slack held on Thursday of Fiesta week. For the year 2012, the date will be July 26th. The dates for subsequent years will be adjusted accordingly. All remaining slack will be on Friday morning at 9am. The performances are Friday evening 7pm, Sat 1pm, Sat evening 7pm, and Sun 1pm
- Contractor will provide insurance covering stock and personnel, listing Durango Fiesta Days as additional insured. A copy will be provided to the Committee prior to each year's Fiesta.
- Contractor will be responsible for cleaning all stock holding pens to the condition they were prior to arrival. Equipment will be provided. Penalty will be assessed by Fairgrounds/County personnel if not cleaned to County specifications.
- The Contractor will provide accommodations for one of the field judges.

- There will be no alcoholic beverages consumed in the RV residential areas, parking lots, or behind the chutes. Alcohol can be brought into RVs and consumed inside private trailers/campers. Contractor will be assessed a penalty for any beer/alcoholic beverage bottles/cans found in any of these areas left by Contractor staff/personnel. There will be recycle containers available for proper disposal of any/all cans, bottles, plastic and paper
- A list of staff and personnel will be provided to Arena Director for DFD gate personnel during performances. Contractor's staff/personnel will be provided with identification. All friends/family members of Contractor's staff/personnel will be required to pay gate charges if they enter grounds during a performance. No one will be allowed to come into/onto arena/grounds area with outside beer/alcoholic beverages during performances. La Plata County ordinances and rules will be in effect and will be strictly enforced by security
- Failure to abide by rules and ordinances will result in penalties and/or complete withdrawal of contract
- The first year of the contractual period will be probationary. The second year will be contractual if both parties agree that the probationary year was good. If the DFD Committee feels that the second year was equally good, the contract may be extended for a period of one more year without a new RFP. The contract can be negotiated to include a surcharge adjustment for current fuel expenses/costs based on the previous year's fuel prices
- Contractor may begin bringing stock on site on Sunday evening after the team roping jackpot - before Fiesta week, 2012 will be Sun July 22nd. DFD hosts a Special Olympics Rodeo on Monday, (2012 will be July 23rd). Stock may be in holding pens; however, use of arena and all surrounding areas for Special Olympics will take precedence over Contractor's activities. Contractor is not required to participate in Special Olympics and any participation would be over and above and outside of this RFP and subsequent contract

ADMINISTRATIVE

TECHNICAL CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name	Cindi Brevik
Address	P.O. Box 1295, Durango, CO, 81302
Phone	970-749-4960; 970-317-0780
FAX	970-247-1190
Email	info@durangofiestadays.com

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Durango Fiesta Days Committee
Address	P.O. Box 1295
Phone	970-749-4960; 970-317-0780; 970-749-3684; 970-769-7645
FAX	970-247-1190
Email	info@durangofiestadays.com

DUE DATES

A written confirmation of the Vendor's intent to respond to this RFP is required by 10/15/11. All proposals are due by 12pm on 10/31/11. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and will be considered after all the rest have been assessed.

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Vendors	10/01/11
2. Written Confirmation of Vendors with Bid Intention	10/15/11
3. Questions from Vendors about scope or approach due	10/01 – 10/20/11
4. Responses to Vendors about scope or approach due	Any time during Oct
5. Proposal Due Date	10/31/11
6. Target Date for Review of Proposals	11/07/11
7. Final Vendor Selection Discussion(s)--Week of	11/15/11
8. Anticipated decision and selection of Vendor(s)	12/06/11
9. Anticipated commencement date of work	01/01/12

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to Durango Fiesta Days in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

Durango Fiesta Days reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Durango Fiesta Days evaluation of the Vendor's proposal.

In order to address the needs of this procurement, Durango Fiesta Days encourages Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the services being provided under this RFP. Durango Fiesta Days will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between Durango Fiesta Days and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Methodology
3. Detailed and Itemized Pricing
4. Appendix: References
5. Appendix: Project Team Staffing
6. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below. The completed RFP should be mailed to

Durango Fiesta Days

P.O. Box 1295
Durango, CO 81302

RFPs should be postmarked by 10/31/11 for consideration. The Contractor will be invited to present at the November, 2011 Fiesta meeting. Written notice will be sent to the address Contractor provides.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

METHODOLOGY

This section should explain how each of the areas will be delivered and where the accountability for penalty lies.

DETAILED AND ITEMIZED PRICING

This section should give pricing and bid total.

APPENDIX: REFERENCES

This section should list those rodeos that the Contractor has provided stock, along with Committee contact names and numbers.

APPENDIX: STAFFING

This section should list how many staff/personnel you would expect to have on the grounds.

APPENDIX: CONTRACTOR OVERVIEW AND ADDITIONAL INFORMATION

This section would be for an overview of your Company and your strengths and/or areas where you might outsource.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to the total report. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills Durango Fiesta Days stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

Durango Fiesta Days may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.