

YELLOWSTONE COUNTY

Request for Proposal

MontanaFair Entertainment Consultant

MetraPark – Billings, Montana

September 12th, 2023



REQUEST FOR PROPOSAL

Yellowstone County/ MetraPark are inviting responsible proposals from professional talent & entertainment consultants for MontanaFair. The initial contract period is for 3 years, beginning with MontanaFair, August of 2024, and running through MontanaFair, August of 2026, with a negotiated extension(s) of additional four (4) years for maximum period of seven (7) years. The successful proposer shall assist and secure prominent national touring entertainment and concert bookings to be held in the MetraPark First Interstate Arena for the annual MontanaFair.

Proposal will be accepted no later than 5:00 p.m. October 23rd, 2023. Fax or email responses will not be accepted.

To be considered, all Proposals must be typed; submittals that are not typed will not be considered. Proposals must be received and date stamped no later than October 23rd, @ 5:00 PM MDT. Late submittals will not be considered.

All proposals may be hand delivered or mailed to:

Yellowstone County Board of County Commissioners
316 North 26th Street- Room 3101
Billings, MT 59101

All proposals must be labeled “**MONTANAFAIR ENTERTAINMENT CONSULTANT**” on the lower right hand corner of the mailing packet/package.

All timely submittals will be acknowledged at 9:30 a.m. October 24th in the Commissioners Board Room, **Room 3108, 316 North 26th Street, Billings, MT 59101 (3rd floor Stillwater Building)**. All Proposals received that are time date stamped later than 5:00 p.m. October 23rd, will not be opened.

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the County are entirely the responsibility of the offeror. The County is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal or any other costs incurred by the offeror prior to execution of a contract. All materials submitted become the property of the County.

SUBMITTAL OF INFORMATION:

Five (5) hard copies and one (1) electronic copy of each RFP must be placed together in a separate sealed package. RFP package must be clearly marked “**RFP-MontanaFair Entertainment Consultant**”

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best serves the interests of Yellowstone County.

The written response to this Proposal must follow submittal instructions, and be received at:

**Board of County
Commissioners
316 North 26th Street
Room 3101 - 3rd Floor Stillwater Bldg.
Billings, MT 59101**

All questions and contact regarding the Scope of this RFP must be submitted in writing or email to: Yellowstone County/MetraPark
Attention: Stoney Field
308 6th Avenue North
PO Box 2514 Billings, MT 59103
406-256-2414
email- sfield@yellowstonecountymt.gov

All questions and contact regarding Proposal submission must be submitted in writing or email to:
Purchasing Department
Yellowstone County
Attention: James Matteson
316 North 26th Street
Room 3405- 3rd Floor Stillwater Bldg.
Billings, MT 59101
jmatteson@yellowstonecountymt.gov

General Information

MontanaFair is the largest most successful fair in Montana and located at the Yellowstone County - MetraPark Campus in Billings, Montana. The dates of MontanaFair are:

2024: August 9th to August 17th

2025: August 8th to August 16th

2026: August 7th to August 15th,

MontanaFair offers a wide variety of free grounds and major entertainment daily including concerts, motocross event and 3 days of PRCA Rodeo. The Entertainment Consultant will provide the talent buying for the entertainment series. This Does Not include a motocross event, Grounds Entertainment or PRCA Rodeo.

Fair Hours:

12:00 Noon to 12:00 Midnight

A. Terms of Agreement

- 1.0 It is the intent for contract to be three-year agreement from signing with additional extensions for a maximum of 7 years. A 90-day notice in writing is required from vendor if contract is not to be renewed.

B. Objectives

- 1.0 Contractor shall be an entertainment industry leader and experienced professional organization.
- 2.0 Proposer shall have experience in managing multiple events simultaneously, as well as relevant coordination, outreach, logistical, and budgetary skill for large events.

C. Required Skills

- 1.0 Proposer must be an established professional entertainment industry organization and have specific experience and expertise in the venue entertainment, and concert booking industry.
- 2.0 Proposer shall provide world class entertainment such as music concert performances, family shows, comedians, and all other entertainment.

D. EVALUATION:

Value Summary. The following is a summary of evaluation factor with a point value assigned to each. These weighted factors will be used in the evaluation of contractor proposals.

<u>SPECIFICATION</u>	<u>POINTS AVAILABLE</u>
1. Relevant Fair or experience with Concert/Arena Event Planning for State or Count Fairs/Festivals	40
2. Administrative Experience (planning, and implementing successful events	30
3. Financial Proposal	30
TOTAL	100

E. Timeline

Submittals Due	October 23 rd , 2023
Submittals opened and acknowledged	October 24 th , 2023
Review Submittals	October 27 th , 2023
Notice to public of award	November 7 th , 2023

The County reserves the right to adjust the timeline as needed.

INSURANCE REQUIREMENTS

CONTRACTOR shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars, (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County/_, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and

subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County/_, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County/_, from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

WORKERS COMPENSATION

Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor is Contractor's workers, employees of Yellowstone County. Workers Compensation insurance or the exemption from the workers compensation obligation must be valid for the entire period of the project. The Board of County Commissioners reserves the right to reject any or all Proposals received, to waive informalities to evaluate the Proposals submitted, and to accept the Proposal that best serves the interests of Yellowstone County.

Done by order of the Board of County Commissioners, Yellowstone County, Montana
this 12th day of September 2023.

Board of County Commissioners
Yellowstone County, Montana

John Ostlund, Chair

(Seal)
Attest:

Jeff Martin, Clerk and Recorder