

## **Request for Proposal (RFP)**

**For:** 1-3 year Stock Contractor for Molalla Buckeroo Junior Rodeo Series (MBjrRodeo)

**Issued:** Tuesday, January 24<sup>th</sup> 2012

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### **Introduction**

The Molalla Buckeroo Association, Inc. (hereinafter referred to as MBA) seeks a stock contractor for four weekends (eight to ten performances) of the Molalla Buckeroo Junior Rodeo Series (hereinafter referred to as MBjrRodeo). The MBA will consider contractors capable of providing stock for a combination of events: up to four (4) Gaming performances and up to six (6) Rodeos with mixed rough stock and timed events.

### **Bidders Meeting**

There will be an opportunity for prospective Bidders to meet with the MBA for a Question and Answer session at the Molalla Buckeroo Grounds.

Any and all questions concerning the RFP including technical specifications, requirements, contractual terms and conditions, or proposal format must be submitted in writing to the MBA. Questions must be submitted prior to the Bidders Meeting; however, no answers will be provided and/or circulated prior to that date. No formal or informal interpretation of the meaning of the Bid Documents (specifications, et. al.) will be made to any bidder prior to the bidders meeting. Questions and answers will be compiled and shared with all bidders at the meeting or be sent to the address Contractor provides.

**ALL QUESTIONS PERTAINING TO THIS RFP MUST BE SUBMITTED BY WEDNESDAY, FEBRUARY 1<sup>st</sup> 2012.**

Questions may be submitted by email to [mba@molallabuckeroo.com](mailto:mba@molallabuckeroo.com) or sent in written form to:

Molalla Buckeroo Association, Inc.  
**RFP ~ MBjrRodeo**  
PO Box 601  
Molalla, OR 97038

### **Bidders Meeting details:**

**Date:** Friday, February 3<sup>rd</sup> 2012  
**Time:** 6:00 PM  
**Location:** Molalla Buckeroo Clubhouse  
815 Shirley St. Molalla, OR

Participation at the Bidders Meeting is not mandatory; however, it is limited to two (2) people per Contractor. The purpose of this meeting is to give Contractors the opportunity to ask the MBA questions about the performances(s) and receive answers to all questions submitted to date. If you intend on sending representatives to this meeting please send an RSVP to the MBA by email to [mba@molallabuckeroo.com](mailto:mba@molallabuckeroo.com) or by phone at 503-829-8388. Please provide us names and titles of those attending by Wednesday, February 1<sup>st</sup> 2012.

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractor(s) – no exceptions.

### **Scope of Project**

The MBjrRodeo is a series of jackpot rodeos that will be held from July to September at the Molalla Buckeroo Grounds located at 815 Shirley St. Molalla, Oregon. The Gaming performances will take place on Friday beginning at 6:00 PM. The Saturday and/or Sunday rodeo performances begin at 11:00 AM and will include Mutton Bustin', Goat Tail Tying, Barrel Racing, Bull Riding, Breakaway, Pole Bending, Steer Daubing, Bareback, Chute Dogging, and Team Roping. Divisions include pre-pee wee, pee wee, junior, senior, and open.

The projected dates for the MBjrRodeo performances are:

- July 13 – Gaming
- July 14 – Jackpot Rodeo
- July 28 – Jackpot Rodeo
- July 29 – Jackpot Rodeo
- August 10 – Gaming
- August 11 – Jackpot Rodeo
- August 31 – Gaming
- September 1 – Jackpot Rodeo

### **Venue Responsibilities**

The MBA shall be responsible for providing:

1. An adequately fenced area with sufficient corral space to accommodate contractor stock;
2. An EMT for all performances;
3. Payment of such fees as sanctioning organizations may require;
4. Prize money;
5. An arena superintendent, volunteer labor, and arena prep.;
6. Proof of insurance to the Contractor.

The MBA will inform the Contractor in writing on or before the end of the last business day of September 2012 if the contract will be extended for the first optional year.

### **Stock Contractor Requirements**

The MBA seeks a stock contractor to be responsible for all aspects of the stock. Contractor must either own or be able to subcontract, at Contractor's expense, for sufficient stock to accommodate entries comparable to 2011. All personnel provided by Contractor must meet the approval of the MBA.

The Contractor shall agree to:

1. Act as the primary event contractor and furnish the necessary rodeo stock and personnel required to produce junior rodeos and gaming events as jointly agreed to by the MBA and contractor. Such stock and personnel include, but may not be limited to: sheep, goats, bulls, team roping cattle, saddle and bareback broncs, dogging cattle, chute labor, stripping labor, flank man, bull fighters, and pickup men.
  - a. Timed Event stock will be in good health, uniform in size, weight and breed, and run evenly;
  - b. Calves shall have at least three (3) runs made previously on them;
  - c. Horns must be tipped.
2. Provide all necessary equipment, flags, banners, timing equipment/electric eye, chute equipment, halters, flanks, etc.

3. Provide all labor to care for animals furnished, including goats and sheep.
4. Provide all trucking, feed, and hay as required for animals furnished.
5. Sort and get all stock (including goats) to the proper area for each performance.
6. Provide comprehensive general liability insurance with minimum policy limits of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate. The policy shall include coverage for stock and subcontractors. The Molalla Buckeroo Association, Inc. shall be named as an additional insured on this policy. A copy will be provided to the MBA prior to each year's MBjrRodeo.
7. Provide own accommodations at no additional cost to the MBA.

### **Proposal Submission**

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

The MBA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor;
- 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.

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

In order to address the needs of this procurement, the MBA encourages Contractors to work cooperatively in presenting integrated solutions. Contractor 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. The MBA will recognize the integrity and validity of Contractor team arrangements provided that:

1. The arrangements are identified and relationships are fully disclosed, and
2. A prime Contractor is designated that will be fully responsible for all contract performance. Contractor's proposal in response to this RFP will be incorporated into the final agreement between MBA and the selected Contractor(s). The submitted proposals are suggested to include each of the following sections:
  - a. Summary
  - b. Methodology
  - c. Detailed and Itemized Pricing
  - d. References
  - e. Project Team Staffing
  - f. Company Overview

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

Molalla Buckeroo Association, Inc.  
**RFP ~ MBjrRodeo**  
 PO Box 601  
 Molalla, OR 97038

RFPs should be postmarked by Wednesday, February 8<sup>th</sup> 2012 for consideration. The Contractor may be invited to present at the Thursday, February 16<sup>th</sup> 2012 Executive Committee meeting. Written notice will be sent to the address Contractor provides.

### **Detailed Response Requirements**

**a. Summary**

The Summary will present a brief overview of the Contractor, and should identify the main features and benefits of the Contractor. Contractor shall provide information establishing that it has the qualifications and experience to provide stock for the performances specified in this RFP.

**b. Methodology**

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

**c. Detailed and Itemized Pricing**

This section should give detailed and itemized pricing, including any fees, along with a bid total for years 1, 2, and 3.

**d. References**

This section should list a minimum of three references that have, or are, using your services as stock contractor. The Contractor shall provide the venue name, location where the event was produced, contact person name and number, and a complete description of the event. These references may be contacted to verify the Contractor's ability to perform the contract. The MBA reserves the right to use any information or additional references deemed necessary to establish the ability of the contractor to perform the contract.

**e. Staffing**

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

**f. 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. Proof of insurance along with a list of all subcontractors proposed to be used for this contract must be included. Please include: legal name, type of entity (corporation, LLC, etc.), address, telephone number, email address, and name of person submitting the RFP response. The proposal must be signed by a person legally authorized to establish a contractual relationship with the MBA.

### **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 Contractor'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 Contractor or Contractors:

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

**MBA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors**

### **Additional Information**

- ❖ 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 MBA 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 one day prior to performances. Stock may be in holding pens overnight at your own risk. Stock may not be left on site after the Saturday performances unless there are no other events scheduled at the arena for Sunday. Use of arena and all surrounding areas for other pre-scheduled events will take precedence over Contractor's activities.
- ❖ The MBA shall not be responsible for any additional charge on dead and/or crippled animals. Stock Contractor will be responsible for the removal of any dead and/or crippled animals.

### **Schedule of Events:**

Deadline for submission of questions: 02/01/12

Bidders Meeting and Responses to Contractors questions: 02/03/12

Proposal Submission deadline: 4pm on 02/08/12.

Review of Proposals: 02/08/12-02/16/12

Anticipated decision and selection of Contractor(s): 02/17/12

Projected 2012 MBjrRodeo dates: July 13-14, July 28-29, August 10-11, and August 31-September 1.

Molalla Buckeroo Association, Inc.

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p. (503) 829-8388

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