



To: Interested Companies  
From: Laura Ford, CEO, Colusa County Fair  
RE: Sound Proposal for the Colusa County Fair  
Date Issued: February 28, 2025

### **Request for Proposals**

Proposals are being accepted from interested parties to provide the Colusa County Fair with sound equipment and personnel to manage sound support for the duration of the Colusa County Fair.

Proposals must be received at the Colusa County Fair by: March 24, 2025,

Please submit to:  
Colusa County Fair  
1303 10<sup>th</sup> Street  
Colusa, CA 95932  
[ceo@colusacountyfair.com](mailto:ceo@colusacountyfair.com)

**Request for Proposal Package  
Sound and Stage  
RFP # 2025-01  
Colusa County Fair**

Verbal communication with the Colusa County Fair's staff or Board of Directors concerning the RFP shall not be binding with the Colusa County Fair and shall in no way excuse the proposer of obligations outlined in the RFP. For further clarification of additional information, please contact Laura Ford via email:

[ceo@colusacountyfair.com](mailto:ceo@colusacountyfair.com)

**Part I**  
**Definitions**

Board of Directors: State appointed board of directors of the Colusa County Fair. The board of directors will make a determination in the event of a protest.

CEO: Chief Executive Officer and general manager of the Colusa County Fair, also called the Fair Manager.

RFP: Request for Proposal

Proposer: Individual, company, or organization submitting the proposal.

Responsible Proposer: Proposer who has the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure good faith performance.

Contractor: The individual, company, or organization awarded a contract as a result of this RFP process.

**Part II**  
**General Information**

1. Request for proposals (RFP)

The Colusa County Fair, by releasing this RFP, intends to award a contract for a one-year term for the duration of the Colusa County Fair June 12-15<sup>th</sup>, 2025. Upon completion of contract, the contractor has the option of renewal for one more year.

The contract will be subject to evaluation of contract performance within 90 days after the fair's completion.

2. Proposer Responsibility

Read all documents carefully as the Colusa County Fair shall not be responsible for errors and omissions on part of the proposer and will not make interpretations or detect or correct errors in calculations.

3. Delivery of Proposals:

Email: [ceo@colusacountyfair.com](mailto:ceo@colusacountyfair.com)

4. In Person:

Colusa County Fair  
1303 10<sup>th</sup> Street  
Colusa, CA 95932

Via Mail:

5. Colusa County Fair

1303 10<sup>th</sup> Street  
Colusa, CA 95932

6. Contract Award

The contract shall be awarded to the “most qualified, responsible proposer” who obtains the highest score. The most qualified responsible proposer shall be determined by the evaluation of the criteria set forth in Part V of this RFP. The proposed contract award will then be made to the most qualified overall proposal. A notice of proposal award will be mailed to each proposer.

7. Tentative Schedule

RFP Release: February 28, 2025  
Proposals Due: March 24, 2025  
Notice of winning Proposal: March 28, 2025

8. Contact information

Inquiries concerning this RFP will be accepted via email and directed to:  
Laura Ford [Laura@colusacountyfair.com](mailto:Laura@colusacountyfair.com)

9. Proposer/Contractor Status Form

All proposers must complete, sign, and submit the form in response to the RFP. Failure to comply and answer all questions in full will deem the proposer non-responsive. The association reserves the right to verify the information on the Proposer/Contractor Status form at the time of proposal evaluation. If the

proposer is a corporation, the form must include the title of the person signing. If a partnership, the signing partner must indicate whether a limited general partnership.

### **Part III Rules**

1. RFP Requirements and Conditions
  - A) Submission: Must be submitted by: March 14, 2025
  - B) Errors: All clarifications will be in written form as an addendum to the RFP. All addenda must be submitted prior to final due date and time.
  - C) Addenda: Modifications of RFP due prior to final due date of RFP. Addenda should be numbered and reference area to be modified.
  - D) Once contract is awarded the terms are fixed and non-negotiable.
2. All materials submitted in response to the RFP will become the property of the Colusa County Fair.
3. The Colusa County Fair will hold the contents of all proposals in confidence until notice of contract is given to the RFP that has been accepted. After which time all information will be public record.
4. Any proposal which is received by the Colusa County Fair before the deadline may be withdrawn or modified by written request prior to RFP deadline.
5. Proposals cannot be "timed" to expire on a specific date.
6. Right to Reject any or all proposals: The Colusa County Fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process when it is deemed to be in the best interest of the Colusa County Fair.

### **Part IV General Information and Work to Be Performed**

Please provide a list of proposed equipment for each area listed below for the duration of the fair and the proposed sound support including personnel to operate sound equipment during the performances that will be at each area. This is a general guide of the overall needs of sound support for the fair. Please include details of the equipment you will provide such as number of speakers, mics, mixers etc.

Stages on the 44<sup>th</sup> DAA grounds have three permanent stages as listed below:

1. Main Stage- outdoor stage on the west side of the fairgrounds near the main parking lot.
  - Main Stage used as primary band entertainment.
  - Festival Hall Stage
  - Etchepare Hall Stage

Other Sound Support Needs:

1. Barns PA Support and during the Junior Livestock Auction
  - Requires paging system from Livestock Office
  - Sound in Livestock Arenas TK Marshall, and the beef barn for livestock shows
  - Additional sound support option for Livestock Auction on Saturday of the Fair
  - Wireless Microphones in all show rings
2. Grandstands-
  - Mini Miss and Miss Colusa County Pageants, Weenie Dog Races, Combine Derby and the Destruction Derby
  - Pageants require stage sound, wireless microphones
  - Derbies require surround sound, wireless microphones in the announcer's tower
3. Total Grounds Paging System- Mic hooked up to p.a. inside the Fairgrounds Office.

Include the total pricing for all listed equipment and services to be provided for the entire duration of the fair,, including the set-up, onsite support during the fair, and equipment breakdown. This will be the total price of the contract upon the determination of the Colusa County Fair of the contract winner.

**Part V**  
**Evaluation Criteria and Selection Process**

Each proposal shall be evaluated to determine responsiveness to the Colusa County Fair's needs as described in this RFP.

During the evaluation and selection process, the Board of Directors and CEO may wish to make inquiries to proposers for clarification. The proposer cannot change proposals after the time and date designated for receiving.

After the deadline of proposal acceptance has passed, each proposal will be examined by the CEO and Board of Directors to determine compliances listed with the RFP format.

The Board of Directors and CEO will evaluate the RFPs presented based on the requirements above and a financial proposal. The proposals will be scored according to the score sheet included in this RFP packet.

# 44th District Agriculture Association

1303 10<sup>th</sup> Street  
Colusa, CA 95932  
530-458-2641

## RFP Evaluation Score Sheet Sound Contract 2025 Colusa County Fair

Score Assignment Legend:  
0- No Response  
1- Poor, Inadequate, fails to meet needs  
2- Fair- partially meets requirement  
3- Average- adequately meets needs  
4- Above Average, exceeds needs  
5- Superior

Each Criterion is outlined in the Request for Proposals. Please review the RFPs and evaluate them based on the above score assignment legend. These scores will represent an overall ability for the proposer to meet the needs of the 44th DAA sound requirements during the annual fair and will help advise the board and CEO to whom the contract should be awarded. Please place a score for each area on the lines:

Main Stage:

Proposed Equipment: \_\_\_\_\_

Proposed Staffing: \_\_\_\_\_

Festival Hall Stage:

Proposed Equipment: \_\_\_\_\_

Proposed Staffing: \_\_\_\_\_

Etchepare Hall Stage:

Proposed Equipment: \_\_\_\_\_

Proposed Staffing: \_\_\_\_\_

Grandstands:

Proposed Equipment: \_\_\_\_\_

Proposed Staffing Support: \_\_\_\_\_

Barns:

Arenas Equipment Proposed: \_\_\_\_\_

Paging Equipment Proposed: \_\_\_\_\_

Auction Sound Support Proposed: \_\_\_\_\_

Total Grounds Paging:

Proposed Equipmnet: \_\_\_\_\_

Total Price: \_\_\_\_\_

Total Points: \_\_\_\_\_

