



Rachel Kippley, Manager
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www.browncountysdfair.com
400 24th Ave. NW
Aberdeen, SD 57401

**Request For Quotes
Stagehands for the Brown County Fair
for Years 2025, 2026, and 2027**

The Brown County Fair is seeking stagehands to contract for services related to the setup, change over, and take down of the grandstand entertainment during the Brown County Fair. The six evenings of entertainment include the Rodeo on Monday & Tuesday, as well as the concerts on Wednesday, Thursday, Friday, and Saturday. This proposal is for a 3-year contract in 2025, 2026, and 2027.

The proposal should discuss the Offeror's ability to provide, at a minimum the following functions and scope of work:

- Sufficient workforce.
 - 10-12 people are required at all scheduled times.
 - 2-3 extra on Monday for load in and Saturday for load out is helpful
- Typical Scheduling (although times may fluctuate)
 - Monday 8:00 a.m. sharp to load in sound, lights, and canopy before rodeo loads in
 - Tuesday 10:00 a.m. to set up additional sound equipment
 - Wednesday, TBA as acts advance
 - Thursday, TBA as acts advance
 - Friday, TBA as acts advance
 - Saturday, TBA as acts advance
- Help load out entertainment, lower canopy, wrap speakers, etc., each night – usually done by 11:30 p.m.
- Help load out Saturday night for acts, sound, lights, and canopy – usually done by 4:00 a.m.
- Two (2) people willing to learn to operate spotlights nightly, required for each concert
- No alcohol or tobacco allowed anytime
- No guests or friends allowed anytime backstage or in general seating area stage front
- Proof of liability insurance of at least \$1,000,000.00.

Brown County will award the contract based on the following factors:

- Knowledge of stage and years of experience.
- Cost.
- The specialized expertise, capabilities, and technical competence.
- The familiarity with the Brown County Fair.
- The availability to attend the Brown County Fair.

***Please quote services as though no meals, artist meet & greets, tickets, or photos are included.
Those items may be negotiated in the final contract.***

Award Process

- Brown County and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate specific terms, including compensation and performance schedule.
 - If Brown County and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the Brown County, Brown County shall either orally or in writing, terminate negotiations with that contractor. Brown County may then negotiate with the next highest ranked contractor.



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- The negotiation process may continue through successive offerors, according to ranking until an agreement is reached or Brown County terminates the contracting process.

The County reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of Brown County.

Return your proposal to the Brown County Fair Office at 400 24th Ave NW, Aberdeen, SD 57401, or you can email it to Rachel.Kippley@browncounty.sd.gov by Friday, November 8, 2024.

Sum for services 2025:	\$ _____
Sum for services 2026:	\$ _____
Sum for services 2027:	\$ _____
Three-Year Total:	\$ _____

Company Name

Contact Person's Name (Printed)

Company Address

Contact's Signature

Phone Number(s)

Contact's E-mail