

**REQUEST FOR PROPOSALS  
A MULTI-YEAR OPERATION OF A FAMILY FOCUSED CARNIVAL  
CITY OF ARNOLD, MISSOURI**

**Proposal Due Date: May 7, 2019, 10:00 am, Central Standard Time (CST)**

**Bid opening: May 7, 2019, 10:00 am (CST) at the City of Arnold, 2101 Jeffco Blvd**

The City of Arnold Parks and Recreation Department shall receive proposals for the operation of a family focused carnival in Arnold, MO.

Description: The Carnival Vendor will provide a family focused event held in conjunction with the annual Arnold Days Festival. The carnival will include a combination of rides, games, attractions and concessions.

1. PURPOSE

The intent and purpose of this Request for Proposals is to establish a contract agreement for a three-day carnival to coincide with the City of Arnold’s “Arnold Days” Festival. The carnival will occupy a section of the “Arnold City Park at 2400 Bradley Beach Road in Arnold, MO and will include a mix of rides, attractions, concessions, and games that appeal to families.

2. BACKGROUND

The City of Arnold Parks and Recreation Department manages the Arnold Days Festival with the assistance of staff, officials and volunteers. The City of Arnold Parks and Recreation Department has sought and contracted with the vendors required to stage a successful celebration. The Arnold Days Festival is held during the third weekend in September and includes a carnival, concerts, food booths, community focused activities, and a fireworks display.

3. SCOPE OF WORK

The Carnival Vendor will provide a family focused event around the City of Arnold’s Arnold Days Festival. The carnival will include a combination of rides, games, attractions, and concessions.

The site for the carnival is approximately 60,000 square feet (Additional square footage may be available). The carnival is scheduled to take place:

- September 18<sup>th</sup>-20<sup>th</sup>, 2020
- September 17<sup>th</sup>-19<sup>th</sup>, 2021
- September 16<sup>th</sup>-18<sup>th</sup>, 2022
- September 22<sup>th</sup>-24<sup>th</sup>, 2023(Subject to mutual agreement to extend the contract)
- September 20<sup>th</sup>-22<sup>th</sup>, 2024(Subject to mutual agreement to extend the contract)

Hours of operation are as follows:

- Friday: 5:00 p.m. to 11:00 p.m.
- Saturday: Noon to 11:00 p.m.
- Sunday: Noon to 8:00 p.m.

The City of Arnold Parks and Recreation Department is seeking a mix of rides and attractions that appeal to families. There shall be no more than 13-20 rides, 4 concessions and 6 games. The rides should include an equitable blend of adult, adolescence and kiddie rides and attractions.

The layout of components will need to be carefully arranged so as to minimize disruption to the admission area of the festival grounds and such that it accommodates emergency vehicle access.

#### 4. PROPOSAL PROCESS

- A. Each price proposal shall be on the form provided and be signed by a person authorized to bind the Carnival Vendor to the proposed contractual agreement. If the Carnival Vendor is a partnership, the proposal must be signed by the partner. If the Carnival Vendor is a corporation, the proposal must be signed by a duly authorized officer or agent of such corporation.
- B. Each proposal shall be delivered to the place specified below and no later than May 7, 2019, 10:00 am, CST.
- C. Each proposal shall be submitted in a sealed envelope clearly marked with the Carnival Vendor's name and "Arnold Days Carnival – 2020-2022" on the outside.
- D. Proposals shall consist of the following:
  - (1) Two (2) hard copies of the proposal including any attachments and One (1) signed Price Proposal (use form provided) in a separately sealed envelope and marked as noted above.
- E. The Carnival Vendor must acknowledge receipt of any amendment(s) to the proposal process.
- F. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the City of Arnold Parks and Recreation Department.
- G. Any proposal may be withdrawn or withdrawn and resubmitted up until the proposal deadline. Proposals may not be withdrawn after the proposal deadline.
- H. Unless otherwise specified, questions pertaining to general information regarding the project and/or interpretation of specifications shall be addressed in writing to:

Dickie Brown  
Director of Parks and Recreation  
City of Arnold Parks and Recreation  
Department  
1695 MO State Road  
Arnold, MO 63010 or  
[dbrown@arnoldmo.org](mailto:dbrown@arnoldmo.org)

## 5. CARNIVAL REQUIREMENTS

It is mandatory that the Carnival Vendor be able to meet the following requirements:

### A. General

- (1) Have been engaged successfully in the business of providing a carnival for no less than five (5) years.
- (2) Have knowledge of Missouri laws and regulations related to the safe and proper operation of a carnival.
- (3) Have proven ability to provide a safe carnival event on a site of similar characteristics.
- (4) Procure and maintain insurance for the duration of the carnival as described herein or as negotiated with the City of Arnold Parks and Recreation Department.
- (5) Attend meetings with City of Arnold officials as necessary or requested in advance of the carnival, during setup, during carnival operations, and following breakdown.
- (6) Comply with requirements and restrictions regarding site access established by the City of Arnold Parks and Recreation Department.
- (7) Be able to cooperatively and productively work with City of Arnold staff in addition to the Police and Fire Departments, County Public Health Inspector, and others as required.
- (8) Have all required permits and authorizations to setup and run a carnival in accordance with Missouri laws, state and local regulations. Be in good standing with all relevant authorities.

### B. Carnival Specifications

Provide a family-focused carnival for the dates of:

- September 18<sup>th</sup> -20<sup>th</sup>, 2020
- September 17<sup>th</sup>-19<sup>th</sup>, 2021
- September 16<sup>th</sup>-18<sup>th</sup>, 2022
- September 22<sup>th</sup>-24<sup>th</sup>, 2023(Subject to mutual agreement)
- September 20<sup>th</sup>-22<sup>th</sup>, 2024(Subject to mutual agreement)

Located at 2400 Bradley Beach Road, Arnold, MO 63010

Provide approximately 13 to 20 rides and not more than 5 concessions and 6 games, the rides should include an equitable blend of adult, adolescence and kiddy rides and attractions.

- (1) The complete list of rides shall be approved by the City of Arnold Parks and Recreation Department prior to setup.
- (2) Provide copies of valid state licenses for the rides, attractions and concessions.
- (3) Provide all power for the carnival operation on site. Utilize “quiet run” generators for all power generation.

- (4) Operate the carnival on the following schedule:
  - Friday: 5:00 p.m. to 11:00 p.m.
  - Saturday: Noon. to 11:00 p.m.
  - Sunday: Noon to 8:00 p.m.
- (5) Layout the carnival in a manner that allows for emergency vehicle access to the interior of the site. Prior to the start of the carnival the Fire Chief must sign-off on the layout and setup and any adjustments required shall be made by the Carnival.
- (6) Control the sound levels of music, alarms, and horns from the rides and attractions.
- (7) Secure rides, attractions, and other equipment without puncturing the pavement or landscape of the site. No holes or spikes are to be driven into the paving or ground.
- (8) The Carnival Vendor shall provide The City of Arnold with a Notarized Background Affidavit of Public Safety Due Diligence (form provided by the City of Arnold), for Carnival Vendor employees assigned to work the Carnival Midway, and said affidavit must be completed within fourteen (14) days prior to the setup of the Carnival Midway at Arnold City Park or agreed upon location. Arnold reserves the right to not allow any Carnival employee on City property.
- (9) The Carnival Vendor shall require all of its employees and representatives to be professionally and modestly dressed in a standardized uniform. Carnival Vendor employees and representatives shall wear shirts at all times, including set-up, take-down and during the operation of the Carnival Midway and all employees must reflect a clean image both in personal hygiene and overall dress appearance in accordance with the approval of the City of Arnold Parks and Recreation Department. All Carnival Vendor employees and representatives with tattoos and/or body piercings that Arnold deems offensive, objectionable or inappropriate shall be covered during the Carnival Midway. The Carnival Vendor shall immediately close any ride, game or concession that is being staffed by an employee or representative that is in violation of the provisions of this paragraph until such time that the employee or representative comes into compliance or is replaced by another employee or representative that is in compliance with the provisions of this paragraph.
- (10) Staff the rides, attractions, games, and concessions with trained personnel for the duration of the carnival.
- (11) Secure equipment and materials onsite each evening during the carnival. Setup and breakdown of the equipment must occur between the hours of 8AM and 8PM unless permission is given by the City of Arnold Parks and Recreation Department.
- (12) Each ride and attraction must have a specific admission cost, stated in number of tickets, which shall be posted at the ride.
- (13) Wastewater from equipment cannot be emptied into the City of Arnold's storm water or waste water system. Wastewater must be contained in appropriate containers and emptied or removed on a frequent enough schedule to prevent overflow or infiltration into the City of Arnold's system. A proper disposal plan for all waste including raw sewage, grey water, oils and any and all by products used by the Carnival as well as the containers from said waste products must be adhered to by the Carnival and should not include dumping on the Carnival Grounds or waterways.

- (14) Games shall not offer prizes that may be construed as weapons (toy guns, knives, etc.), lighters, or any smoking related paraphernalia. The City of Arnold Parks and Recreation Department shall approve prizes and items offered for sale and may reject any deemed by the City of Arnold Parks and Recreation Department as inappropriate.
- (15) Implement ticket pricing which allows for individual ticket purchases, bulk ticket purchases and/or promotional ticketing as approved by the City of Arnold Parks Department.
- (16) Provide and place throughout the carnival benches for sitting.
- (17) Be responsible for maintenance and cleanliness of the site on which the carnival is setup at all times. The City of Arnold Parks and Recreation Department shall provide trash receptacles for the carnival, however it will be the Carnival Vendor's responsibility to ensure no litter or loose debris is left on site at the end of operations each night.
- (18) Breakdown the site, removing all equipment, debris, and materials. Be present for an inspection of the site, by a City of Arnold Parks and Recreation Department designee, upon completing breakdown. The inspection will ensure all components of the carnival are removed, and the site is left free of debris, trash, and that no damage has occurred.

#### 6. WORK SITE AND EQUIPMENT

The Carnival Vendor shall take the required precautions to protect his/her equipment against damage, theft, or deterioration on the site. The Carnival Vendor will cooperate with the City of Arnold Parks and Recreation Department's representative on all matters of scheduling, routine access, security, and protection.

#### 7. CHARGES FOR EQUIPMENT

Any equipment that is purchased or rented by the Carnival Vendor in the performance of this work shall be at the Carnival Vendor's own expense, and not charged to the City of Arnold Parks and Recreation Department.

#### 8. EQUAL OPPORTUNITY COMPLIANCE

The Carnival shall comply with any and all applicable federal, state, and local laws, executive orders, and regulations prohibiting discrimination in employment. The Carnival shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, handicap, or sexual orientation.

#### 9. CANCELLATION OF RFP, REJECTION OF PROPOSALS

The City of Arnold Parks and Recreation Department reserves the right to cancel the RFP and/or reject any and all proposals and/or to waive any informality if deemed in the best interest of the City of Arnold Parks and Recreation Department to do so.

## 10. CANCELLATION OF CONTRACT

The City of Arnold Parks and Recreation Department reserves the right to cancel and terminate the contract in the event that the services provided by the Carnival Vendor prove to be unsatisfactory. The City of Arnold Parks and Recreation Department shall be the sole judge of satisfactory performance with the scope of work and requirements contained herein. Either party may submit written contract cancellation notification one hundred and eighty (180) days prior to the scheduled carnival times.

## 11. KEY PERSONNEL

The Carnival Vendor is responsible to ensure the personnel identified and as assigned to the carnival perform the work as proposed. Any change in personnel assigned must be approved in writing by the City of Arnold Parks and Recreation Department.

## 12. BASIS FOR SELECTING THE CARNIVAL

The proposals will be evaluated using the following criteria:

- A. Carnival Vendor's years of experience providing similar services of size and location.
- B. Carnival Vendor's Work - successful track record of operating a carnival of similar composition, Carnival is in good standing with applicable Missouri regulatory authorities, and all references reporting positive experiences.
- C. Carnival Vendor's proposal is clear, detailed and complete, provides detailed and understandable information about the composition of the carnival, and how the Carnival Vendor will perform his/her duties, and proposal meets all requirements of the scope of work.
- D. Carnival Plan Composition of the carnival includes a desirable mix of rides, attractions, games, and concessions to appeal to families, and fits well on the site.
- E. Ticket and Admission Plan - proposed ticket costs are reasonable; ticket purchase options include single ticket sales, multi-ticket sales, and promotional ride offerings as approved by the City of Arnold Parks and Recreation Department.
- F. Financial Proposal - the Carnival Vendor proposes a percentage of the gross receipts from monies derived from the sale of admission tickets for shows and rides; flat sum rate from the sale of each "fun" booth, etc.

## 13. AWARD OF CONTRACT

Award of this contract shall be made within ten (10) days after the proposal deadline. The City of Arnold Parks and Recreation Department reserves the right to reject any and all proposals if deemed in the best interest of the City of Arnold Parks and Recreation Department.

The City of Arnold Parks and Recreation Department may invite Carnival Vendors for an interview. Interviews will be scheduled directly with selected Carnival Vendors.

#### 14. CONTRACT LENGTH

The Contract shall be for the duration of time required to successfully complete all phases of the scope of work. The contract length is for three years and is negotiable up to five years based on the Carnival Vendor's proposal

#### 15. FORCE MAJEURE:

Neither party shall be liable for any failure to make or accept one or more deliveries arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of God, fire, flood, war, sabotage, accidents, labor disputes, shortages or failure to supply materials or equipment, interruption of or delay in transportation, or any other similar circumstance beyond the control of the party.

#### 16. FAILURE OF SELECTED CARNIVAL

If the selected Carnival Vendor, after ten (10) days of notice of selection, fails to execute the contract according to the terms of the RFP, the award will be rescinded and an award will be made to another Carnival Vendor with an acceptable proposal who is eligible and responsible.

The ten (10) day time limit shall not be applicable to the second and subsequent awards made after the expiration of the time.

#### General Information:

1. The site for the carnival is approximately 60,000 square feet.
2. The Arnold Days Festival will occur on:
  - September 18<sup>th</sup>-20<sup>th</sup>, 2020
  - September 17<sup>th</sup>-19<sup>th</sup>, 2021
  - September 16<sup>th</sup>-18<sup>th</sup>, 2022
  - September 22<sup>th</sup>-24<sup>th</sup>, 2023(Subject to mutual agreement to extend contract)
  - September 20<sup>th</sup>-22<sup>th</sup>, 2024(Subject to mutual agreement to extend contract)
3. The carnival will operate Friday - 5-11 p.m.; Saturday - Noon-11 p.m.; Sunday - Noon-8 p.m.
4. Site visits may be arranged by calling the City of Arnold Parks and Recreation Department at (636) 282-6690.

Proposals clearly marked "Arnold Days Carnival – 2020-2022" will be received at:

City of Arnold

City Clerk, Attn: Tami Casey

2101 Jeffco Blvd.

Arnold, MO 63010 until 10:00 a.m. (CST) on May 7, 2019

A bid opening shall be held on Tuesday, May 7, 2019 at 10:00 am (CST) at the City of Arnold, 2101 Jeffco Blvd. Arnold, MO 63010

Additional Information

All questions regarding this notice should be directed to Dickie Brown, Director of Parks and Recreation, 1695 MO State Road, Arnold, MO 63010 (636) 282-6690, [dbrown@arnoldmo.org](mailto:dbrown@arnoldmo.org)

CITY OF ARNOLD - INSURANCE REQUIREMENTS

Carnival Vendors are required to carry the following coverage:

General Liability	<u>Limits</u>
Each Occurrence	\$2,000,000
Damages to Rented Premises	\$100,000
Medical Expense (each person)	\$10,000
Personal Injury	\$2,000,000
General Aggregate	\$3,000,000
Products - Completed Operations	\$1,000,000
Business Auto Liability	\$1,000,000
Workers Compensation and Employers' Liability	<u>Limits</u>
	Statutory Requirements

CITY OF ARNOLD PARKS  
AND RECREATION  
DEPARTMENT PROPOSAL  
REQUIREMENTS

Proposals will be evaluated based on the response and supporting documentation to each of the following.

1. Describe your company yourself, and/or your team. Include information about licenses, certificates or other designations that are relevant to this type of work.
2. Describe the rides and attractions specifying each by name, size, riding capacity, and admission price. Include information about alternative ride and attraction options available. Identify the rides or attractions to be rented from or provided by a subcontractor.
3. Describe the games and concessions specifying each by name, items sold, and cost. Include information about alternative game and concession options available. Identify the games or concessions to be rented from or provided by a subcontractor.
4. Describe the equipment to be used including generators, ticket booths, and other ancillary equipment required to operate the carnival. Identify any items to be rented from or provided by a subcontractor.
5. Describe the layout proposed for the site.
6. Describe the ticketing plan including the single ticket purchase, ticket packages, passes, and price for each option.
7. Provide a schedule for setup and breakdown of the carnival equipment, indicating when inspections will be performed by state and town officials as required by the scope.
8. Provide resumes or other appropriate information that details the assigned on-site manager, and the staffing plan for the carnival. Indicate if any staff will be subcontracted.
9. Provide information on how the carnival will be secured when not in operation.
10. Provide a list of the ten (10) most recent carnival operations, include the location, dates, and the name and contact information of the client served.
11. Provide copies of applicable licenses or certifications required by state law.

