



## **SKAGIT COUNTY FAIR MANAGER**

### **REQUEST FOR QUALIFICATIONS AND INTEREST PACKET**

**Submittal Deadline – November 9, 2007, 4:00 p.m.**

#### **Submit qualifications and letter of interest to:**

Linda Christensen, Executive Assistant  
Skagit County Administration  
1800 Continental Place  
Mount Vernon, WA 98273  
360/336.9300, or [lindamc@co.skagit.wa.us](mailto:lindamc@co.skagit.wa.us)

## **SCOPE OF WORK**

The Skagit County Fair Manager will manage the Fair and Fairground facility under the direction of the Skagit County Board of Commissioners. The Fair Manager will work as an independent contractor. Evaluations will be based on, but not limited to qualifications, experience, and innovative ideas. Compensation and incentives will be negotiated as part of the overall contract. The contractor must provide an insurance policy with limits of \$1,000,000 for general commercial liability and automobile liability naming Skagit County as additional insured as well as a policy for professional liability and must be bondable.

The Skagit County Fair Manager will provide the following services, but are not limited to:

- Coordinates the activities of the Fair and Facility Advisory Board.
- Coordinates, directs, plans, and supervises fairgrounds facility maintenance, equipment purchases and facility construction.
- Organizes plans and evaluates the Annual County Fair.
- Coordinates the performance of maintenance tasks necessary for the upkeep and/or construction of the fairgrounds facility, grounds, and equipment.
- Work with groups in the organization and planning off-season events.
- Works with the County Administrator/Deputy County Administrator to establish and monitor budget, facility master plan, goals and objectives for operation of the fairgrounds facility, including program development and facilities maintenance.
- Make regular inspections of fairgrounds facility to assure proper care and safety standards are maintained, and make recommendations for changes in method of operations, materials used and facility renovation.
- Maintains records, prepare reports to the Fair Advisory Board, County Administrator/Deputy County Administrator as requested related to fairgrounds facilities.
- Strengthen community relations by meeting with community groups to develop cross-marketing opportunities.
- Prepares material lists, specifications and bid packages necessary for the purchase of maintenance equipment, materials or supplies.
- Participates in Fairground Advisory Board meetings, appropriate seminars, conferences and special meetings on approval of the County Administrator/Deputy County Administrator.

## **INCENTIVE PROGRAM**

Skagit County will support an incentive program that includes the following areas:

- Fair attendance
- Number of activities per day
- Net income objective
- Volunteerism
- Rental income (special events, year-round activities)
- Achieving Fair Advisory Board objectives and building and retaining positive relationships.

## **SUBMITTAL INFORMATION**

The letter of interest should include, but is not limited to a cost estimate to perform the Scope of Work, past performances and references, and ability to meet schedule deadlines.

To be considered, the Letter of Interest and Statement of Qualifications must be received no later than \*Friday, November 9, 2007, 4:00 p.m. Please submit to:

Linda Christensen, Executive Assistant  
Skagit County Administration  
1800 Continental Place  
Mount Vernon, WA 98273  
360.336.9307 - Fax

\*Faxed submissions will be accepted as long as an original follows in the mail.