



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson
Through: Ted Burgess *TB*
From: Marie Turner *MT*
Date: March 16, 2018
Subject: Request for Proposals #1421-P: Meister for Hot Air Balloon Festival

The county is preparing to host its third annual hot-air balloon festival. This will be a one-day event, to be held at Whitewater High School (Attachment 1). An important component of event preparation is to contract with an individual or company to serve as Balloon Meister. Before the event, the Meister will locate, evaluate, and rate pilots and validate their credentials; coordinate pilots' lodging needs, procure corporate sponsors, and conduct a two-day event production meeting. At the event, they will monitor on-field safety, coordinate availability of propane cylinders, operate tether-ride registration and sales tables and obtain riders' waivers, operate an on-site command center including weather monitoring, and other responsibilities.

The Purchasing Department issued Request for Proposals (RFP) #1421-P for proposals from hot-air balloon event organizers. We emailed notices to 14 organizations. We searched for additional event organizers through the Georgia Procurement Registry, the search did not yield any appropriate vendors. Invitations to submit proposals were extended via the Fayette News, the county website, Ga. Local Government Access Marketplace (www.glga.org), and Channel 23.

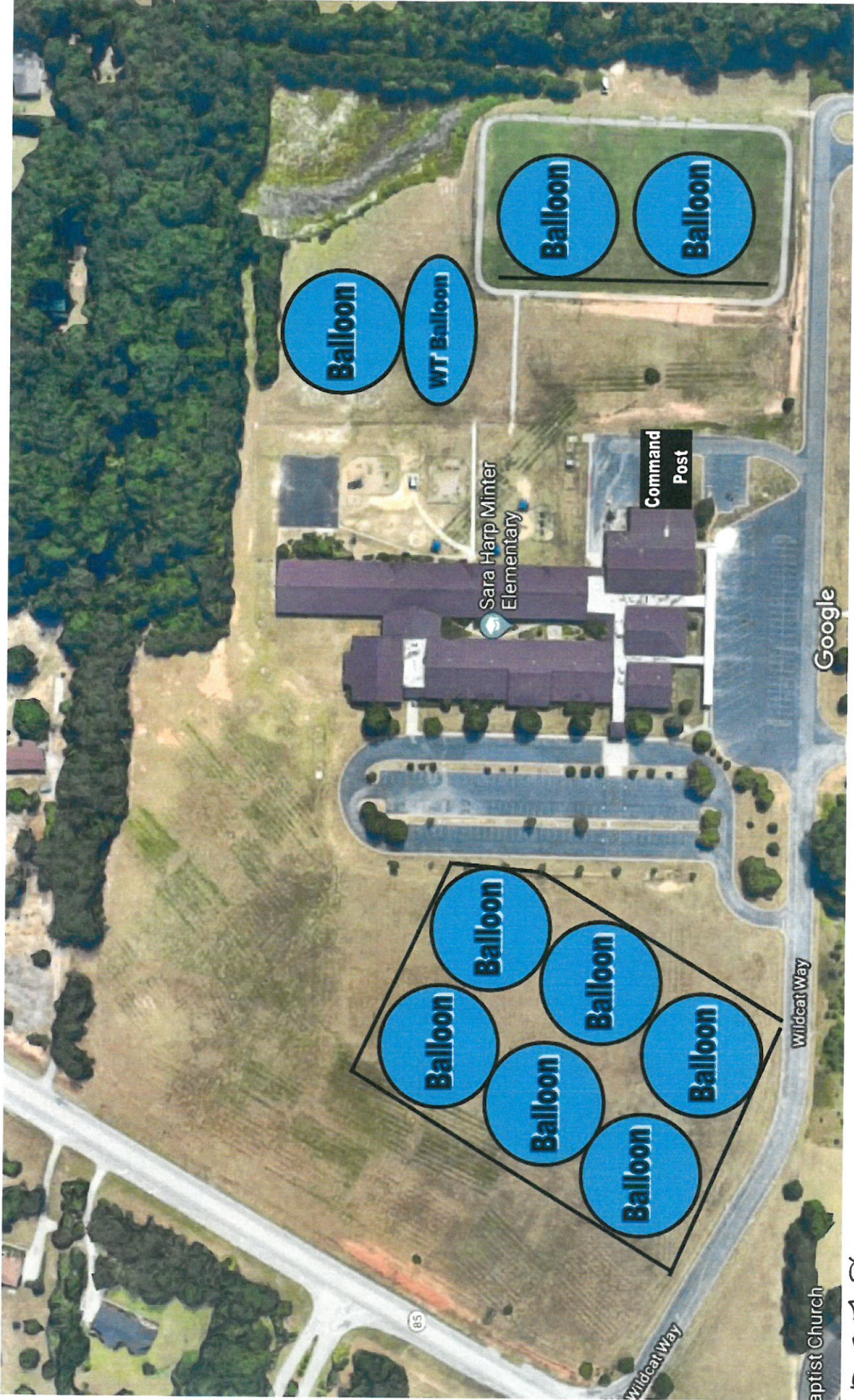
One vendor submitted a proposal. We contacted ARM Enterprise Group, Inc. DBA Promotions Marketing, inquiring as to why they did not submit this year as they had the past. They stated that they would not want to take the time to submit another proposal as they had not been chosen the last two years. Parks and Recreation reviewed the proposal from SkyCab, using criteria spelled out in the RFP. They recommend that the county contract with SkyCab Balloon Promotions, Inc. to provide Balloon Meister services. Specifics of the proposed contract are as follows:

Contract Name:	1421-P: Hot Air Balloon Meister
Vendor:	SkyCab Balloon Promotions, Inc.
Contract Not-to-Exceed	<u>\$27,894.00</u>
Budget:	Org. Code: 10060110, Object: 521217, Project: HOTAB
Available Budget:	\$74,500.00

Approval Signature

Date:

3/20/18



2018