



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

To: Steve Rapson
Through: Ted Burgess
From: Ted Crumbley
Date: April 2, 2019
Subject: Request for Proposals #1604-P: Meister for Hot Air Balloon Festival

The county is preparing to host its fourth annual hot-air balloon festival. This will be a two-day event, to be held at Whitewater High School. 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) #1604-P for proposals from hot-air balloon event organizers. We emailed notices to 28 contacts. We posted the proposal invitation to four additional organizations using the Georgia Procurement Registry. 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 times they submitted. 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. All costs are included except insurance which will be invoiced when received and 50% of the ride proceeds which will be passed on the pilots. Specifics of the proposed contract are as follows: (Contractor Performance Evaluation attached.)

Contract Name: 1604-P: Hot Air Balloon Meister
Vendor: SkyCab Balloon Promotions, Inc.
Contract: \$ 42,145.00
Budget: Org. Code: 10060110, Object: 521217, Project: HOTAB
Available Budget: \$ 50,373.00

Approval Signature [Signature] Date: _____

PROPOSAL NUMBER: _____ #1604-P _____

PROPOSAL NAME: MEISTER FOR HOT AIR BALLOON FESTIVAL

COMPANIES NAME:	RESPONSE
SKYCAB BALLOON PROMOTIONS, INC.	OPENED

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: SkyCab Balloon Promotions	Contract Number: 1421
Mailing Address: 1200 Truman Park Drive	Contract Description or Title: Meister for 2018 Hot Air Balloon Festival
City, St, Zip Code: Louisville, KY, 40245	Contract Term (Dates) From: 29 March, 2018 To: 11 June, 2018
Phone Number: 502-228-8955	Task Order Number:
Cell Number: 502-445-5271	Other Reference:
E-Mail Address: scott@SkyCab-balloons.com	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule			X		
2. Condition of delivered products			X		
3. Quality of work		X			
4. Adherence to specifications or scope of work			X		
5. Timely, appropriate, & satisfactory problem or complaint resolution			X		
6. Timeliness and accuracy of invoicing			X		
7. Working relationship / interfacing with county staff and citizens		X			
8. Service Call (On-Call) response time			X		
9. Adherence to contract budget and schedule			X		
10. Other (specify):					
11. Overall evaluation of contractor performance			X		

EVALUATED BY

Signature: <i>Blaze Jeffery</i>	Date of Evaluation: 4/3/2019
Print Name: Blaze Jeffery	Department/Division: Parks and Recreation
Title: Special Events Coordinator	Telephone No: 770-716-4317

