

Fair Manager, Guy McEndaffer
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Fair Administrative Office
lcfair@logancountyco.gov

315 Main Street | Sterling, CO 80751

970-522-0888 ext 222

2023 Parking Attendant Services

The Logan County Commissioners and the Logan County Fair Board are accepting letters of interest for a local organization to provide personnel to serve as parking control attendants in the south parking lot at the Logan County Fairgrounds during the 2023 Logan County Fair on July 29 – August 6. Services will be required only during the high traffic volume times described below.

Parking attendants are required at the following times:

- Tuesday, August 1 – Attendants must be on site from 5 to 9 p.m.
- Wednesday, August 2 – Attendants must be on site from 5 to 9 p.m.
- Thursday, August 3 – Attendants must be on site from 5 to 9 p.m.
- Friday, August 4 – Attendants must be on site from 5 to 9 p.m.
- Saturday, August 5 – Attendants must be on site from 11 a.m. to 10 p.m.
- Sunday, August 6 – Attendants must be on site from 3:30 to 7:30 p.m.

Vehicles entering may be charged no more than \$2 charge per vehicle and if a vehicle leaves and comes back it must be charged again. The selected organization will get to keep ALL monies collected as FULL compensation for its services.

The south parking lot has a capacity of approximately 200 parking spaces.

A minimum of three (3) people must be staffed at all times during these activities. More people are desirable during busy evening events.

Personnel must use flashlights and reflective vest provided by the organization while on site after dark.

One organization will be selected to provide all of the parking services for the duration of the Fair. In the event of multiple letters of interest, selection will be based on a lottery.

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Submit your proposal to the Logan County Fair Board by **5 p.m. on April 7, 2023**. All proposals should be submitted in a sealed envelope and marked with "Parking Attendant Services". The Fair Board will be opening the Proposals on **April 13**, at the Fair Board meeting. Notification will be **April 18**, after the Commissioners have approved the proposal. Supporting paperwork should include name of organization, address, supervising agent, telephone number and proposed amount, and if required proof of insurance.

The Board of Commissioners reserve the right to reject any or all bids and to accept the proposal deemed to be in the best interest of Logan County.

This proposal is submitted to the Commissioners of Logan County for the bid of \$ _____

Name of Organization

Agent

Phone Number at Fair Time (cell phone)

Address

Phone Number