



**1735 MONTGOMERY STREET  
OROVILLE, CALIFORNIA 95965  
(530) 538-2401**

# **Supplemental Benefit Fund**

## **PROPOSAL**

### **FOR**

## **EVENT COORDINATOR SERVICES**

**Bid Submission and Opening Date: February 12, 2020 at 12:00 PM**

## **CITY OF OROVILLE**

# **PUBLIC NOTICE**

Sealed Proposal for the following are being accepted:

### **Event Coordinating Services**

at the City Hall, 1735 Montgomery Street, Oroville, CA 95965 until February 12, 2020 12:00 P.M., at which time they will be publicly opened and read.

Bid specifications including bid proposal forms are available at City Hall - 1735 Montgomery Street, Oroville, CA 95965. Any questions should be directed to Jordan Daley at (530) 538-2518.

**EVENT 1 - Wildflower and Nature Festival**

**EVENT 2 - Feather Fiesta Days**

**EVENT 3 – Lake Oroville Fireworks**

**EVENT 4 - Salmon Festival**

**EVENT 5 - Holiday Parade of Lights**

**BID FORM**

**Event Coordinating Services**

<b>TOTAL COST PER YEAR</b>		\$ _____.
All-inclusive Total Cost for Services per Year will be _____ (This entry must be written out)		

The undersigned has checked carefully all the above figures and understands that the SBF Steering Committee shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The SBF Steering Committee reserves the right to reject any or all bids. The SBF Steering Committee reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date                      Area Code/Phone

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**SPECIFICATIONS**  
For  
**Event Coordinating Services**  
For  
**Supplemental Benefit Fund**

**Scope:**

**EVENT 1**

**Wildflower and Nature Festival – 1st Saturday of April**

**TOTAL EVENT COST**                    \$ \_\_\_\_\_.

This event is hosted by the Feather River Recreation and Parks District taking place at Riverbend Park.

This event involves approximately 5% of the contract time.

Duties include: assist in sponsorship by creating and updating forms, assist in Marketing material including event magnet, hang and maintain event Street Banners, negotiate media buys, create and place ads, , assist in lay-out and on-site event management if requested, attend meetings, and collaborate with FRRPD personnel on planning the event. In 2019 a Beer and Wine Garden was added to the event and I organized, facilitated and ran the Beer and Wine Garden for FRR&PD. Assist with all event organizations as requested.

Maintain records for income and expenses that I oversee, as well as create a post event report and report back to the SBF Committee.

**EVENT 2**

**Feather Fiesta Days – 2nd Saturday of May**

**TOTAL EVENT COST**                    \$ \_\_\_\_\_.

This event is in cooperation with the Oroville Downtown Business Association, the Oro Dam Cruisers, Native Sons of the Golden West, Kiwanis Club, Pioneer Museum, Oroville Docents, Exchange Club, Feather River Recreation and Parks District, Feather Falls Casino Show and Shine, Eagles Club, Bidwell Bar days and any other organization that host an event within the 8 day window between the 1st Friday and 2nd Saturday of May.

This event involves approximately 15% of the contract time.

Duties include: scheduling meetings, securing meeting space, facilitate meetings, create and distribute minutes, creating sponsorship forms, soliciting sponsors, negotiate media buys, hang and maintain event Street Banners, creating all ads (radio, print and TV), arrange media interviews, maintain Facebook page and posts, update all printed material; forms, applications, etc., request trash, recycling and toilets services, distribute facilities as needed, solicit volunteers, coordinate with all participating organizations on layout, street closure and clean-up. Assist with all event organizations as requested.

Maintain records for income and expenses that I oversee, as well as create a post event report and report back to the SBF Committee.

**EVENT 3**

**Lake Oroville Fireworks – 4th of July**

**TOTAL EVENT COST**                      \$\_\_\_\_\_.

This event is a collaboration of a number of organizations and agencies including: the Dept. Of Water Resources, California State Parks, Feather River Park and Recreation District, California Highway Patrol, Cal Fire, Oroville Fire Dept., Oroville Police Dept., Butte County Emergency Medical Services, Rotary of Oroville, STARS, Oroville Chamber of Commerce, Inter-Com Services, Butte County Sheriff’s Office, City of Oroville, Oroville Chamber of Commerce, and Pyro Spectacular.

This event involves approximately 10% of the contract time.

This event is hosted by the Dept. of Water Recourses.

Duties include: facilitating the Fireworks contract with Pyro Spectacular (the fireworks provider), create sponsorship forms, soliciting sponsors, negotiate media buys, hang and maintain event Street Banners, creating all ads (radio, print and TV), arrange media interviews, maintain Facebook page and posts, update all printed material; forms, applications, create event brochure, request trash, recycling and toilets services, distribute facilities as needed, coordinate with all participating organizations on layout. Assist with all event organizations as requested.

Maintain records for income and expenses that I oversee, as well as create a post event report and report back to the SBF Committee.

**EVENT 4**  
**Oroville Salmon Festival – 4th Saturday of September**

**TOTAL EVENT COST**                    \$ \_\_\_\_\_.

This event is a collaboration of a number of organizations and agencies including: the Dept. Of Water Resources, Dept. of Fish and Wildlife, Oroville Downtown Business Association, Feather River Park and Recreation District, Oroville Police Dept., STARS, Oroville Chamber of Commerce, City of Oroville, Oroville Chamber of Commerce, and .

This event involves approximately 60% of the contract time.

Duties include: scheduling meetings, securing meeting space, facilitate meetings, submit street Closure permit, update event map, create and distribute minutes, creating sponsorship forms, soliciting sponsors, negotiate media buys, hang and maintain event Street Banners, creating all ads (radio, print and TV), arrange media interviews, maintain Facebook page and posts, update all printed material; forms, applications, brochure, etc., update and create marketing material including the event magnet, request trash, recycling and toilets services, distribute facilities as needed, solicit volunteers, coordinate with all participating organizations on layout, street closure and clean-up. Organize Shuttle Bus service and organize and maintain equipment used and stored for the event, create, maintain and inventory all promotional material for the event including shirts, clothing, hats, glasses, etc. and oversee sale of items as well. Assist with all event organizations as requested.

Organize ‘Salmon Court’ which involves: booking entertainment, secure food vendors and permits, compile with all City and County regulations, solicit volunteers, lay-out event, clean-up assist with the Feather River Nature Center Dinner and Dance if desired.

Maintain records for income and expenses that I oversee, as well as create a post event report and report back to the SBF Committee.

**EVENT 5**  
**Holiday Parade of Lights – 2nd Saturday of December**

**TOTAL EVENT COST**                    \$ \_\_\_\_\_.

This event is a collaboration of several organizations including: the Oroville Downtown Business Association, the Dept. of Water Resources, Oroville Police Dept., STARS, Oroville Chamber of Commerce, and the City of Oroville.

This event involves approximately 10% of the contract time.

Duties include: scheduling meetings, securing meeting space, facilitate meetings, create and distribute minutes, creating sponsorship forms, soliciting sponsors, negotiate media buys, hang and maintain event Street Banners, creating all ads (radio, print and TV), arrange media interviews, maintain Facebook page and posts, update printed material; forms, applications, flyer, etc., request trash, recycling and toilets services, distribute facilities as needed, solicit volunteers and organize, coordinate with all participating organizations on layout, street closure and clean-up, oversee and implement the Street Closure. Assist with all event organizations as requested.

Maintain records for income and expenses that I oversee, as well as create a post event report and report back to the SBF Committee.

**Related Activities:**

Other activities include attending monthly City of Oroville Tourism Committee meeting and SBF meeting as requested. Provide event photos, video and information as requested.

**Goal:**

Build cohesive relationships between the main organizations (Chamber of Commerce, Downtown Oroville, DWR, State Parks, Dept. of Fish and Wildlife and the City of Oroville) supporting these events and the downtown to work together and continue building up the community and City.

**Skills and Qualifications:**

Communication and Interpersonal Skills: Event Coordinators are required to network with a wide variety of entities in the course of their job. Vendors and venues must be established, and an entire staff must be managed in order for an event to function properly. An Event Coordinator will need to have a general knowledge of what guests expect.

Team Management: Event Coordinators carry out many tasks on their own, but a major aspect of the job is working with a team. Delegating to a team properly and making sure everyone has what they need to do their job requires team management and leadership skills.

Budgeting: Every event comes with a cost, and it's the Event Coordinator's job to keep those costs within the allocated budget. This will require a degree of financial skill as well as the ability to create accurate reports.

Logistics: Everything in an event, from the seating to the entertainment, must be set up in a practical and useful manner for the guests. To accomplish this, the Event Coordinator must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise.

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Your proposal will require a returned signed copy of this Specification from the authorized submitter of the bid for this service:

\_\_\_\_\_  
Name of Company or Business

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date