



Board Summary Report

Date: 3/3/2020
To: Board of County Commissioners
Through: Shannon Carter, Intergovernmental Relations and Open Spaces Director
From: Matt Bixenman, Fairgrounds Site Manager
Subject: Fair Carnival Waiver of Purchasing Policy

Direction/Information

Request the Board of County Commissioners to authorize the Chair to sign a Select Source Waiver of Purchasing Policy authorizing Fairgrounds staff to establish a 1 + 4-year renewal option contract with Crabtree Amusements to provide carnival services at the 2020 Arapahoe County Fair.

Background

The Fairgrounds issued a solicitation for carnival services to support the 2006 Arapahoe County Fair. Since 2006, Crabtree Amusements has been the sole respondent to the carnival services solicitations issued by the County. Crabtree Amusements has provided well maintained rides and a variety of food / game vendors. Carnival services are a key component to providing a mix of family entertainment at the annual county Fair. Fairgrounds Management staff would like to establish a one-year contract with four 1-year renewal options with Crabtree Amusements.

Links to Align Arapahoe

The proposed Select Source Purchasing Waiver will support the following Align Arapahoe outcomes:
Quality of Life: The Waiver will allow Fairgrounds staff to utilize the County Fair's historic carnival services vendor who provides quality family friendly entertainment.

Fiscal Responsibilities: Crabtree Amusements provides equitable revenue sharing with the County and is one of the largest sources of revenue supporting the annual Fair budget.

Discussion

Crabtree Amusements has provided Arapahoe County Fair carnival services since 2006. The vendor brings quality equipment, good customer service and has been willing to negotiate equitable revenue sharing to support the annual County Fair. The carnival is a key contributor to the success of the Arapahoe County Fair as it a main entertainment draw for many fairgoers.

Alternatives

1. Approve the Purchasing Waiver as submitted: This alternative would allow Fairgrounds staff to establish a one plus four-year option contract with Crabtree Amusements
2. Deny the request for a Purchasing Waiver: The Board could request the contract be competitively bid through a standard County RFP process. This alternative would require a larger effort of County staff time and will likely end up selecting the same carnival services vendor.
3. Take no action: This alternative would result in a reduced level of family entertainment as there would be no carnival services available for Fairgoers at the 2020 Fair.

Fiscal Impact

Crabtree Amusements provides additional revenue sources at the annual Arapahoe County Fair including food vendor sales and midway game sales. The Arapahoe County fair Fund received a total of approximately \$14,000 dollars in revenue from Crabtree Amusements. Arapahoe County pays Crabtree Amusements for their services following the fair based on Arapahoe County ticket sales. Arapahoe County has paid Crabtree Amusements approximately \$160,000 the past three years.

Concurrence

The Purchasing Department supports Select Source Waiver of Purchasing Policies to establish a one plus four-year option contract with Crabtree Amusements.

Reviewed By:

Matt Bixenman
Shannon Carter, Open Space Director