



Invitation to Bid



Livestock Superintendent



IFB for Livestock Superintendent

The 45th District Agricultural Association which operates the annual California Mid-Winter fair is seeking responses for the position of Livestock Superintendent. Interested candidates, should submit the following documents:

- Letter of interest which includes contact information including email address and cell phone number.
- Resume showing applicable experience
- A minimum of 3 references from organizations where you have been a livestock superintendent or equivalent

Proposal for an Independent Contractor (Contractor) to perform the duties as the Livestock Supervisor for the IV Fairgrounds and the annual event, the California Mid-Winter Fair (IVF).

Submit your Invitation for Bid documents to:

IV Fairgrounds
200 East 2nd Street
Imperial, CA 92251
Attn: Alan Phillips

Bids will be accepted up to 5:00 pm on June 20, 2024. All questions pertaining to this IFB, please will be sent via email to ceo@ivfairgrounds.com.

1) COMPENSATION

- a) Contractor shall be paid \$15,000.00 per year for all services rendered in connection with the IVF. Payments shall be equally divided into 12 monthly payments.
- b) Contractor shall provide their own computer, printer and internet connection while off grounds. These costs are at the expense of the Contractor. The IVF will provide an email address under this agreement. Emails to this address will be responsible for regular checking and responses to this email.
- c) IVF is responsible for all travel expenses and lodging of Contractor to perform duties during the California Mid-Winter Fair. IVF and Contractor acknowledge that additional travel to the site may be required; this would be at an additional expense to the IVF and based on mutually agreed upon terms.
- d) The IVF will provide Contractor with remote network access to enable access to fair drives and ShoWorks program.

2) DURATION OF SERVICES

- a) This agreement between the IVF and the Contractor shall be good for 5 years; beginning July 1, 2024 through June 30, 2029.
- b) The 2025 California Mid-Winter Fair will be held February 28-March 16. Fair will be closed on Mondays and Tuesdays. The Fair had typically been 10 consecutive days, however 2025 will be the first with the new format of dates. The successful contractor will also be vital in helping to determine the livestock schedule.

3) TERMINATION OF SERVICES

- a) If at any time the IVF would like to terminate this contract; upon written notice; the following must be met:
 - i) Termination must occur before January 15th of the given year.
 - ii) Any termination of the contract results in full payout of the remainder of all the years of the contract.

4) **SCOPE OF SERVICES**

Contractor shall be responsible for and perform the standard duties of a Livestock Supervisor for the IVF. The following is included but not limited to a list of duties to be performed.

a) Premium Books:

- i) Update and make changes
- ii) Make changes as needed to tentative schedule
- iii) Participate in livestock meetings regarding potential changes
- iv) Communicate with committees, leaders and exhibitors regarding suggestions for improvements
- v) Adhere to State Rules for California Fairs
- vi) Suggest and implement changes to enhance shows

b) Data Entry Services:

- i) Maintain and update data entry files
- ii) Set up and monitor online entries
- iii) Balance payments to entries
- iv) Proof all entries
- v) Track exhibitors and entries for distribution of passes, etc
- vi) Facilitate pass distribution
- vii) Verify release of liability has been received for all exhibitors
- viii) Verify all exhibitors have complete YQCA training
- ix) Prepare/review all entry reports for accuracy
- x) Initiate, process and distribute premium/sale checks
- xi) Create and distribute reports for associations, sponsors and magazines

c) Independent Exhibitor Management:

- i) Setup registration process for independent exhibitors (IE)
- ii) Provide clear rules and expectations for being an IE
- iii) Manage communications with IE
- iv) Communicate with fair staff regarding IE status for year end close-out

d) Barn Set-Up:

- i) Provide Maintenance & Operations with needs for shows
- ii) Organize and Supervise certification of scales
- iii) Verify pens match stalling maps
- iv) Coordinate preparation of barns for functionality and inform maintenance of any repairs
- v) Perform walk through to ensure facility is show ready

e) Staffing:

- i) Hire all staff
- ii) Provide requested documents to accounting to ensure timely payment of contracts
- iii) Supervise all specific committee chairs and members, office staff and clerks
- iv) Ensure payment is received by all staff
- v) Communicate with staff to remind them of their contractual schedule
- vi) Provide staff with schedule and outline of required duties
- vii) Ensure staff are aware of duties and responsibilities
- viii) Provide needed training for staff
- ix) Handle all correspondence and passes needed for staff

f) Judges:

- i) Hire judges
- ii) Provide requested documents to accounting to ensure timely payment of contracts
- iii) Handle all correspondence and passes needed for judges.
- iv) Handle all transportation and ensure judges arrive at contracted times
- v) Communicate with judges to remind them of their contractual schedule

g) Awards:

- i) Determine award needs for show
- ii) Order Ribbons
- iii) Order Awards (Buckles, Banners, etc)
- iv) Organize all awards for show
- v) Distribute all awards for show
- vi) Inventory awards

h) Show Duties:

- i) Organize, plan, implement and oversee auction
- ii) Manage, supervise, instruct, and oversee office
- iii) Order, inventory and oversee needed show materials
- iv) Create, revise and implement DNA collection process
- v) Process, examine and correct DNA paperwork and samples
- vi) Organize, monitor, select, and guide livestock committees
- vii) Hire, oversee, instruct and supervise auctioneers for auctions
- viii) Prepare, develop, distribute and organize all buyer information
- ix) Complete processing plant paperwork before and after show
- x) Organize, schedule, and arrange processing plant transportation
- xi) Oversee and organize loading of animals for processing facilities
- xii) Work with and manage security during shows
- xiii) Organize and oversee setup for shows
- xiv) Complete all pre show and post show paperwork as needed

i) *Miscellaneous:*

- i) Complete Auction Payment Site
- ii) Facilitate Buyer Payments
- iii) Oversee payments by buyers and plants
- iv) Create all documents needed for show
- v) Handle inquiries, make decisions, perform duties of Livestock Supervisor
- vi) Check email on a regular basis and respond promptly
- vii) Participate in monthly Livestock Committee meetings and periodically participate in Board Meetings as needed.
- viii) Prepare special reports as needed
- ix) Other duties related to the annual livestock show and auction not listed here.