



Request for Information for

Stalling Services

Issued by:

PA Farm Show Complex & Expo Center

PA Department of Agriculture

RFI-FS20180601

Date of Issuance:

June 1, 2018

PART I
GENERAL INFORMATION

PURPOSE

The purpose of this Request for Information (RFI) is to seek input and ideas as to how to provide the most cost-effective, efficient and quality way of providing stalling services throughout the show season. The scope of services will include providing the stalls; transporting, storing; set-up; general maintenance during contract period; and dismantling and removal of stalls. We are seeking a sole, dedicated vendor to be responsible for the provision of this service.

TIMELINE

Responders with questions can submit to Clara Roy-Brown, RFI Coordinator in writing at croy@pa.gov. Answers will be sent via e-mail to the inquirer. Written RFI response will be due by 8:30am, June 29, 2018 addressed to Clara Roy-Brown, RFI Coordinator, PA Farm Show Complex & Exposition Center, 2300 North Cameron Street, Harrisburg, PA 17110 or via e-mail at croy@pa.gov.

RESPONDING INFORMATION

If you wish to respond, please submit in the format requested in Part III of this RFI. Although the Department of Agriculture may ultimately issue a Request for Proposals (RFP) or Invitation for Bids (IFB) on the basis of the information gathered from the PFI, there is no guarantee that the administration has committed any funds for this purpose.

SUBMISSION COSTS

The Pennsylvania Department of Agriculture is not liable for any cost or expenses incurred in preparation of the response related to this Request for Information.

PROPRIETARY INFORMATION

Responses will be held in confidence and will not be revealed or **discussed with other responders**. All material submitted becomes the property of the Commonwealth of Pennsylvania and may be returned only at the State's option. Responses submitted may be reviewed and evaluated by any persons at the discretion of the Commonwealth, except competing Service Providers. The State has the right to use any or all ideas presented in the submission in the future formulation of an RFP or IFB document.

PART II
WORK STATEMENT

BACKGROUND

The Pennsylvania Farm Show Complex and Expo Center is a 24-acre facility in Harrisburg operated and maintained by the PA Department of Agriculture, to help promote agriculture and commerce. It is a multi-function facility hosting approximately 80 major events annually, such as the Annual Farm Show, Eastern Sports & Outdoor Show, PA Auto/Boat Show, PA National Horse Show. The Complex also hosts 300 plus business functions, weddings, proms, and meetings. The Complex covers approximately one million square feet (11 major venues) under one continuous roof, with easy access to major highways. Attracting more than 1 million national and international visitors, the Complex is a major economic engine for Central Pennsylvania, having a significant financial impact on area hotels, restaurants, visitors' attractions and businesses.

GOALS

The goal is to partner with an exclusive stalling provider to deliver, set up, maintain and tear down all required stalls throughout the year.

The Complex currently provides stalling services to the following events:

Event Name	Date of Event	Type of Event	# of Horse Stalls Used
American Dairy Goat Walkabout Event	July	agriculture and youth	443
Dauphin County 4H	August	agriculture	21
Motorama	August	agriculture and youth	44
Mid Atlantic Alpaca	February	commercial	25
Colonial Classic Horse Show	April	agriculture	20
Central PA Jr Horse Show	September	agriculture	350
Pennsylvania National Horse Association	September	agriculture and youth	101
Pennsylvania 4-H Horse Show	October	agriculture	432
Standardbred Horse Association	October	agriculture and youth	532
Mid-Atlantic Breeders Sale	October	agriculture	299
Horse World	January	agriculture	140
East Coast Harness Horse Sale	February	agriculture	247
Keystone International Livestock Exposition	June	agriculture	251
Annual Farm Show	September	agriculture	500
	January	agriculture	277

CHALLENGES

Storage of the utilized stalls must be off property, although staff could assist in determining and renting a storage location in close proximity to the facility (which may or may not be the financial responsibility of the selected vendor). Specific time constraints will be placed on the set up, maintenance and tear down of all stalls. Customer service and communication will be of utmost importance.

PART III

REQUEST FOR INFORMATION FORMAT

COVER LETTER

A cover letter should be provided with your RFI responses. Please include an introduction of the Responder's company, the name, address, and telephone number of the person to be contacted along with others who are authorized to represent the company in dealing with the Request for Information on this cover. The letter should also include an expression of the Responder's understanding of the current need and describe its ideas for meeting the requirements of this Request for Information.

CONCEPTUAL SOLUTIONS AND STRATEGIES

Briefly describe one or more strategies for accomplishment of our goals, including the reliability, scalability and availability characteristics of possible solutions.

FEASIBILITY ASSESSMENT

Briefly describe the feasibility of each proposed solution and the design tradeoffs involved as matched against the functional requirements and risks. This feasibility assessment should also clearly document risks associated with each proposed solution.

Each respondent should submit its plan detailing the feasibility of their proposed solutions, along with estimated costs and profitability sharing.

Responders should include itemized cost to provide this service as well as net cost to provide the service.

OTHER REVEVANT CONSIDERATION

A description of available stalls and equipment should be included and be comprised of at least the type, material, size(s) and condition. Your staffing and management plans should also be included.

PART IV

CONCLUSION

The purpose of this RFI is to gather information about the goals discussed above. To the extent simplifying assumptions are needed, respondents are encouraged to make and document such assumptions in their responses.