

**YELLOWSTONE COUNTY, MONTANA**  
**Request for Proposals**  
**MetraPark Fair Gate Booths**

**1. Introduction**

Notice is hereby given that Yellowstone County is seeking proposals from qualified vendors to provide proposals for the design and manufacture of two (2) high quality, prefabricated fair gate booths to service our MetraPark campus, located at 308 6<sup>th</sup> Ave N, Billings, MT 59101. The award will be made to the most qualified candidate whose proposal is deemed most advantageous to the County/MetraPark, all factors considered. Unsuccessful candidates will be notified immediately after the selection process is complete. Proposals that are deemed incomplete by the selection committee will not be reviewed.

In order to provide a complete understanding of the services to be provided, a **mandatory** Pre-Submittal Meeting will be held virtually on May 11<sup>th</sup>, 2026, at 2:30PM. Please reach out to Matt Kessler, [mkessler@yellowstonecountymt.gov](mailto:mkessler@yellowstonecountymt.gov) for an invite to the virtual meeting. Attendance will be taken. Proposals submitted without a representative attending the pre-submittal meeting will not be considered for award.

**2. Project Overview**

The purpose of this project is to provide two (2) high-quality, prefabricated fair gate booths to serve as the main point of sale and service for customers. The booths should be secure, functional, and attractive structures that will support our team in managing ticket sales, guest services, and general operational needs.

Key elements of the project include:

- Design of the booths (if not prefabricated design)
- Manufacturing and fabrication
- Site delivery and installation
- Long-term durability and low maintenance requirements

**3. Project Requirements/Scope of Work**

Specifications:

The prefabricated fair gate booth buildings should meet the following requirements:

- **Size:** 7' D x 20' W

- **Exterior:** Modern design, with a clean, professional look.
  - (5) ticket windows (1 lower ADA accessible window) with non-electronic speaker tubes & cash slot. Option to add powered microphone and speaker.
  - Windows must be glazed, tempered safety glass in frames. All windows fixed and non-opening with cash slot at bottom.
  - Weather-resistant finishes and materials (metal exterior/non-wood finish)
  - Suitable for outdoor use in Montana
  - Energy-efficient insulation and glazing for comfort and energy savings
  - Canopy overhang of at least 3” around outside.
  - Stainless steel shelf outside
  - Exterior lighting options
- **Interior Layout:**
  - Counter space for ticketing operations
  - Electrical outlets for computers, printers, lighting (including at least 1 duplex GFCI per window), and data for internet and networking.
  - Locking cash drawers
- **Accessibility:**
  - (1) ADA-compliant window with appropriate height outside counter
  - Proper lighting and HVAC system for comfort (AC and heat)
- **Security:**
  - Metal frame locking door and shutter(s) for all windows
  - Locking cash drawers for each window under counter

Manufacturing and Materials:

- High-quality, durable materials that require minimal maintenance (metal exterior/non-wood finish)
- Weatherproof and resistant to environmental wear (e.g., wind, rain, snow)
- Energy-efficient components, including insulation, windows, and HVAC systems
- Compliance with local building codes and safety regulations (ST of MT)

Installation:

- Vendor responsible for coordinating all aspects of delivery
- Coordination with local authorities for permits if necessary
- Delivery of the structure to the site or complete assembly on location
- Final inspection and quality check upon delivery and installation

Warranty and Maintenance:

- Vendor must offer a warranty for materials and workmanship, including a minimum of (1) year for defects and failures

- Option for ongoing maintenance and support after warranty period
- Clear instructions for long-term care and upkeep of the building

#### 4. Proposal Content Requirements

Offerors who are interested in participating in this RFP are requested to respond to each of the following items. Proposals should contain information in the same order as requested in the RFP and should identify the item to which the responses apply.

1. **Company overview:** Provide a brief description of your company, including your experience in manufacturing prefabricated structure.
2. **Design Concept:** Provide drawings, renderings or diagrams showcasing your proposed design for the fair gate booths, including exterior and interior views.
3. **Materials and Specifications:** A detailed list of the materials planned for use in manufacture of the prefabricated structure, including certifications or quality assurances for materials being used.
4. **Proposed Timeline:** Provide a proposed project timeline in detail for completion of the project from design to installation. Be sure to factor in time for County design approval, manufacture, shipping and installation. Offerors should use [Date] as the start date for the project as this is the date intended to have a contract executed. If a contract is not executed by this date, then the County will adjust dates for completion of the project based on the estimated length proposed by offeror.
5. **Cost:** Provide a detailed breakdown of costs, including:
  - a. Design and engineering fees (if any)
  - b. Manufacturing costs
  - c. Freight costs
  - d. Installation costs
  - e. Warranty and maintenance options
  - f. Any additional costs for optional features
6. **Related Experience:** Provide examples of similar projects that you have completed, including references or testimonials from past clients.

7. **Post-Installation Support:** Provide information on any ongoing support, maintenance packages, and customer service options that are available after the building is installed.
8. **Other:** Provide any other information or options not mentioned above, if any, that the offeror proposes that would be advantageous to the County/MetraPark.

All costs associated with the preparation of the proposal will be the responsibility of the offeror.

## 5. Selection Process & Evaluation Criteria

A selection committee will be formed and review all proposals. The selection committee, at its sole discretion, shall determine whether offerors have the basic qualifications and experience to successfully provide the services required in this RFP. Proposals that are deemed incomplete by the selection committee will not be reviewed.

Proposals will be evaluated based on the following criteria:

- Company overview: **5 points**
- Design Quality: Aesthetic appeal and functional design that meets the project requirements – **30 points**
- Cost: Overall cost of the project – **30 points**
- Relevant Experience: Proven track record of delivering similar prefabricated buildings. – **15 points**
- Timeline: Proposed timeline and ability to meet that timeline – **10 points**
- Warranty and Maintenance: Length and terms of warranty and support offered – **10 points**

The Board reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best serves the interests of Yellowstone County.

## 6. Timeline

Event	Date/Time
Publication Dates for RFP	May 1 <sup>st</sup> and May 8 <sup>th</sup> , 2026
Mandatory Pre-Submittal Meeting	May 11 <sup>th</sup> , 2026, at 2:30 PM
Deadline for Proposals	May 18 <sup>th</sup> , 2026, by 3:00 PM
Review of Proposals by Selection Committee	No later than May 21 <sup>st</sup> , 2026
Notice of Intent to Award Posting	May 26 <sup>th</sup> , 2026
Notice of Award	June 2 <sup>nd</sup> , 2026

Yellowstone County reserves the right to modify the above timeline as needed.

## 7. Proposal Submittal

Offerors shall submit five hard copies of the proposal and one digital copy in PDF format on a USB drive in a sealed envelope. All proposals must be labeled **“Metra Box Office Building RFP”**. Proposals may either be mailed or physically delivered to the following addresses.

**Mail To:**

Yellowstone County BOCC  
PO Box 35000  
Billings, MT 59107

**Physically Deliver To:**

Yellowstone County BOCC  
Ostlund Building, Room 309, 3<sup>rd</sup> Floor  
2825 3<sup>rd</sup> Ave North  
Billings, MT 59101

**All proposals must be received no later than 3:00 PM on Monday May 18<sup>th</sup>, 2026.**

Proposals received after this deadline will not be considered.

All proposals must include a Bid Security made in favor of Yellowstone County in an amount equal to 10% of the total project cost. The security may consist of a bid bond, cash, a cashier’s check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; or b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund; or c) a bid bond or bonds, original only, no photocopies, executed by a surety company authorized to do business in the State of Montana. Facsimiles, personal and/or business checks are not an acceptable form of security.

Timely proposals will be opened and read aloud at 9:00 AM, on Tuesday, May 19<sup>th</sup>, 2026, in Room 309 on the 3<sup>rd</sup> Floor of the Ostlund Building, 2825 3<sup>rd</sup> Ave N, Billings, MT 59101.

## **8. Amendments to Solicitation**

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

## **9. Contact Information & Questions**

Any questions regarding the project or proposal submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at [mkessler@yellowstonecountymt.gov](mailto:mkessler@yellowstonecountymt.gov).

Under no circumstances may offerors contact any staff or elected official directly regarding this solicitation other than the designated point of contact.

An addendum containing responses to all questions received will be posted on the County's website, listed above in section 8 of this RFP, no later than May 13<sup>th</sup>, 2026.

## **10. Miscellaneous**

### **Compliance With Laws**

Each bidder must have a current Montana Public Contractor's Registration number when submitting their proposal. The number must appear on the proposal. All subcontractors, if any, must obtain a registration number prior to beginning any work on the project. Bid only registrations are acceptable for the RFP process. No proposal may be withdrawn for at least 45 days after the scheduled deadline time for receipt of the proposals.

The successful offeror will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Prevailing Wage Rates for Nonconstruction Services 2025. Those directives are as follows:

(1) The contractor and employers shall pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. The current schedules are available at the State of Montana website. It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.

(2) each contractor and employer are required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and  
(3) Each contractor is required to post a statement of all wages and fringe benefits in compliance with 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The Contractor is required to comply with all other applicable provisions of Title 18, Chapter 2, and Part 4 of the Montana Code Annotated.

The successful offeror will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

## **Insurance Requirements**

The Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County/MetraPark, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including

contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County/MetraPark, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County/MetraPark, from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated there with (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County/MetraPark, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

Board of County Commissioners  
Yellowstone County, Montana

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Mark Morse  
Chair

Attest:

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Jeff Martin  
Clerk and Recorder

**- END OF RFP -**