



Logan County Board of Commissioners
Logan County Courthouse, 315 Main Street, Sterling, Colorado
Tuesday, July 2, 2024 - 9:30 a.m.

Call to Order
Pledge of Allegiance
Revisions to Agenda
Consent Agenda

Approval of the Minutes of the June 18, 2024, meeting.

Unfinished Business
New Business

The Board will open proposals for the engagement of a firm to perform a financial and compliance audit for Logan County for the year ending December 31, 2024.

Consideration of the approval of Resolution 2024-17 adopting the Logan County Digital Accessibility Policy.

Consideration of the award of the bid for the 2024 Grandstand & Event Center Cleanup for the Logan County Fair.

Other Business
Miscellaneous Business/Announcements

County Offices will be closed on Thursday, July 4, 2024 in observance of Independence Day.

The next regular meeting will be scheduled for Tuesday, July 16, 2024, at 9:30 a.m. at the Logan County Courthouse.

Executive Session as Needed
Adjournment

June 18, 2024

The Logan County Board of Commissioners met in regular session with the following members present constituting a quorum of the members thereof:

Mike Brownell	Chairman
Joseph A. McBride	Commissioner
Jerry A. Sonnenberg	Commissioner

Also present:

Alan Samber	Logan County Attorney
Jennifer Crow	Administrative Support Specialist
Marilee Johnson	Logan County Public Information Officer
Jerry Casebolt	Logan County Emergency Management
Rick Cullip	Logan County Buildings and Grounds
Debbie Unrein	Logan County Finance
Rob Quint	Logan County Planning and Zoning
Dave Conley	Logan County Lodging Tax Board
Dan Wiebers	
Jeff Rice	Journal Advocate

Chairman Brownell called the meeting to order at 9:30 a.m. and opened the meeting with the Pledge of Allegiance.

Chairman Brownell asked if there were any revisions for the agenda. Hearing none, Chairman Brownell continued with the Consent Agenda.

The Board continued with the Consent Agenda items:

- Approval of the Minutes of the June 4, 2024, meeting.
- Acknowledgement of the receipt of the Treasurer's report for the month of May 2024.
- Acknowledgement of the receipt of the Clerk's and Recorder's report for the month of May, 2024.
- Acknowledgement of the receipt of the Landfill Supervisor's report for the month of May, 2024.
- Acknowledgement of the receipt of the Sheriff's fee report for the month of May 2024.
- Consideration of the appointment of a representative for Logan County to the South Platte Basin Roundtable Colorado Water Plan.

Commissioner McBride moved to adopt the Consent Agenda. Commissioner Sonnenberg seconded, and the motion carried, 3-0.

Chairman Brownell continued with Unfinished Business:

Commissioner Sonnenberg moved to approve Consideration of the approval of an agreement between Logan County and Public Service Company of Colorado/Sitewise and issuance of Right of Way Permit Number 2024-5 for use of the County Right of Way to bore under County Road 20.5 for a pothole to install one anode in the ditch. They were lacking payment at the last meeting. Work will be complete by June 28, 2024. The company coordinates work with Road and Bridge to inspect the work. Commissioner McBride seconded, and the motion carried, 3-0.

Commissioner McBride moved to approve an agreement between Logan County and Public Service Company of Colorado/Sitewise and issuance of Right of Way Permit Number 2024-6 for use of the County Right of Way to bore under County Road 32 for a pothole to install one anode. Commissioner Sonnenberg seconded, and the motion carried, 3-0.

Chairman Brownell continued with New Business:

Commissioner Sonnenberg moved to an agreement between Logan County and Kentec Communications, Inc. and issuance of Right of Way Permit Number 2024-7 for use of the County Right of Way to bore under County Roads 30, 33, and 37 for Fiber Optic Line. Commissioner McBride seconded, and the motion carried, 3-0.

Consideration of the approval of the following Logan County Lodging Tax Board Projects:

- Logan County Tourism Digital Marketing in the amount of \$6,000 for digital marketing media buy on search and social channels.
- The Sportsman Experience - \$2,500.00.
- Beer, Bratz & Boots Fundraiser - \$700.00.
- Art of Barbeque - \$900.00.
- July Jamz - \$1,200.00.

Dave Conley explained each of the Lodging Tax Board projects for the Board. He said that certain events have already taken place and one didn't happen due to a storm that took place on Saturday, June 1. However, the Lodging Tax Board agreed to help them with advertising the event.

Commissioner Sonnenberg moved to award the Logan County Lodging Tax Board Project for Beer, Bratz & Boots Fundraiser in the amount of \$700.00. Commissioner McBride seconded, and the motion carried, 3-0.

Commissioner Sonnenberg moved to award the Logan County Lodging Tax Board Project for the Sportsman Experience in the amount of \$2,500.00. Commissioner McBride seconded, and the motion carried, 3-0.

Commissioner Sonnenberg moved to award the Logan County Lodging Tax Board Project for the Art of Barbeque in the amount of \$900.00. Commissioner McBride seconded, and the motion carried, 3-0.

Commissioner Sonnenberg moved to award the Logan County Lodging Tax Board Project for July Jamz in the amount of \$1,200.00. Commissioner McBride seconded, and the motion carried, 3-0.

Commissioner McBride moved to award the Logan County Lodging Tax Board Project for the Tourism Digital Marketing buy on search and social channels in the amount of \$6,000.00. Commissioner Sonnenberg seconded, and the motion carried, 3-0.

Other Business

The next regular meeting will be scheduled for Tuesday, July 2, 2024, at 9:30 a.m. at the Logan County Courthouse.

There being no further business to come before the Board, the meeting adjourned, at 10:00 a.m.

Submitted by:



Administrative Support Specialist

Approved: July 2, 2024

BOARD OF COUNTY COMMISSIONERS
LOGAN COUNTY, COLORADO

(seal)

By: _____
Mike Brownell, Chairman

Attest:

Logan County Clerk & Recorder



Request for Proposals - Audit

The Logan County Board of Commissioners is accepting proposals for the engagement of a firm to perform financial and compliance audits of the County of Logan, Colorado, for the years ended December 31, 2024 and subsequent years ending through 2028. The firm selected will be expected to provide consultation and assistance in the preparation of financial statements in accordance with generally accepted accounting principles, including both a financial audit and an "in relation to report" on Logan County's schedule of expenditures of federal awards. The audit and resulting accountants' reports must be performed in accordance with generally accepted auditing standards established by the American Institute of CPA's Auditing Standards Board and the standards for financial audits set forth in the U.S. General Accounting Office's "Government Auditing Standards." The audit is to also be performed in accordance with the State of Colorado Local Government Audit Law (C.R.S 29-1-601, et seq.). For more detailed information, please see the 2024 LC Financial Audit RFP link at www.logancounty.colorado.gov posted on the Finance Department page.

In order to be considered, the firm presenting the proposal must be a firm of certified public accountants eligible by law to practice public accounting in the State of Colorado.

All proposals should be sealed and delivered by 4:00 p.m., June 28, 2024 to: Logan County Commissioners, 315 Main Street, Sterling, CO 80751, marked: Audit Proposal.

The Board of County Commissioners reserves the right to reject any proposal and to accept the proposal deemed to be in the best interest of Logan County.

BOARD OF COUNTY COMMISSIONERS
LOGAN COUNTY, COLORADO



Logan County

REQUEST FOR PROPOSAL

FINANCIAL AUDITING SERVICES FOR THE PERIOD OF FIVE (5) YEARS

**FY2024 AUDIT IN 2025
FY2025 AUDIT IN 2026
FY2026 AUDIT IN 2027
FY2027 AUDIT IN 2028
FY2028 AUDIT IN 2029**

PROJECT NAME: Financial Audit

**Logan County
315 Main Street
Sterling, Colorado 80751
PH: 970-522-0880, ext. 256 FAX: 970-526-5380
unreind@logancountyco.gov**

Release Date: 05/15/2024

- e. Veterans services; and
 - f. Administrative services.
2. Judicial and Public Safety
 - a. Coroner;
 - b. Emergency services and preparedness;
 - c. Law enforcement and operation of the detention center.
 3. Operations and Maintenance of Public Highways and Bridges
 4. Operations and Maintenance of the Solid Waste facility.
 5. Recreation
 - a. Operation and Maintenance of the Logan County Fairgrounds and Event Center.
 - b. 4-H and Extension services.
 - c. Operation and Maintenance of the Shooting Sports Complex.
 6. Health and Human Services
 7. Ambulance Services

B. Fund Structure

Logan County has reported the following fund types as of the year ended December 31, 2022:

<u>FUND TYPE</u>	<u>NUMBER OF FUNDS</u>
General Fund	1
Special Revenue Funds	10
Capital Improvement Fund	1

From year to year, the number of funds or component units used may increase or decrease depending on various voter initiatives, county activities, and GASB pronouncements. The County reported four major funds in 2022: General Fund, Human Services, Road and Bridge, and Capital Expenditure Fund.

C. Federal and State Financial Assistance

During the fiscal year ended December 31, 2022, Logan County expended approximately 6.9 million dollars in federal awards. Details as to major and non-major federal financial assistance programs, as well as state financial assistance, can be found in the Single Audit Report.

D. Reporting Entity

All applicable funds, organizations, institutions, agencies, departments and offices, which are not separate legal entities, are included in the financial statements as part of the "primary government" of Logan County.

E. Financial Software

The County currently uses CIC (Computer Information Concepts, Inc.) for its accounting and payroll functions but is in the process of transitioning to Tyler Technologies Inc. The accounting systems include general ledger, accounts payable, accounts receivable, payroll, personnel, fixed assets, purchasing and budget preparation.

F. Availability of Prior Audit Reports and Workpapers

standards set forth in the U.S. General Accounting Office's (GAO) "Government Auditing Standards," the provisions of the federal Single Audit Act, and the Uniform Guidance.

C. Reports.

Following the completion of audit work, the auditor shall issue the reports below:

1. To be included:
 - a. A fully completed Financial Statement for Logan County to include but not limited to Independent Auditors' Report; Management's Discussion and Analysis; Basic Financial Statements; Required Supplementary Information; Other Supplementary Information; and Single Audit Section.
 - b. A report on the fair presentation on the financial statements in conformity with generally accepted accounting principles; and
 - c. Report on Compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with government auditing standards.
2. Separate reports as part of the Financial Audit:

A letter to the Board of County Commissioners identifying opportunities for strengthening internal controls and operating efficiency (a/k/a "Management Letter" or "Memo of Advisory Comments"). Responses from affected County departments will be solicited and incorporated into the letter.
3. To be included in the Single Audit Report:
 - a. A report on the Schedule of Expenditures of Federal Awards and related notes;
 - b. A report on compliance and internal controls over financial reporting based on an audit of the financial statements.
 - c. A report on compliance and internal controls over compliance applicable to each major federal award program; and
 - d. Schedule of findings and questioned costs, and summary schedule of prior audit findings if applicable.
4. Separate report as part of the Single Audit:

Information required for completing the Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations.
5. Irregularities and Illegal Acts Reporting:

The auditor shall make an immediate, written report of all irregularities and illegal acts of which they become aware to the Board of County Commissioners.
6. Internal Control Reports:

In the required reports on internal controls detailed above, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of

Worker's Compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under the Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the requirements of this Section. Commercial General Liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the County and the County's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and one million dollars (\$1,000,000) general aggregate.

Such insurance shall be in addition to any other insurance requirements imposed by law.

Contractor shall file with the County immediately after execution of the Agreement and prior to commencement of work a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify the Agreement. The County shall be named as an additional insured party on all policies.

Section 2.06 Timeline

In order to complete the Project, the County has set the following timetable. This timetable is subject to change by the Service.

Request for Proposals Sent Out	05/15/2024
Deadline for Proposal Submission	06/28/2024
Opening of Sealed Proposals	07/02/2024
BOCC may require further interview of selected finalists depending on the submitted Proposal.	
Project Award Date	07/16/2024

Article III The Proposal

Section 3.01 Expectations

The County will enter into an agreement based on the proposal determined to be the most beneficial to the County considering a variety of factors. The County reserves the right to reject any or all proposals, without obligation to the County.

Section 3.02 Selection Criteria

Proposals will be evaluated based upon the information submitted. All proposals are to be sealed with the Project Name clearly written on the front of the envelope. Consideration will also be given to performance projections as well as cost. The following criteria will be the primary considerations for selecting a proposal:

- A. Submission of all proposals in the correct format as outlined in Section 3.03, by the stated deadline in Section 2.06.
- B. The perceived effectiveness of the proposal's solution for the County's stated mission (Sec 2.02).

APPENDIX A

LOGAN COUNTY KEY COUNTY BUILDING LOCATIONS AND OFFICES

Location	Key Offices
County Court House 315 Main Street Sterling	Commissioners, Commissioner's Administrative staff, Assessor, Clerk and Recorder, Human Resources, Finance, Planning and Zoning, Treasurer, Veterans Officer
Central Services Building 508 S 10 th Ave Sterling	Human Services Offices, Attorney, Extension Office, Pest Control District Administration
Heritage Center 821 N Division Ave Sterling	Heritage Center Administration
Justice Center 110 Riverview Road Sterling	Detention Center, Sheriff Administration, Sheriff Patrol and Investigations, County/District Courts
Road and Bridge 12603 CR 33 Sterling	Road & Bridge Administration, Road & Bridge Maintenance
Ambulance Service 410 Oak Street Sterling	Ambulance Services
Solid Waste Management 24235 East US Hwy 6 Sterling	Landfill and Landfill Administration

RESOLUTION

No. 2024 - 17

**A RESOLUTION OF THE LOGAN COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTING THE LOGAN COUNTY DIGITAL ACCESSIBILITY POLICY**

WHEREAS, House Bill 21-1110 created a mandate for local governments and state agencies to create an accessibility plan and meet certain digital accessibility standards, by July 1, 2024; and

WHEREAS, Senate Bill 23-244 clarified that digital accessibility standards are subject to a level of reasonable accommodations for individuals with disabilities; and

WHEREAS, House Bill 24-1454 created a one-year grace period for implementation of digital accessibility requirement if good-faith efforts are being made to achieve compliance with the accessibility standards; and

WHEREAS, Logan County has engaged an accessibility-related consultant to conduct a comprehensive accessibility review, and is working toward compliance with the accessibility standards; and

WHEREAS, the adoption of a digital accessibility policy will further the County's efforts in achieving compliance with the digital accessibility standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY, COLORADO that:

1. The Board hereby adopts the Logan County Digital Accessibility Policy in the form attached hereto.
2. The Policy shall be posted to the Logan County website and may be subsequently revised as needed.

Approved and adopted this 2nd day of July, 2024.

**BOARD OF COUNTY COMMISSIONERS OF
LOGAN COUNTY, COLORADO**

Mike Brownell, Chairman

Joseph A. McBride

Jerry A. Sonnenberg

I, Pamela M. Bacon, County Clerk and Recorder in and for the County of Logan, State of Colorado, do hereby certify that the foregoing Resolution was duly adopted by the Board of County Commissioners of the County of Logan and State of Colorado, in regular session on the 2nd day of July 2024.

County Clerk and Recorder

LOGAN COUNTY DIGITAL ACCESSIBILITY POLICY

PURPOSE:

The purpose of this policy is to ensure all persons regardless of disability are afforded equal access to Logan County Information Technology Systems and related services in accordance with Colorado HB 21-1110, SB 23-244, HB 24-1454, the Americans with Disabilities Act Amendments Act, and all other applicable state/federal laws and regulations. A standard of reasonableness shall apply to all requirements herein, and compliance with this policy is expected to be fully implemented by July 1, 2025, or earlier.

A. DEFINITIONS:

1. “Disability” shall have the same meaning as defined in § C.R.S. 24-34-301 (5.6)
2. “Accessibility Coordinator” shall mean the person(s) designated by this Policy to respond to all accessibility issues (implementation, investigation, corrective action) to ensure county-wide compliance with this policy.
3. “Information Technology Systems” or “ITS” shall mean any technology, hardware, or software that is both public-facing and internal-facing including any technology provided by or procured by Logan County that is used by the public or county staff (including but in no way limited to: websites, applications, kiosks, digital signage, documents, video, audio and third-party tools).
4. “WCAG” shall mean the most recent Web Content Accessibility Guidelines, international web standards [*the current is version 2.1, levels A, AA, and AAA*].

B. GOVERNANCE, ROLES & RESPONSIBILITIES:

1. **County Wide Governance:** Logan County may continuously investigate opportunities to improve County-wide governance (accountability and responsibility) for accessibility of its Information Technology Systems. Questions and concerns related to accessibility may be made by county staff and/or the general public via email at accessibility@logancountyco.gov or by telephone at (970) 522-0888.

2. **Designation of Accessibility Coordinator(s):** The county Public Information Coordinator (and his/her designees) shall be the Accessibility Coordinator(s) responsible for all implementation, compliance, investigation and corrective action matters related to accessibility of the County’s Information Technology Systems. The Accessibility Coordinator(s) shall report any accessibility issues/concerns unable to be remedied within his/her power and/or authority (*e.g.* funding requests, technical issues requiring IT support, legal questions, *etc.*) to the Administrative Officer to the Board of County Commissioners, County Attorney’s Office, and/or any retained

accessibility contractor as soon as reasonably possible. The Accessibility Coordinator(s) shall be responsible for investigating and remedying (whenever necessary) all accessibility issues discovered. The Accessibility Coordinator(s), BOCC Administrative Officer, County Attorney's Office, IT Department, and other County Departments, shall provide all reasonably necessary support, without imposing undue hardships, in remedying any identified compliance issues and/or providing reasonable accommodations for individuals with disabilities.

3. **Tracking and Reporting:** The Accessibility Coordinator(s) shall be responsible for implementing internal policies/procedures for tracking and keeping records of all IT accessibility reporting and decisions. The Accessibility Coordinator(s) shall compile and review all records and brief the BOCC Administrative Officer, IT Department, and County Attorney, on recommended organizational or other changes for compliance no less than once annually.

C. EVALUATION, REMEDIATION, AND COMPLIANCE:

1. **WCAG Compliance:** Logan County shall, at a minimum, comply with most recent WCAG Level A and AA guidelines (version 2.1 as of SFY 2022) for any WCAG applicable ITS utilized by the County.

2. **Technology Accessibility Compliance:** Logan County shall, at a minimum, comply with the technology accessibility standards more specifically detailed in Section G below.

3. **Inventory of ITS Touchpoints:** Logan County shall maintain an inventory list of all ITS touchpoints/products and shall implement testing approaches that include third party testing, assistive technology and integrated testing by users with disabilities as appropriate. The ITS inventory list shall apply to all internal and external facing software, websites and applications managed by the County with the appropriate Department or Elected Office identified as the product owner.

4. **Budget Requests:** The Accessibility Coordinator(s) shall be responsible for budget requests to fund testing and remediation of websites, applications and all other ITS as necessary. This may include, but is not limited to, funding for outside contractor(s) to ensure compliance with this Policy.

5. **Implementation:** The Accessibility Coordinator(s) shall ensure testing and remediation implementation duties and responsibilities are communicated to appropriate county staff in a timely manner when applicable and shall keep records of all implementation measures completed.

D. SKILLS AND TRAINING:

1. **Skills/Training:** The Accessibility Coordinator and IT Department shall identify and provide accessibility resources and training to appropriate county personnel.

2. **Job Descriptions:** Logan County shall include accessibility skills/knowledge requirements in appropriate job descriptions as determined by the Accessibility Coordinator(s) and Human Resources. The County may maintain official internal resources or other training materials with examples of accessibility skills and knowledge requirements.

E. COMMUNICATION:

1. **Accessibility Statement:** Logan County's Website shall have an Accessibility Statement with contact information linked to the footer. The Accessibility statement shall read: *"Logan County is committed to providing equitable access to our services to all Logan County residents. Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG), version 2.1, level AA criteria. These guidelines not only help make our digital and website content accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability. Our efforts are just part of a meaningful change in making all Logan County services inclusive and accessible. We welcome comments on how to improve our digital and website content accessibility for users with disabilities and for requests for accommodations to any Logan County services."*

F. PROCUREMENT AND VENDOR MANAGEMENT:

1. **Minimum Standards:** Logan County shall ensure all new solicitation, evaluation and contract processes address Information Technology Systems accessibility. Logan County shall ensure, at a minimum, the accessibility criteria contemplated in Sections C.1 and C.2 above are integrated into all new solicitation, evaluation and contract processes and that the County uses such processes to improve the accessibility of all product/service offerings. This means all new public facing solicitations (RFPs, IFB's, etc.) shall incorporate/require Sections C.1 and C.2 criteria and all third parties shall be evaluated for compliance (or ability to come into compliance) with the County's accessibility requirements. To the fullest extent possible, Logan County shall ensure all new agreements, contracts, subcontracts, MOU's, etc. have provisions requiring accessibility compliance when applicable.

G. TECHNOLOGY ACCESSIBILITY:

1. **Scope:** This section G shall apply to Logan County and vendors contracted by Logan County as a means to facilitate information technology implementation and assist in making the usage, support, and/or purchase of information technologies more consistent and efficient. It is the intent and aim of Logan County to work with vendors to utilize information technology in a manner best positioned for accessible use. The standards herein may be required of information technology and related services made available for public use and in any case wherein county employees exhibit needs for accessibility requirements. The needs for accessibility vary greatly from person-to-person and will therefore be addressed on a case-by-case basis. The intent of this Section G is to proactively prepare for potential future accessibility accommodation requests. The potential accessibility standards contemplated herein are not intended to provide an exhaustive list of potential accessibility standards. Rather, the intent is to help Logan County prepare and plan for future accommodations.

2. **ITS Standards:** In addition to WCAG compliance, further technology accessibility may also apply to certain technologies including, but not limited to, telecommunications, video/multimedia, and desktops/portable computers based on the individualized needs of each

person(s) needing such accessibility accommodations. Specific requests for accessibility accommodations can be made by contacting Logan County, Colorado through any of the channels listed in Paragraph 2(B) above.

H. REVIEW/REVISION HISTORY:

This Policy shall be posted to the Logan County website and may be reviewed and/or revised as needed by further action of the Board of County Commissioners.

DATE ADOPTED:

July 2, 2024

BOARD OF COUNTY COMMISSIONERS
OF LOGAN COUNTY, COLORADO

Mike Brownell, Chairman

Joseph A. McBride

Jerry A. Sonnenberg

Fair Manager, Guy McEndaffer
MandMFarms@aol.com



Fair Administrative Assistant
Danny Gutierrez-Dutton
gutierrezd@logancountyco.gov

315 Main Street | Sterling, CO 80751

970-522-0888 ext 222

2024 Grandstand & Event Center Cleanup

Cleanup staff will provide services to the Grandstand seating area and the Exhibit Center at the fairgrounds. Services include picking up trash one (1) hour before all events, a thorough removal of trash and debris from the grandstand areas after the events as well as wiping up spills on benches. Removing trash from the midway twice during the day. Dusting seats in the Exhibit Center. Sweep and mop the office in the back by pens. Brooms, mops, trash bags, buckets, and towels will be furnished by Logan County.

Proposer will provide no fewer than eight (8) cleanup workers to perform this service and continual supervision of these workers while performing their duties. Supervisor(s) will not be employees of Logan County but will work in close cooperation with County officials and will be available at all times during cleanups to ensure a satisfactory clean up service and to serve as liaison between the workers performing all service and County officials. Specification will be met, or payment will be withheld.

***Group will not be allowed to enter the grandstands for cleaning until crowd has left the stands. ***

Contractor needs to be flexible with time frames in the case of inclement weather.

By **July 21**, the supervisor for the group will complete and provide a copy of the sign-up sheet to the Fair Administrative Office. Sign-up sheet and guidelines will be provided to Proposer upon acceptance of proposal.

Specification will be met, or payment will be withheld.

Submit your proposal to the Logan County Fair Board by **5 p.m. on April 5, 2024**. All proposals should be submitted in a sealed envelope and marked with "Grandstand & Event Center Cleanup". The Fair Board will be opening the Proposals on **April 11**, at the Fair Board meeting. Notification will be **April 16**, after the Commissioners have approved the proposal. Supporting paperwork should include name of organization, address, supervising agent, telephone number and proposed amount, and if required proof of insurance.

The Board of Commissioners reserve the right to reject any or all bids and to accept the proposal deemed to be in the best interest of Logan County.

This proposal is submitted to the Commissioners of Logan County for the bid of \$ 3500.⁰⁰

Tony Waldon

Name of Organization

WALDON Company

850-467-7135

Agent

Phone Number at Fair Time (cell phone)

13031-CENTRAL Ave N.E.

850-467-7135

Address

Phone Number

ALBQ N.M. 87123