

# **Request for Proposals**

## **Provide Administrative Support for**

### **Eureka County Fair Board**

#### **Eureka, Nevada**

Eureka County Fair Board is accepting proposals from qualified firms/individuals to provide administrative and special services by performing the following duties:

- Maintain calendars and daily work schedules
- Prepare agendas and meeting minutes
- Attend meetings, take notes, and summarize minutes of meetings
- Assist in the development of policies and procedures
- Pay invoices by entering claims in the Eureka County AP system
- Budget preparation and monitoring
- Secure bids and contracts with vendors and contractors for necessary services
- Answer phones, e-mails, and coordinate with Fair Board members
- Prepare and coordinate activities for the Eureka County Fair

Proposals must include a cost breakdown which includes:

- Contract hourly rate (not to exceed 1000hrs per fiscal year)
- Annual office supplies
- Mileage (if applicable)

Contractor must provide workers compensation and liability insurance. Applicant must be able to obtain a valid business license. Proposals will be accepted until 4:30pm December 15, 2016. Please mail to:

Eureka County Comptroller

PO Box 852

Eureka, NV 89316

[\(775\)237-6128](tel:(775)237-6128)