

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(x) Action

FROM (DEPT/ DIVISION): Fair

SUBJECT: 2026 Fair Ticketing

<p>Background: In attempts to provide cost savings, while keeping the integrity of our ticket staffing, we are making alternative arrangements.</p>	<p>Requested Action: Approval of Hermiston High School Volleyball to provide ticket staffing for the 2026 UCF. Payment is to be made in the amount of \$8,000, with a \$2,000 bonus, if there is successful completion of all conditions being met within the signed agreement. Payment to be made to Hermiston Volleyball ASB.</p>
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ATTACHMENTS : Three Bid Form, Contract

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: April 14, 2026

Action taken:

Follow-up:

Three-Bid Comparison Form for Purchase

Purchase Information

Item: Ticket Staffing

Location: 2026 Umatilla County Fair

Description: Ticket staffing the week of the 2026 UCF

Deadline for Purchase:

Bid Submission Deadline:

Vendor Information

Details	Bidder 1	Bidder 2	Bidder 3
Company Name	Hermiston High School Volleyball		
Contact Person	Kendall Jones		
Phone Number	541.910.4405		
Email Address	kendallkirkland23@yahoo.com		

Bid Details

Criteria	Bidder 1	Bidder 2	Bidder 3
Total Bid Amount	\$8,000.00		
Labor Costs	N/A		
Material Costs	N/A		
Equipment Costs	N/A		
Timeline (Start-End)	Monday, August 10 th – Saturday, August 15 th		
Payment Schedule	Within 30 days of the close of the 2026 Fair		
Warranty/Guarantees	N/A		
Insurance Coverage	N/A		
Additional Notes	\$8,000, flat fee per year, plus a \$2,000 successful completion bonus if all conditions are met		

Evaluation

Lowest Bidder:	Bidder #1
Preferred Bidder:	Bidder #1
Reason for Selection:	This is the only Hermiston High School Volleyball team within our county.

Signature

Name: *Beth Wheeler*
Title: *Fair Coordinator*
Date: *4-3-26*



UMATILLA COUNTY FAIR
 Aug. 12-15, 2026
 PO Box 94
 Hermiston, OR 97838
 541.567.6121
 Email: fair@umatillacounty.gov

Hermiston High School Volleyball
 Kendall Jones
 ADDRESS
 Hermiston, OR 97838
 Cell: 541.910.4405
 Email: xxxx

UCF Ticketing Director & onsite contact (in addition to Fair Coordinator): Milo Weaver 541.215.5428

Scope of Services:

HHS Volleyball shall:

- Provide ticketing services during the 2026 Umatilla County Fair
- At all-times have on duty a minimum of 10 workers, age 15 and older, per shift. Shifts after 9:00pm must be staffed by workers 16 years and older.
- At all times, have on-duty 2 adults, over the age of 21, per shift. These adults will serve as supervisors of the workers and drivers of the utility vehicle provided by UCF.
- Maintain a shareable online document/spreadsheet of emergency contacts for every volunteer/staffer on grounds at specific times during the Fair accessible to the Fair Coordinator and/or Fair Board Director in charge of the specific area.
- Schedule shifts as follows: HHS Volleyball will create staffing schedule based on ticketing needs as outlined by UCF, and will provide the Fair Coordinator with the final schedule a minimum of 30 days prior to the 2026 UCF.
- Work in various weather conditions, and work with the public in an appropriate and professional manner
- Ensure that all workers are dressed appropriately by wearing some type of matching uniform, such as t-shirts, hats, and shorts that will identify them as members of your organization.
- All participants and supervisors are required to attend an orientation and training, date and time to be determined by the Fair Office.

Fair to provide:


- Payment of \$8,000 flat fee per year plus a \$2,000 successful completion bonus if all conditions are met
- Train all participants
- Provide free daily Fair admission for ticketing workers
- Provide all supplies and equipment necessary to fulfill ticketing services
- Provide a radio for each ticketing area and one radio to the supervisor
- Provide one golf cart for ticketing supervisor on duty

HHS Volleyball to provide:

- Completed W-9 for County Finance
- Add the Umatilla County Fair as an additional insured entity to their general liability insurance policy
- Drinking water for their volunteers and workers
- Shift schedules for their staff
- Staff Lead list & Schedule to the Fair Office and phone numbers for person(s) in charge for each shift
- Enough manpower to cover each shift with at least one lead person (age 21 or older) present with each crew and to drive the golf cart.
- Lead person on each shift to stay in radio contact with assigned Fair Liaison

TOTAL FEE FOR SERVICE: \$8,000.00; if applicable, additional \$2,000 to be paid within 30 days of the close of Fair by check

Explain how the funds will be utilized/dispersed by your organization: We will be using these for new uniforms and future travel for tournaments. Check to Hermiston Volleyball A&B



 HHS Volleyball Representative
 Kendall Jones

4/2/26

 Date
 4/2/26

 Umatilla County Commissioner

 Date

