



**Request for Proposals: Timing services for The 48<sup>th</sup> Annual Bluegrass 10,000 (BG10K) 2024**

Due Date: Please submit your response via email to [jpiersol@lexingtonky.gov](mailto:jpiersol@lexingtonky.gov) by **December 15**.  
A LFUCG representative will reach out to you to schedule an interview and let your company know by Dec. 29, if not selected.

Race date: Thursday, July 4, 2024 7:25 a.m. Wheelchair Division, 7:30 a.m. Bluegrass 10,000 and 8:30 a.m. the 1 mile Fun Run

Anticipated Participation: 3,000 10K runners + 300 Fun Run participants

The Bluegrass 10,000 is one of the largest races in downtown Lexington. The event consists of a 10K wheelchair race and a 10K footrace with a 1-mile fun run, finishing at the same finish line. These races have started the city of Lexington's Fourth of July festivities for almost 50 years.

Please submit a proposal for timing services that meet the following specifications:

- 12-meter start line and finish line (start and finish combined)
- Double-sided timing clock at start/finish
- Course directional signs and mile markers
- Start/Finish line structure at Fun Run (i.e. inflatables)
- (6) mile marker timing clocks
- Ordering bibs and chips for participants (expecting approximately 3,000)
- Timing services integrated with Run Signup registration services.
- All digital race information is the property of The City of Lexington LFUCG
- The Parks Race Director is the primary admin for registrations
- Race websites through Run Signup and affiliated web addresses are owned and operated by LFUCG and cannot be duplicated. LFUCG must have admin access at all times.
- On-site support for our final in-house planning meeting (2-4 weeks before event)
- Technical support with the RunJoy Application
- Technical support with Runsignup.com
- Assistance with communications to participants before, during and after the race.
- Work with LFUCG staff at the finish line to provide participant names for announcing.
- Assistance with the virtual option of the race.
- Live results on-site for finishers (computers or kiosk on-site)
- Assistance in a flawless delivery of awards to the participants and during the awards ceremony.



- Print out of age category, overall and chair race winners given to race director in time for the awards ceremony immediately following the race.
- On-site support for last minute registration.
- On-site support for a course ride through within one week of the event.
- Ongoing technical support throughout the planning process.
- (3) representatives on site for race day
- A minimum of a two million dollar liability policy

See the attached for proposal requirements and the evaluation process specifics.

Please send proposals to [jpiersol@lexingtonky.gov](mailto:jpiersol@lexingtonky.gov) by December 15, 2023

BG10K Proposals should include:

1. A description of what specifications can be accomplished if the Proposer is selected.
2. A quote of how much the Proposer will charge per registered participant and/or all additional fees.
3. A letter explaining experience or qualifications in relation to the specifications listed.
4. Offer additional ideas to add to a successful planning and execution of The Bluegrass 10K and Fun Run.
5. Description of the software, technology used and timing methods.
6. Description of method for awarding record-breaking times, competition awards in both placement and age categories.
7. A race resume where you have provided timing services.
8. Three professional race references.

#### PROPOSAL EVALUATION PROCESS AND CRITERIA:

The evaluation of Proposer's qualifications and capabilities shall include but not be limited to such factors as experience, capabilities, past record, past performance, adequacy of personnel, ability of professional personnel, willingness and ability to meet time and budget requirements. As well as recent, current and projected workload, location, approach to the project, ability to furnish the required services, volume of work previously awarded to each firm submitting qualifications, and technical support on the RunJoy application or third party software. Lexington Parks and Recreation Evaluation Committee will determine experience and qualifications of the applicant's abilities.

A. The Evaluation Committee may also contact references to help verify the Proposers' ability to perform the scope of services outlined herein.

B. Based on the results of the evaluation of written proposals, interviews and references, the Race Director and Parks staff will make its recommendation.

C. The Evaluation Committee reserves the right to:

1. Request a consultant submitting an application to clarify its contents or to supply any additional material deemed necessary to assist in the selection process.



2. Negotiate the program scope, materials, and costs with the selected consultant. If a contract cannot be negotiated with the selected consultant, The City may cease negotiations and reserves the rights to re-evaluate other Proposers if an agreement cannot be reached.
3. Modify or alter any of the requirements herein and identify additional tasks to be accomplished prior to executing a formal contractual agreement.
4. Select the Proposer with the best project approach and ability to meet The Evaluation Committee's program needs regardless of cost.

