

31ST DISTRICT AGRICULTURAL ASSOCIATION'S

Ventura County Fairgrounds

TWO TIER RFP PACKAGE

RFP #25-01

FIRST AID SERVICES

Contact Person: **Jason Amelio**
805-648-3376 ext. 112 or jamelio@venturacountyfair.org

This person is the only authorized person designated by the DAA to receive communication concerning this RFP. **Please do not attempt to contact any other person concerning this RFP.** Oral communication of DAA officers and employees concerning the RFP shall not be binding on the DAA, and shall in no way excuse the proposer of obligations as set forth in the RFP. Only questions concerning the technical requirements of the RFP will be answered.

Date Issued: **October 22nd, 2025**

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PART I

DEFINITIONS

BIDDER	The individual, company, organization, or business entity submitting the proposal in response to the Request for Proposal.
EVALUATION & SELECTION COMMITTEE	Committee chosen by the DAA to evaluate and score proposals received.
DAA	Refers to the District Agricultural Association, which is a State agency of the State of California and is not a local agency of government.
F&E	Refers to the <i>Division of Fairs and Expositions</i> , Department of Food and Agriculture, which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F&E is located at: 1220 N Street, Sacramento, CA 95814
DGS	Refers to the <i>Department of General Services</i> , State of California, located at: 707 Third Street, 2 nd Floor West Sacramento, CA 95605 Attention: Office of Legal Services
PASSING BIDDER	The term “passing bidder” as it is used in this document refers to the bidders who are award at least the minimum number of points by the Evaluation and Selection Committee (Committee) on Tier One, the technical portion of the proposal. No bidder’s financial proposal will be opened and considered if they have not received sufficient points to be deemed a qualified bidder.
RFP	Request for Proposal
TIER 1	The technical portion of the proposal: Document 1, “Technical Proposal”
TIER 2	The financial portion of the proposal: Document 2, “Financial Proposal Bid Form”

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 31st District Agricultural Association, Ventura County Fairgrounds in releasing this RFP, intends to award a contract for a period of three years for the purpose of First Aid Services for 2026, 2027, and 2028 Ventura County Fair, and facility rental activities from July 1st, 2026 through June 30th, 2028 with a two year option (2029 & 2030). Ventura County Fairgrounds may review performance periodically and may cancel said contract with a 30-day notification.

(For multi-year contracts, certification of satisfactory performance is required at the end of each year as a justification for continuance of the contract.)

B. BIDDER RESPONSIBILITY

Read the documents very carefully as the DAA shall not be responsible for errors and omissions on the part of the bidder. Carefully review final submittal, as reviewers will not make interpretations or correct detected errors in calculations.

C. DELIVERY OF PROPOSALS

Proposals must be physically received prior to the closing times and at the place stated below, in the format specified below and as more particularly described in Part VI, Section B. Failure to meet any of the below requirements or any of those identified in Part III, Section A, Paragraph 4 may result in a rejection, or a reduction in points during the scoring process. Please see Part III, Section A, Paragraph 4 for more detail regarding automatic and discretionary rejections. Unless otherwise stated, **faxes are unacceptable.**

Proposals must meet the following format requirements to be deemed responsive for fair consideration:

- One sealed package containing two (2) copies of the technical proposal and labeled with the bidder's name, the RFP number, and "Technical Proposal, Tier 1". (For additional details, see Part VI, B.1.)
- One sealed package containing one (1) copy of the financial proposal bid form and labeled "Financial Proposal Bid Form, Tier 2". (For additional details, see Part VI, B.2.)
- Both sealed packages must be placed in a third package with the bidder's name on the outside, the RFP number, and addressed as follows:

RFP #25-01
Ventura County Fairgrounds
10 W. Harbor Blvd.
Ventura, CA 93001

D. **CONTRACT AWARD**

If the proposal is not automatically rejected as described in Part II, Section C, then each bidder's technical proposal is evaluated and scored by the Committee who utilizes the score sheet included in Part V. Proposals scoring the required minimum number of points or more will be considered "passing" and progress to the second tier. Subsequently, the "Financial Proposal Bid Form" accompanying all passing technical proposals will be opened and Small Business Preference given where applicable.

If a contract is awarded, it shall be granted to the passing responsible bidder who submits the low financial proposal. Prior to the Board awarding a contract, the Fair shall post a "**Notice of Proposed Award**" at the Administration Office for five (5) working days. In addition, a copy of the notice will be mailed to each bidder. Upon the expiration of the five-day posting period (close of business on the fifth working day), if no protest has been filed, the contract is awarded. If a protest is filed prior to the contract award, the contract shall not be awarded until the protest has been withdrawn by the bidder or rejected by the Department of General Services.

E. **TENTATIVE SCHEDULE**

- | | | |
|----|---|----------------------------------|
| 1. | RFP released | October 22 nd , 2025 |
| 2. | Proposals due at DAA's Administration Office no later than 2:00 p.m. | November 12 th , 2025 |
| 3. | Financial offer opened | November 12 th , 2025 |
| 4. | Notice of Proposed Award posted and mailed. | November 12 th , 2025 |
| 5. | Date award final – no protests may be filed after this date. | November 19 th , 2025 |
| 6. | Proposed contract commences | July 1 st , 2026 |

F. **SMALL BUSINESS PREFERENCE**

State law allows **certified** small business (SB) and microbusiness (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) to receive a 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB's/MB's be more competitive in the bid process, thereby enhancing state contract awards directly or indirectly to SB/MB. The preference is only used for computation purposes to determine the winning bidder, the actual bid amount will be the contract amount.

If you are claiming the 5% small business preference and are a SB/MB, or if your application is on file with Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB (s), see Part VI of this RFP for instructions regarding what to submit with your proposal in order to receive the preference.

Certification Application

To apply, access our online Small Business Certification Application (STF. 813), or to receive your hardcopy form by mail, e-mail osdchelp@dgs.ca.gov or call (800) 559-5529 or (916) 375-4940.

Your complete certification application package must be received by the OSDS no later than 5:00 p.m. of the bid due date. Your certification effective date will be the date the application is properly received and deemed complete by the OSDS. Incomplete application submittals will delay your certification status and may result in the loss of your 5 percent preference eligibility. For more information, e-mail osdchelp@dgs.ca.gov or call (916) 375-4940.

You may mail, hand-deliver or express mail your package to:

Office of Small Business and DVBE Services (OSDS)

ATTN: BDD Unit

707 3rd Street, 1st Floor, Room 1-400

West Sacramento, CA 95605

G. BIDDER/CONTRACTOR STATUS FORM

All bidders must complete, sign and submit the form in response to the RFP. Failure to comply will deem the bidder non-responsive. The Fair reserves the right to verify the information on the **Bidder/Contractor Status Form** at the time of the bid. If the bidder is a corporation, the form must include the title of the person signing, i.e., corporate officer status, and a copy of the corporate resolution authorizing the signing of the form must be attached. If a partnership, the signing partner must indicate whether a limited or general partner. (Form enclosed)

H. DVBE REQUIREMENTS - BIDS TOTALING OVER \$10,000 (APPLICABLE or NOT APPLICABLE)

Note to bidders: The DVBE contracting option for this solicitation is checked below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE “good faith effort” is not an option on meeting the DVBE contracting requirements for any bid.



Option 1 – No DVBE Program Requirements or Incentive

The fair elects to waive both the DVBE program requirement and incentive for this solicitation

No DVBE requirement is made for this solicitation.



Option 2 – DVBE Program Requirements Only

The fair elects to include the DVBE program requirements for this solicitation but not the incentive

Bidder must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable.

See also attached
Exhibit A – California Disabled Veterans Business Enterprise Requirements for information on how to comply.



Option 3 – DVBE Incentive Only

The fair elects to include the DVBE Incentive for this solicitation but waives the program requirements

Bidder must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08-09) and
DVBE Declarations, STD. 843 (05-06), as applicable.

See also attached **Exhibit B – California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.



Option 4 – DVBE Program Requirements and DVBE Incentive

The fair elects to include both the DVBE program requirements and incentive for this solicitation

Bidder must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as Applicable.

See also attached:
Exhibit A – California Disabled Veterans Business Enterprise Requirements and
Exhibit B – California DVBE Bid Incentive Instructions (09/09) for information on how to comply.

I. HISTORY AND GENERAL BACKGROUND INFORMATION

The 31st District Agricultural Association, Ventura County Fairgrounds, is an agency of the State of California (State), Department of Food and Agriculture (Department), Division of Fairs and Expositions (Division).

The Ventura County Fairgrounds is located on 62 acres of beachfront property just minutes from downtown Ventura, CA with easy access from the 101 Freeway, and a convenient stop for both Amtrak and Metrolink.

Established in 1875, the Fairgrounds not only hosts the annual Ventura County Fair but with over 135,000 sq. feet of indoor meeting space and acres of oceanside parkland, it is also a prime spot for numerous interim events that entertain, enrich and educate the community.

The 31st District Agricultural Association, Ventura County Fairgrounds, is an agency of the State of California (State), Department of Food and Agriculture (Department), Division of Fairs and Expositions (Division). Ventura County Fairgrounds is seeking proposals for First Aid Services for the 2026, 2027 and 2028 Ventura County Fair and possible facility rental activities from July 1st, 2026 through June 30th, 2028.

J. INSURANCE

Prior to the time of entering into a contract to be let pursuant to the RFP, the bidder awarded the contract shall provide a signed original Certificate of Insurance for a minimum of \$1,000,000 in commercial general liability coverage, per occurrence for bodily injury and property damage liability combined, medical malpractice insurance with minimum limits of \$1,000,000, workers' compensation insurance, and evidence of current auto liability in force as required by the State of California Motor Vehicle Code.

The certificate must include:

- evidence of authorized insurance coverage for the term of the contract which includes set up and tear down;
- a 30 day cancellation notice;
- the District with address shown as certificate holder; and
- the additional insured paragraph in the following exact words:

"That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/ Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

PART III

RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the fair shall be immediately notified in writing addressed to the contact person listed on the cover page and request modification or clarification of this document.

Modifications by the Fair, if any, will be made in writing by way of an addendum issued pursuant to paragraph 2 below.

Clarifications by the Fair, if issued, will be given by written notice to all parties to whom the Fair had sent notice of the RFP and to persons or entities who have requested to be given notice of any modification or notices.

2. Addenda

If necessary, the DAA will modify the RFP prior to the date set for submission of final proposals, by issuance of an addendum to all parties who have been furnished notice of the RFP for bidding purposes.

All bidders should inquire from the contact person listed on the cover sheet whether any addenda have been issued prior to submitting a proposal in response to the RFP.

3. Definitions

The use of “shall”, “must” or “will” indicates a *mandatory* requirement or condition in this RFP. Failure to include such mandatory requirements or conditions will result in the disqualification of a proposal.

The words “should” or “may” indicate a *desirable* attribute or condition, but are permissive in nature and may affect the score the proposal receives.

4. Grounds for Rejection of the Proposal

A proposal **shall** be rejected if:

It is received at any time after the exact time and date set for receipt of proposals as stated in Part II.

The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A proposal **may** be rejected if:

It is not prepared in accordance with the required format or information is not submitted in the format required by this RFP.

It contains false or misleading statements or references that do not support attributes or conditions, contended by the bidder. (The proposal *shall* be rejected if, in the opinion of the fair, such information was intended to mislead the fair in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)

It is unsigned.

5. Right to Reject Any or All Proposals

It is the policy of the fair not to solicit proposals unless there is a bona fide intention to award a contract. However, the fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

6. Protests

A bidder may file a protest against the awarding of the contract.

The protest must be filed with the Fair and the Department of General Services (DGS) at:

Department of General Services (DGS)
707 Third Street, 2nd Floor
West Sacramento, California 95605
Attention: Legal Office

The protest must be received prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth working day after notice of proposed award was posted in a public place at the Fair's Administration Office. Upon the expiration of this posting period, if no protest is filed, the contract is awarded.

IN ADDITION, within five (5) calendar days after filing the protest, the protesting bidder shall file with the fair and DGS Legal Office a fully detailed and complete written statement specifying the grounds for the protest.

PLEASE NOTE: *Failure to file (i) notice of protest by the conclusion of the fifth working day after notice of intention to award a contract has posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest will result in the protester's protest being deemed untimely and grounds for protest waived. Protests shall be limited to the grounds contained in Public Contract Code, Section 10345.*

B. OTHER INFORMATION

1. Disposition of Proposals

All materials submitted in response to this RFP would become the property of the fair. All proposals, evaluations and scoring sheets shall be available for public inspection at the conclusion of the committee scoring process and announcement of intent to award. If an individual requests copies of these documents, the fair will assess a fee to cover duplicating costs. Documents may be returned only at the fair's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official DAA files.

2. Confidentiality of Proposals

The fair will hold the contents of all proposals in confidence until issuance of the **Notice of the Proposed Award**; once issued and posted, no proposal will be treated as confidential. However, if a bidder maintains that certain information is proprietary, all proprietary or other legally protected material must be identified at the time of submitting the proposal to retain the claim of confidentiality.

The materials may be used by the DAA to justify the awarding or not awarding of a contract if a protest is filed. The DAA will not be liable for inadvertently releasing confidential materials although the DAA will use the best efforts to prevent the release of said materials.

3. Modification or Withdrawal of Proposals

Any proposal that is received by the fair before the time and date set for receipt of proposals may be withdrawn or modified by written request of the bidder. However, in order to be considered, the modified proposals **must** be received by the time and date set for receipt of proposals in Part II.

A bidder cannot withdraw or modify a proposal after the due date and time for receipt of proposals and, further, a bid cannot be “timed” to expire on a specific date. For example, a statement similar to “This proposal and the cost estimate are valid for 60 days” is non-responsive to the RFP, and shall on that basis be rejected.

PART IV

STATEMENT OF WORK TO BE PERFORMED AND CONTRACT TERMS AND CONDITIONS

This part describes the work to be performed by the bidder who is awarded this contract and contains terms and conditions, which shall be deemed, incorporated and will become a part of any contract awarded pursuant to this RFP. All terms and conditions are fixed and non-negotiable.

Pertaining to fair related services, the Contractor agrees to:

1. Operate a First Aid Station on the grounds of the Ventura County Fairgrounds during the operation of the 2026, 2027 and 2028 Ventura County Fairs. Said First Aid Station to include all necessary supplies, including, but not limited to, one (1) cot, blankets, pillows, and a wheelchair.
2. Provide a mini-ambulance, electric or gas cart, with emergency warning lights/devices for response to medical emergencies on the fairgrounds during the Ventura County Fair.
3. Provide Automated External Defibrillator (AED) and Portable Oxygen Tanks to be carried on the mini-ambulance and available in the First Aid Station.
4. Install a two-way radio system to connect the First Aid Station to the mini-ambulance cart and/or medical teams, which may be on the grounds responding to emergencies.
5. Services to be provided are a basic first aid and life support licensed by the State of California and the County of Ventura. The Contractor's staff is to respond to medical emergencies and to assess injuries/illness and render basic life support leading to the safe evacuation of patients, as may be required. Incidents requiring advance life support intervention will be served by calling local agencies licensed to provide such advance support care.
6. General staffing involves four (4) Emergency Medical Technicians (EMT's) per day as follows:

#1 – 10:00 a.m. to 11:00 p.m.	13 hrs.
#2 – 11:00 a.m. to 11:00 p.m.	12 hrs.
#3 – 11:00 a.m. to 12:00 a.m.	13 hrs.
#4 – 6:00 p.m. to 12:00 a.m.	<u>6 hrs.</u>
Daily Total Hours	44 hrs.

44 hrs. X 12 days

X

528 hrs.

One EMT is required to report all three days
prior to Fair from 9 a.m. to 6 p.m. and one day after
the Fair from 8 a.m. to 3 p.m. 34 hrs.

TOTAL SCHEDULED: 562 hrs.

Staffing of 2 additional EMT's will be required upon request based on anticipated concert attendance.

This includes but not limited to the first Sunday of every year.

Additional hours and days will be determined by event management and communicated as soon as possible.

Specific staff scheduling is to be proposed by the contractor and may involve more than four (4) EMT's to provide the required coverage. Other levels of medical staffing are acceptable provided they are above the minimum EMT level required.

Assigned staff is to remain on duty until the time shown, unless released or extended by Ventura County Fairgrounds Management or their designee. Contractor may bill and may receive payment at the identified contracted hourly rate for Fair hours worked in excess of the total scheduled number of hours. Excess hours must be approved in advance by Fair Management or their designee to be eligible for payment. Fair to be billed only for hours worked by EMTs.

7. **It is the responsibility of the contractor to review and adhere to the Ventura County Fair's supplied emergency plan, including the emergency procedures and access points. Contractor agrees to have all assigned staff review and familiarize themselves with the yearly Emergency Action Plan as well as the Emergency Access Plan. Assigned staff must familiarize themselves with all the detailed emergency access points as well as all available routes to those points from inside the facility**
8. Maintain a daily patient log, showing the names, complaints and care provided to all persons receiving first aid assistance. Patient incidents that require off-site evacuation via ambulance or where injury with potential liability is suspected must also be documented by an injury report which includes, in addition to the above information, patient and witnesses addresses and phone numbers, nature and observed extent of injuries and a description of incident and its location.
9. Have a representative participate in Fair Department Head meetings, which will be determined and the representative will be notified, and report on any areas of concern and provide suggestions and/or advice regarding the improvement of Fair operations. A written daily summary of the previous day's activity is to be submitted to Fair Management at these meetings.

Fair Management, or their designee, must be provided patient/incident information as requested, at any time, to complete confidential State Accident Reports.
10. Provide an end-of-event written summary report and recommendations within ten (10) days after the close of each Fair. This report is to provide a numerical summary of accidents by day and area (i.e., carnival lot, inside buildings, parking lots, entertainment venues, and other areas) with grand totals.
11. Provide proof of workers' compensation insurance coverage and medical malpractice insurance with minimum limits of \$1,000,000.
12. All Contractor's medical personnel assigned to the District shall, at a minimum, be certified Emergency Medical Technicians. Emergency Medical Technicians (EMT's) shall possess and submit evidence of the following to be considered responsive to this RFP, and each year of the contract to be eligible to perform services if selected:
 - a. Current State of California certification for Emergency Medical Technicians;
 - b. Possess a valid California Driver License

To assist the Contractor in their fair related services, 31st DAA – Ventura County Fairgrounds agrees to provide the following:

1. A securable first aid facility with location accessible for fair patrons and to allow for off-site access by emergency vehicles. Said facility will be equipped with florescent lighting, 110-volt power, hot/cold water source with paper cups, telephone service for calling ambulance or other off-site assistance, a fair radio programmed on a fair channel, a daily supply of ice, and a handicap toilet unit.
2. Security patrol services to safeguard the first aid facility and the Contractor's equipment and supplies during non-operating hours.
3. Free and accessible parking for the Contractor's personnel and photo-laminated identification cards for access to the fairgrounds while providing contract services.

Pertaining to Facility Rental related services, the Contractor agrees to:

1. The provision of services is on a non-exclusive, as needed and as requested basis.
2. Services to be provided are basic first aid and life support licensed by the State of California and the County of Ventura. The Contractor's staff is to respond to medical emergencies and to assess injuries/illness and render basic life support leading to the safe evacuation of patients, as may be required. Incidents requiring advance life support intervention will be served by calling local agencies licensed to provide such advance support care.
3. Requested services must be provided under a written and approved (signed) Expenditure/Authorization from the Ventura County Fairgrounds to be eligible for payment.
4. Maintain a daily patient log, showing the names, complaints and care provided to all persons receiving first aid assistance. Patient incidents that require off-site evacuation via ambulance or where injury with potential liability is suspected must also be documented by an injury report, which includes in addition to the above information, patient and witnesses, addresses and phone numbers, nature and observed extent of injuries and a description of incident and its location.
5. General staffing includes: one (1) to four (4) Emergency Medical Technicians (EMT's) for one or more days. Other levels of medical staffing are acceptable provided they are above the minimum EMT level required.

Assigned staff is to remain on duty until scheduled, unless released or extended by fairgrounds management or their designee. Contractor may bill and may receive payment at the identified contracted hourly rate for Facility Rental event hours worked in excess of the total scheduled number of hours. Excess hours must have been approved, in advance, by Fair Management, or their designee, to be eligible for payment.

6. Provide proof of workers' compensation insurance coverage.
7. Provide proof of medical malpractice insurance coverage with minimum limits of \$1,000,000.

To assist the Contractor in their Facility Rental related services, 31st DAA – Ventura County Fairgrounds agrees to:

1. Initially schedule Facility Rental first aid service needs by phone at the earliest opportunity following confirmation of event booking and service need requirements.
2. Confirm scheduled event service requirements by the issuance of an approved Expenditure Request/Authorization to the Contractor.
3. Provide the personal name of the responsible designee or fairgrounds management person to whom the Contractor will report for event services.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the fair's needs as described in this RFP. This part describes the process the fair will follow when evaluating and scoring proposals and awarding the contract, if any is awarded and contains the exact scoring criteria to be used. During the evaluation and selection process, the Committee may wish to interview a bidder for clarification purposes only. The bidder will not be allowed to ask questions concerning other bidders, but only to respond to clarification questions from the Committee. The bidder cannot change proposals after the time and date designated for receipt.

A. EVALUATION AND SELECTION PROCESS

1. Following the deadline for receipt of proposals as stated in Part II, each proposal will be examined to determine if;
 - submittal (receipt) was by the deadline time and date; and
 - the physical format requirements were met.

This is not a public review.

2. Technical proposals that meet the submittal format requirements, as stated in the previous paragraph, will be submitted to the Committee for:
 - review of the technical proposal,
 - confirmation that the information is presented in the format required by the RFP, and
 - all required documentation is included and correct.

Proposals that do not present the information in the format required may be rejected as non-responsive.

This is not a public review.

3. The DAA reserves the right to verify any references and employment experiences referenced or disclosed in this proposal or to ascertain the accuracy of information presented. Misinformation or inaccuracies are grounds for disqualification or receipt of a lower score.
4. The Committee will evaluate each proposal that meets the format requirements of the preceding paragraph two, and assign points for the technical proposal.

This is not a public review.

5. The Committee may request interviews of the bidder for clarification of proposals. Following any interviews, the proposals may be re-scored.

This is not a public review.

6. In order to obtain the average score for *each* bidder, the total points of *each* reviewer will be added up for that bidder and the result divided by the number of people on the Committee. This score is then used to determine if the bidder has the minimum number of points to qualify for the second tier.
7. The “Financial Proposals” of those responsible qualified bidders achieving the required minimum points will then be opened. If the fair is a District Agricultural Association, certified small business bidders shall be granted a preference of 5 percent (see Small Business Preference information in Part II).
8. Selection of the bidder is based on the financial proposal bid form of the qualifying technical proposals as described in Part II.
9. In the event of a tie in determining the successful bidder, the tie will be broken by a toss of a coin by a member of the Committee and in the presence of authorized representatives of the tied bidders.
10. All bidders will be notified of the results.

B. SCORING PROCESS, CRITERIA AND ITEMS SCORED

Bidders receiving a score of 90 points or more on the “Technical Proposal” Tier 1 will be deemed qualified and their “Financial Proposal Bid Form”, Tier 2, will be reviewed. **If a bidder does not receive the minimum number of points, as stated above, that bidder will not be deemed qualified and the bidder’s financial proposal will not be opened nor reviewed.** The following information must be provided by the bidder in order for the RFP to be scored.

SCORE

1. Past experience and performance

35

Submit a list of principal officers and/or owners and their general experience in first aid service, and in particular their experience in first aid service at special events. Indicate what level of involvement these individuals will have in the proposed services. Include recent letters of recommendation from clients, as available.

2. Staff qualifications and schedule

30

Submit a proposed staffing schedule for fair related services. Indicate level of staffing qualifications (EMT, LVN, etc.) and proposed hours. Also, indicate all positions that

would necessarily be new hires to your company for the purpose of providing fair related services for the first contract year.

3. Equipment

20

Submit a picture of the mini-ambulance that is proposed for use for fair related services. Indicate if this equipment is owned, leased or to be purchased. If this equipment is to be leased, submit written acknowledgement from the lessee of commitment for the August fair dates if awarded a three-year contract. If this equipment is to be purchased, new or used, submit written documentation of the commitment of the funding source (if any) and of the seller's commitment to sell and deliver the equipment in time for the fair dates if awarded a contract.

4. Service documents, policies and procedures

15

Submit copies of the service documents that are proposed for use (i.e., daily patient log, injury report). Indicate what experience and/or training personnel will have in the use of these documents. Also, indicate what policies and procedures govern the access and retention of these documents.

PART VI

MANDATORY FORMAT AND CONTENT REQUIREMENTS

A. INTRODUCTION

This part provides instructions to the bidder regarding the mandatory proposal format and content requirements. The bidder must remember that:

- All bids submitted must follow the proposal format instructions;
- All information must be presented in the order and the manner requested;
- All questions must be answered; and
- All requested data must be supplied.

Proposals not following the required format will be deemed non-responsive and will be rejected.

B. PROPOSAL FORMAT AND CONTENT

Each proposal must be prepared as two (2) separate documents placed in two (2) separate sealed packages; both sealed packages are inserted into a third package. All packages need to be clearly labeled in the manner described in Part II.

C. TECHNICAL PROPOSAL

1. Tier 1 “Technical Proposal”

Information in the technical proposal is to be provided in the order requested beginning with the cover letter page. Each page is to be numbered at the bottom, starting with the number 1; all pages should be 8 1/2” X 11” inch paper; and all narrative portions of the proposal should be typed.

The first page of the technical proposal must be a **signed** cover letter on the letterhead of the bidder and contain the following statement verbatim:

“Submission of this proposal signifies that all terms, conditions, requirements, protest procedures, performance measures and instructions concerning the award of the RFP #22-01 to which this proposal responds, have been read and understood. Further, in signing this letter, as the authorized representative of the submitting bidder, it is expressly agreed by the bidder that failure to have provided accurate and truthful information in this proposal or any deviation from any requirement or performance measure stated in the RFP shall constitute grounds for rejection of this proposal. And further, bidder agrees that if the submitted proposal is not in the format of the RFP, bidder’s proposal will be deemed non-responsive.”

The person’s name must be printed clearly below the signature line and then signed on the signature line and dated. If bidder fails to submit this document, and it is not signed and dated, the proposal will be rejected as being non-responsive.

- Table of Contents
- Small Business Preference Documentation, if applicable, and if the fair is a DAA.

One (1) copy of the small business certification letter, if bidder is claiming the Small Business Preference and has already received certification letter.

Or, if application for the preference has been submitted to OSDS a sheet of paper stating that the application has been submitted to OSDS and the date submitted.

Or, if claiming the preference as a non-small business subcontracting with certified SB/MB (s), a sheet of paper listing the small businesses you commit to subcontracting with for a commercially useful function in the performances of the contract. The list of sub-contractors shall include the subcontractors’:

1. Name
2. Address
3. Phone Number
4. Description of work to be performed
5. Dollar amount or percentage per subcontractor

Also, include the sub-contractor’s certification or indicate if application(s) are on file with OSDS.

- Bidder must provide all information/documentation requested in Part V, B.

2. **TIER 2, Financial Proposal Bid Form**

The Financial Proposal Bid Form **must** be completed and signed.

**FINANCIAL PROPOSAL BID FORM
(RFP #25-01)**

INFORMATION:

The only type of financial proposal to be accepted is a flat dollar amount based upon amount per hour plus any additional charges.

FORMULA:

The formula to be used is dollars per hour times total hours, plus any additional charges.

Award to be made to the qualified bidder with the lowest total financial offer.

PROPOSAL:

Bidder offers to provide the services described for the following amounts:

\$ _____ **Total 2026, 2027 & 2028**

\$ _____ **Total Optional Extension 2029 & 2030**

(Transfer total dollar amounts from Financial Proposal Bid Form Worksheets.)

Are you claiming preference as a small business? _____ Yes _____ No

If yes, the bidder must submit OSMB's Small Business Certification Letter with the technical proposal package.

All bidders' must fill in the following information and sign this form in order for the "Financial Proposal Bid Form" to be considered.

FIRM NAME

TELEPHONE NUMBER

ADDRESS

CITY/STATE/ZIP CODE

TAXPAYER IDENTIFICATION NUMBER

Bidder certifies to the DAA that bidder has thoroughly familiarized self with the DAA facilities and accepts all reasonable disclosed risks in submitting this proposal that review of the facility would have revealed.

By its signature on this proposal form, the bidder certifies that he/she has read and understood the RFP package including the information regarding bid protests. Further, proposer certifies that the information provided by the proposer is accurate, true and correct, and not intended to mislead the DAA in any manner.

SIGNATURE

TITLE

**FINANCIAL PROPOSAL BID WORKSHEET
(RFP #25-01)**

**Ventura County Fairgrounds
Proposal for 2026, 2027, 2028**

**(PLACE FINANCIAL PROPOSAL BID FORM WORKSHEET AND FINANCIAL
PROPOSAL BID FORM IN SEPARATE, SEALED ENVELOPE)**

Fair Related Services

	<u>2026</u>	<u>2027</u>	<u>2028</u>
Cost Per Service Personnel Per Hour:	\$ _____	\$ _____	\$ _____
Total Fair Cost (562 hrs. x above cost):	\$ _____	\$ _____	\$ _____
#1. Total 2026, 2027, 2028 Fair Cost (Sum of above lines):	\$ _____		

Facility Rental Related Services

	<u>2026</u>	<u>2027</u>	<u>2028</u>
Cost Per Service Personnel Per Hour:	\$ _____	\$ _____	\$ _____

Sample Program Events:

1 EMT for 2-day horse show event (7:00 a.m. to 5:00 p.m.) 20-service hrs.
4 EMT's for 2-day concert event (noon to 8:00 p.m.) 32-service hrs.
2 EMT's for 1-day motor sports and car show event (9:00 a.m. to 11:00 p.m.) 28-service hrs.

	<u>2026</u>	<u>2027</u>	<u>2028</u>
Total Facility Rental Cost:	\$ _____	\$ _____	\$ _____
(80 hrs. x above cost)			

#2. Total 2026, 2027, 2028 Facility Rental Cost (sum of above lines) \$ _____

#3. Total 2026, 2027, 2028 Proposed Cost (Total #1 + #2 above) \$ _____

The undersigned agrees and understands that the above figures are considered representative and presented solely for the purpose of selection under the RFP. First aid service requirements may vary based on final plans. Requested Facility Rental related services must be provided under a written and approved (signed) Expenditure Request/Authorization from the Ventura County Fairgrounds to be eligible for payment.

SIGNATURE

DATE

**FINANCIAL PROPOSAL BID WORKSHEET
(RFP # 25-01)**

**Ventura County Fairgrounds
Proposal for optional extension 2029 and 2030**

**(PLACE FINANCIAL PROPOSAL BID FORM WORKSHEET AND FINANCIAL
PROPOSAL BID FORM IN SEPARATE, SEALED ENVELOPE)**

Fair Related Services

	<u>2029</u>	<u>2030</u>
Cost Per Service Personnel Per Hour:	\$ _____	\$ _____
Total Fair Cost (562 hrs. x above cost):	\$ _____	\$ _____
#1. Total 2029 & 2030 Fair Cost (Sum of above line)	\$ _____	

Facility Rental Related Services

	<u>2029</u>	<u>2030</u>
Cost Per Service Personnel Per Hour:	\$ _____	\$ _____

Sample Program Events:

1 EMT for 2-day horse show event (7:00 a.m. to 5:00 p.m.) 20-service hrs.
4 EMT's for 2-day concert event (noon to 8:00 p.m.) 32-service hrs.
2 EMT's for 1-day motor sports and car show event (9:00 a.m. to 11:00 p.m.) 28-service hrs.

	<u>2029</u>	<u>2030</u>
Total Facility Rental Cost: (80 hrs. x above cost)	\$ _____	\$ _____

#2. Total 2029 & 2030 Facility Rental Cost (sum of above line) \$ _____

#3. Total 2029 & 2030 Proposed Cost (Total #1 + #2 above) \$ _____

The undersigned agrees and understands that the above figures are considered representative and presented solely for the purpose of selection under the RFP. First aid service requirements may vary based on final plans. Requested Facility Rental related services must be provided under a written and approved (signed) Expenditure Request/Authorization from the Ventura County Fairgrounds to be eligible for payment.

SIGNATURE

DATE

BIDDER/CONTRACTOR STATUS FORM

Contractor's Name: _____ **County:** _____
(Full business name)

Address: _____ **Feb Employer ID No.:** _____

City: _____ **Zip Code:** _____
(Principal location of business)

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS (Please Check One)

☐ Individual ☐ Limited Partnership ☐ General Partnership ☐ Corporation

Individual (Please Check One) ☐ Resident ☐ Non Resident

If a sole proprietorship, state the true full name of sole proprietor:
(i.e., John Roe Smith; not J. Roe Smith or not John R. Smith)

Partnership (Please Check One) ☐ General Partnership ☐ Limited Partnership

If a partnership, list each partner identifying whether limited partner(s), stating their true full name and their interest in the partnership:

Corporation

Location and date of Incorporation:

If not a California corporation in good standing, please state the date the corporation was authorized to do business in California: _____

CURRENT OFFICERS

President: _____ **Vice President:** _____

Secretary: _____ **Treasure:** _____

BIDDER/CONTRACTOR STATUS FORM (CONT'D)

All Must Answer *(Please Check One)*

Are you subject to Federal Backup Withholding? ☐ Yes ☐ No

Fictitious Name *(Please Check One)* ☐ Yes ☐ No

If contractor is doing business under a fictitious business name and will be performing under the fictitious name, please attach a clearly legible copy of the current fictitious filing.

Small Business Preference *(Please Check One)*

Are you claiming preference as a small business in reference to this bid package?

☐ Yes ☐ No

If yes, the bidder is required to submit a copy of the "OSBCR's Small Business Certification Approval Letter" with the "Technical Proposal" package.

Your small business ID number: _____

Pending Litigation or Hearings *(Please Check One)*

Are any civil or criminal litigation or administrative hearings currently pending against the bidder's organization, owners, officers or employees? ☐ Yes ☐ No

If yes, please state the case number, agency or court where pending and status of litigation or hearing:

The DAA reserves the right to verify the information provided on this form by the bidder during the bid process.

I declare under penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the bidder/contractor.

Print Name

Date

Signature

PART VII

FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Technical Proposal
- Financial Proposal
- Bidder/Contractor Status Form

B. DOCUMENTS TO BE COMPLETED BY DAA

- Notice of Proposed Award, after proposed awardee is determined.

C. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED

- Standard 213 Agreement
- Exhibits A, B and D
- CFSA Insurance Requirements
- Worker's Compensation Statement
- Contractor Certification Clause (CCC 307)
- Payee Data Record