

TIER I

15th DISTRICT AGRICULTURAL ASSOCIATION

INVITATION FOR BID (IFB) PACKAGE

FOR

“2023 (1 Year) AND 2024 - 2025 (2 YEAR OPTION)

RADIO RENTAL”

IFB #23-06

Contact Person: **Michael Olcott, Chief Executive Officer**

This person is the only authorized person designated by the DAA to Receive communication concerning the IFB. **PLEASE DO NOT ATTEMPT TO CONTACT ANY OTHER PERSON CONCERNING THIS IFB.** Oral communication of DAA officers and employees concerning the IFB shall not be binding on the DAA, and shall in no way excuse the bidder of obligations as set forth in the IFB. Only questions concerning the technical requirements of the IFB will be answered.

Release Date: **Thursday, July 13, 2023**

DEFINITIONS

BIDDER The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid.

15th DAA Refers to the 15th 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 Division of Fairs and Expositions, 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 "Department of General Services", State of California, located at:

Department of General Services
707 Third Street
West Sacramento, CA 95605
Attention: Legal Office

IFB Invitation for Bid

DVBES Refers to Disabled Veteran Business Enterprises which are a part of the Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for state contracts established in Public Contract Code (PCC), Section 10115 et seq., Military and Veterans Code, Section 999 et seq. and California Code of Regulations, Title 2 (2CCR), Section 1896.60 et. seq.

A. BIDDER RESPONSIBILITY

Read the Invitation for Bid (IFB) very carefully as the State 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.

B. PURPOSE

The Board of Directors of the 15th DAA/Kern County Fair in releasing this IFB intends to award a contract for the "2023 (2024-2025 option years) Fairtime Radios Rental", beginning Monday, September 11, 2023 through Friday, October 10, 2025 for the 2023 (2024-2025 option years) Kern County Fairs to be held on the grounds of the 15th District Agricultural Association.

FAIR DATES:

2023 Wednesday, September 20 through Sunday, October 1
2024 Wednesday, September 18 through Sunday, September 29
2025 Wednesday, September 24 through Sunday, October 5

C. TENTATIVE SCHEDULE

IFB Released	Thursday, July 13, 2023
Bid Deadline	2:00 pm, Monday, July 24, 2023
Public Bid Opening	2:30 pm, Monday, July 24, 2023
Notice of Proposed Award sent and Posted by	5:00 pm, Friday, July 28, 2023
Contract Award Date	5:00 pm, Monday, July 31, 2023
(No protests my be filed after this time)	
Proposed Contract Commences	Monday, September 11, 2023
Proposed Contract Ends	Friday, October 10, 2025

D. DELIVERY OF BIDS AND CONTRACTS PERSON FOR INFORMATION

Pursuant to the law, no bids shall be considered which have not been received at the place, and prior to the closing time, stated in the IFB. Direct questions concerning the technical requirements of the IFB to:

Michael Olcott, Chief Executive Officer (661) 833-4900

The envelope should have the company name on the outside and be addressed as follows:

Company Name	Postage
Company Address	
City/State/Zip Code	
Michael Olcott, Chief Executive Officer	
KERN COUNTY FAIR – 15TH DAA	
1142 South "P" Street	
Bakersfield, CA 93307-3950	
RE: Bid Proposal IFB #23-06	
"2023 (2024-2025 option years) Fairtime Radios Rental"	

E. INSTRUCTIONS TO BIDDERS

This section details **MANDATORY** format instructions to the bidder. **Please note** that all bids submitted must follow the instructions; all information must be presented in the manner requested; all questions must be answered; and all requested data must be supplied. If the following information (listed below) is not submitted with the *technical proposal*, your bid may be deemed non-responsive and may be rejected.

Each bid must be placed in a sealed envelope and clearly labeled, as stated in D above, in response to the IFB.

The following items and all forms must be submitted, where applicable or mandatory

- One (1) copy completed, dated and signed "Bidder/Contractor Status Form". **MANDATORY**.
- One (1) copy of the CA DVBE Bidder Declaration form GSPD-05-105; **Mandatory if applicable**
<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>
- One (1) copy of the CA Disabled Veteran Business Enterprise Declarations Form STD 843; **Mandatory if applicable**
https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd/pd_843.pdf
- One (1) copy of the "Small Business Certification Approval Letter"; this is **MANDATORY IF** the bidder is claiming the 5% Small Business Preference; and
- One (1) copy of the insurance certificate(s) submitted in accordance with the FE-13, Insurance Statement, and/or paragraph M of this IFB. A signed original Certificate of Insurance shall be submitted to the fair within (5) five days of bid award date. The only exception for submitting a certificate to the fair: if it is on file with F & E and/or CFSA **APPLICABLE**.
- One (1) copy of SIGNED AND DATED letter from Bidder on Bidder's Company Letterhead that states:

"If we are awarded the contract, we will provide original Certificate of Insurance(s) for General Liability, Automobile Liability and Workers' Compensation Insurance, prior to Commencement of the contract issued and no more than (5) five days of bid award date.
Said Insurance Certificate(s) will be issued as required by California Fair's Services Authority in their "Insurance Requirements" document (Revised 6/1/06);
"MANDATORY"

If current Certificates of Insurance are on file with the State, please submit one (1) copy of Letter – on your Company Letterhead – stating that your company's Certificate of Insurance for General Liability, Automobile Liability, and Workers' Compensation are currently on file with California Fairs Services Authority. **IF APPLICABLE**
- One (1) copy of the "Financial Proposal Bid Form", must be completed, dated, and signed and submitted in separate sealed envelope. **MANDATORY**

F. WORK STATEMENT AND TERMS AND CONDITIONS

The Work Statement describes the work to be performed by the bidder who is awarded this contract and the Terms and Conditions which shall be deemed to be incorporated and will become part of any contract awarded pursuant to this IFB. The contract awarded pursuant to this IFB will also contain the Standard Contract Terms and Conditions and will be incorporated and made part of the contract. All terms and conditions are fixed and non-negotiable.

G. CONTRACT AWARD

The contract must be awarded to the lowest *responsive* bidder or all bids must be rejected. The 15th DAA reserves the right to accept any and all of the lowest bid per item requested unless the bidder stipulates that their response is an “all or nothing” offer. If the lowest responsive bidder does not have the necessary quantity, the DAA may also award up to their specified needs in accordance to low bid (if applicable).

Upon selection of a proposed bidder, a “Notice of Award” will be posted, in public view, for *five* (5) working days at the 15th DAA’s Administration Office. In addition, a copy of the “Notice of Award” will be emailed to each bidder.

H. BREAKING TIES

In the event that there is a tie, the tie will be broken by a toss of a coin by a DAA designee in the presence of authorized representatives of the tied bidders.

I. GROUNDS FOR REJECTION

1. A bid *shall* be rejected if
 - It is received at any time after the exact date and time set for the receipt of bids as stated in paragraph C.
 - It is not prepared in accordance with the required format or information is not submitted in the format required by this IFB.
 - The firm has submitted multiple bids in response to this IFB without formally withdrawing other bids.
2. A bid *may* be rejected if
 - It contains false or misleading statements for references which do not support an attribute or condition contended by the competitor. (The bid *shall* be rejected if, in the opinion of the 15th DAA, such information was intended to erroneously and fallaciously mislead the State in its evaluation of the bid and the attribute, condition or capability of requirement of this IFB.)
 - It is unsigned.
3. All bids *may* be rejected in any case where it is determined that
 - The bids are not really competitive
 - Where the cost is not reasonable, or
 - If it is deemed to be in the best interests of the State.
4. All bids *may* be rejected if the DAA determines, as its sole discretion, that any other reason exists to reject the bid.

J. RIGHT TO REJECT ANY OR ALL BIDS

It is the policy of the DAA not to solicit bids unless there is a bona fide intention to award a contract. In the rare case where solicitation is for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the DAA reserves the right to reject any or all bids or to cancel the IFB at any time during the process.

K. PROTESTS (State Administrative Manual, Section 1241 and Public Contract Code, Section 10343)

A bidder may file a protest against the awarding of the contract. The protest must be filed with the:

Department of General Services
Attn: Legal Office
707 Third Street
West Sacramento, CA 95605

and with the 15th DAA. The protest shall be filed prior to the expiration for five (5) working days from the notice of the proposed award being posted and, in no event, later than 5:00 pm on the fifth (5th) working day after notice for proposed award being posted in a public place at the 15th DAA's Administration Office.

IN ADDITION, within five (5) working days after filing the protest, the protesting bidder *shall* file with the 15th DAA 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 the protest by the conclusion of the fifth (5th) working day after notice of intention to award a contract has been posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest being deemed untimely and grounds for protest waived.*

L. SMALL BUSINESS PREFERENCE (SAM 1261)

State law allows certified small business (SB) and micro business (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 computational purposes to determine the winning bidder, not the actual bid amount.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the 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), refer to the information

below for contact information:

Office of Small Business and Disabled Veteran
Business Enterprise Certification (OSDC)
P.O. Box 989052
West Sacramento, CA 95798-9052

Phone #: (916) 375-4582
(800) 559-5529

If you are claiming the 5% small business preference, a copy of your old OSMB Small Business Certification Approval Letter must be submitted with the bid package.

M. INSURANCE APPLICABLE or NOT APPLICABLE

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance **\$1,000.000.00** in commercial general liability coverage, **\$1,000.000.00** in automobile liability insurance, per occurrence for bodily injury and property damage liability combined prior to the time of entering into a contract to be let pursuant to this IFB. In addition.

A Certificate of Insurance showing proof of Workers' Compensation Insurance is required.

The certificate must also include the following, unless the bidder is on the Division's or CFSA's Master Insurance Certificate list:

- Evidence of authorized insurance for the term of the contract, **including set up and tear-down days,**
- A 30-day cancellation notice,
- The 15th DAA's **name and address** shown as the certificate holder, and
- The additional insured language **exactly** as stated below:

"That the State of California, the 15th District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fairs, or California Exposition and State Fair, their directors, officers, agents, servants, and employees, are made additional insured, but only insofar as the operations under this contract are concerned."

Successful Bidder shall provide an **Original Certificate of Insurance** showing proof of General Liability, Automobile Liability and Workers' Compensation coverage **no later than five (5) working days after the bid opening date.***

****Properly processed RENEWAL INSURANCE DOCUMENTS (Certificate of Insurance) must be submitted at least five (5) days prior to expiration date, in order to show Continuous Insurance Coverage to the 15th DAA/Kern County Fair.***

N. DVBE REQUIREMENTS - MANDATORY IF APPLICABLE

A completed CA Disabled Veteran Business Enterprise Declaration form Std 843 and a completed Department of General Services, Procurement Division form GSPD-05-105 "Bidder Declaration Form" must be included with the bid package.

O. BIDDER/CONTRACTOR STATUS FORM. MANDATORY

A completed, dated, and signed "Bidder/Contractor Status Form" must be included with the bid package. (Both sides of the "Contractor Status Form" must be completed, and submitted as set forth in Section "E", "Instruction to Bidders".

FORMS SECTION

A FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- One (1) copy of "Bidder/Contractor Status Form" (both sides); **MANDATORY**
- One (1) copy of the Department of General Services, Procurement Division form GSPD-05-105 "Bidder Declaration"; **MANDATORY IF APPLICABLE**
- One (1) copy of OSDC's (or OSMB) "Small Business Certification Approval Letter"; **(MANDATORY IF CLAIMING SMALL BUSINESS PREFERENCE)**;
- One (1) copy of the CA Disabled Veteran Business Enterprise Declaration Form Std 843; **MANDATORY IF APPLICABLE**
- One (1) copy of Insurance Letter, signed and dated, as set forth in Section "E", Instruction To Bidders; **MANDATORY**
- One (1) copy of "Financial Proposal Bid Form", completed and signed **MANDATORY**

The "Financial Proposal Bid Form" must be in a clearly marked separate sealed envelope.

DOCUMENTS TO BE COMPLETED BY DAA

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

WORK STATEMENT

The 15th District Agricultural Association/Kern County Fair intends to award a contract for the Rental of Fairtime Radios, which shall include, but not be limited to, providing all equipment and services necessary to rent and deliver the radios as set forth below:

A. TERM OF AGREEMENT:

The term of this agreement for the "2023 (2024-2025 option years) Fairtime Radios Rental" is from Monday, September 11, 2023 through Friday, October 10, 2025 for the 15th District Agricultural Association/Kern County Fair.

B. 2023-2024-2025 KERN COUNTY FAIR DATES:

2023 Wednesday, September 20 through Sunday, October 1

2024 Wednesday, September 18 through Sunday, September 29 (option year 1)

2025 Wednesday, September 24 through Sunday, October 4 (option year 2)

C. SPECIFICATIONS

300	UHF 16CH 4W Digital Radios
35	AC/DC Six Unit Chargers
90	AC/DC Single Unit Chargers
375	Batteries
150	Speaker Mics
300	Antenna

TERMS & CONDITIONS

METHOD OF PAYMENT

Payment for services rendered will be paid in one payment, upon satisfactory completion of the terms and conditions of this Invitation For Bid #23-06, and Standard Agreement thereof, which includes rental and delivery of radios and accessories to the 15th District Agricultural Association/Kern County Fair.

BIDDER/CONTRACTOR STATUS FORM
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Contractor's Name _____ County _____
(full business name)

Address _____ Federal Employer ID# _____

City _____ Zip Code _____
(principal place 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

Place 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: _____ Treasurer: _____

Other Officers: _____

BIDDER/CONTRACTOR STATUS FORM

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All must answer:

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

Fictitious Name _____

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:

Are you claiming preference as a small business in reference to this RFP?
____ Yes ____ No

If yes, the bidder must submit Small Business Certificate.

Your small business ID number: _____

Pending Litigation or Hearings

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 RFP 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)

(Signature)

(Date)

If this status form is not completely filled out, signed and submitted with bidder's response to the RFP, the bid will be rejected as non-responsive.