

## **Tier I**

### **15<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION**

#### **INVITATION FOR BID (IFB) PACKAGE FOR "2023 TREE SERVICE WITH TWO (2) ONE-YEAR OPTIONS**

### **IFB NUMBER 23-07**

**Contact Person:**     **Michael G. Olcott – Chief Executive Officer**

This person is the only authorized person designated by the DAA to receive communication concerning this 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.

**Date Issued:   Wednesday, July 19, 2023**

## **DEFINITIONS**

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

**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 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

## **TECHNICAL INFORMATION**

### **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 15<sup>th</sup> DAA, Kern County Fair in releasing this IFB intends to award a contract for "2023 (2024-2025 option years) Tree Service, beginning Tuesday, August 15, 2023 through Thursday, August 14, 2025, on the grounds of the 15th District Agricultural Association.

### **C. TENTATIVE SCHEDULE**

IFB Released ..... Wednesday, July 19, 2023  
Bid Deadline ..... 2:00 pm, Friday, July 28, 2023  
Public Bid Opening ..... 2:30 pm, Friday, July 28, 2023  
Notice of Proposed Award Posted and Emailed..... no later than 5:00 pm, Friday, July 28, 2023  
Protest Deadline Date ..... no later than 5:00 pm, Friday, August 4, 2023  
Proposed Start Date ..... Tuesday, August 15, 2023  
Proposed Contract Ends ..... Thursday, August 14, 2025

### **D. DELIVERY OF BIDS AND CONTACT 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 this IFB to:

**Michael G. Olcott, Chief Executive Officer, at (661) 833-4900**

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

<b>Company Name</b>	<b>Postage Stamp</b>
<b>Company Address</b>	
<b>City/State/Zip Code</b>	
<b>MICHAEL G. OLCOTT, CHIEF EXECUTIVE OFFICER KERN COUNTY FAIR – 15<sup>TH</sup> DAA 1142 South "P" Street Bakersfield, CA 93307-3950</b>	
<b>RE: <u>Bid Proposal IFB #23-07</u></b>	
<b>"2023 Tree Service" with Two (2) One-Year Options</b>	

## 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](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**

**E. WORK STATEMENT AND TERMS AND CONDITIONS**

The Work Statement and Terms and Conditions are defined and set forth in detail on pages eight (8) through eleven (10) of this Invitation For Bid. 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 a 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 a part of the contract. All terms and conditions are fixed and non-negotiable.

**F. CONTRACT AWARD**

The contract must be awarded to the lowest ***responsive*** bidder or all bids must be rejected. If the lowest responsive bidder does not have the necessary quantity, the 15<sup>th</sup> 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 DAA's Administration Office. In addition, a copy of the "Notice of Proposed Award" will be emailed to each bidder.

**G. 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 REJECTIONS**

1. A bid *shall* be rejected if:
  - It is received at any time after the exact time and date set for 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.
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 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:
  - Where the cost is not reasonable, or
  - If it is deemed to be in the best interest of the State.
4. All bids *may* be rejected if the 15<sup>th</sup> DAA determines, at its sole discretion, that there is any other reason exists to reject the bid.

## **J. RIGHT TO REJECT ANY OR ALL BIDS**

It is the policy of the 15<sup>th</sup> DAA not to solicit bids unless there is a bona fide intention to award a contract. In the rare case where solicitation for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the 15<sup>th</sup> DAA reserves the right to reject any and all bids or to cancel the IFB at any time during 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 (DGS), 707 Third Street, 2<sup>nd</sup> Floor, West Sacramento, California 95605, Attention: Legal Office **and** with the 15<sup>th</sup> DAA. The protest shall be filed 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 15<sup>th</sup> DAA's Administration Office.

***IN ADDITION***, within five (5) working days after filing the protest, the protesting bidder *shall* file with the 15<sup>th</sup> 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 protest by the conclusion of the fifth 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 will result in the protester's protest being deemed untimely and grounds for protest waived.

**L. SMALL BUSINESS PREFERENCE (SAM 1261)**

Section 14835, et seq., of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request.

To claim the small business preference, which may not exceed \$50,000 for any proposal, your company must have its principal place of business located in California and have a complete application (including proof of annual receipts) on file with the State Office of Small Business and Disabled Veteran Business Enterprise Certification (OSDC), 707 Third Street, 2<sup>nd</sup> Floor, West Sacramento, CA 95605, (916) 375-4940 or (800) 559-5529.

*If you are claiming the 5% Small Business preference, a copy of your OSDC (or OSMB) "Small Business Certification Approval Letter" must be submitted with your bid package.*

In addition to submitting the OSDC's Certification Approval Letter with the bid package, **all bidders** must complete the "Bidder/Contractor Status Form". **MANDATORY**

**M. INSURANCE (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. A Certificate of Insurance showing proof of Workers Compensation Insurance is required also.

The certificate must 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 dates, if applicable,**
- A 30 day cancellation notice,
- the 15<sup>th</sup> District Agricultural Association, 1142 South "P" Street, Bakersfield, California, 93307-3950, (*name and address*) shown as the certificate holder, and
- The additional insured language *exactly* as stated below:

"The State of California, the 15<sup>th</sup> District Agricultural Association, County Fair, the County in which the County Fair is located, Citrus Fairs, or California Expositions and State Fair, their agents, directors, officers, servants, and employees, are made additional insured, but only insofar as the operations under this contract are concerned".

Successful Bidder/Contractor shall provide an original Certificate of Insurance showing proof of General Liability, Automobile Liability, and Workers Compensation coverage within five (5) working days after the bid opening date, unless they are currently on file with the State.\*

**N. BIDDER/CONTRACTOR STATUS FORM (MANDATORY)**

One (1) copy of 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 submitted as set forth in Section "E", "Instructions To Bidders").

**O. FINANCIAL PROPOSAL BID FORM**

One (1) copy of a completed, dated, and signed "Financial Proposal Bid Form" must be submitted separately from the "Technical Bid" package. Complete, date, and sign the "Financial Proposal Bid Form" and return all pages when submitting your bid.

**FORMS DISTRIBUTION SECTION**

**A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER IN BID ENVELOPE**

- One (1) copy of the "Bidder/Contractor Status Form" - (dated, signed, and completed on 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 a signed and dated letter from Bidder (on company letterhead), stating: "We will provide an Original Certificate of Insurance for General Liability, Automobile Liability and Worker's Compensation Insurance, as required by the State of California, as set forth in Item "M" on Page 7 of this IFB and in the "Sample" Form "California Fair Services Authority – Insurance Requirement", if we are awarded the contract"; **MANDATORY**
- One (1) copy of the "Financial Proposal Bid Form," (all pages) completed, dated and signed; **MANDATORY**

**B. DOCUMENT TO BE POSTED BY THE 15TH DAA AFTER BID OPENING**

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



### **WORK STATEMENT**

The 15<sup>th</sup> District Agricultural Association/Kern County Fair intends to award a contract for Tree Service,, which shall include, but not be limited to providing the following:

- The work will involve tree services at various locations on the grounds of the 15th DAA/Kern County Fair, which is 168 acres in size, and may include, but not limited to, tree pruning of existing trees; tree removal; root pruning of existing trees; stump grinding; emergency tree services; and related tree maintenance work.
- The work will be performed on an "if-and-as-needed" basis. Contractors who can demonstrate experience, expertise and quality of work may be awarded a master agreement for a term of one (1) year with up to two (2) one-year options.
- Contractor must be a certified tree arborist concerning diseased trees, fertilization, watering, and planting of new trees.

### **TERM OF AGREEMENT**

The term of this agreement is as follows:

**2023/2024 Tuesday, August 15, 2023 through Thursday, August 14, 2024**

**2024/2025 Friday, August 15, 2024 through Monday, August 14, 2025 (Option year 1)**

**2025/2026 Tuesday, August 15, 2025 through Friday, August 14, 2026 (Option year 2)**

### **METHOD OF PAYMENT**

Payment for services rendered will be paid upon receipt of invoice for services rendered on an "if-and-as-needed" basis.

**BIDDER/CONTRACTOR STATUS FORM**  
**Page 1 of 2**

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:

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**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:

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**CURRENT OFFICERS:**

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Other Officers: \_\_\_\_\_

## BIDDER/CONTRACTOR STATUS FORM

Page 2 of 2

### 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.***