

# **TIER I**

## **15<sup>th</sup> DISTRICT AGRICULTURAL ASSOCIATION INVITATION FOR BID (IFB) PACKAGE FOR "2023 FAIRTIME PROGRAMS" IFB #23-08**

**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:** **Friday, July 28, 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, 2<sup>nd</sup> Floor  
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 15<sup>th</sup> DAA, Kern County Fair in releasing this IFB intends to award a Contract for the "2023 Fairtime Programs".

**C. TENTATIVE SCHEDULE**

IFB Released ..... Friday, July 28, 2023

Bid Deadline ..... 10:00 am, Friday, August 4, 2023

Public Bid Opening ..... 10:30 am, Friday, August 4, 2023

Notice of Proposed Award sent and Posted by ..... 5:00 pm, Friday, August 4, 2023

Contract Award Date ..... 5:00 pm, Friday, August 11, 2023

**(No protests may be filed after this time)**

Proposed Contract Commences ..... Tuesday, August 15, 2023

Proposed Contract Ends **on the (Delivery Date)**.....Wednesday, September 6, 2023

**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 this IFB. Direct questions concerning the technical requirements of the 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:

**Company Name**

**Company Address**

**City/State/Zip Code**

**Postage Stamp**

**MICHAEL G. OLCOTT, CHIEF EXECUTIVE OFFICER**

**KERN COUNTY FAIR – 15<sup>TH</sup> DAA**

**1142 South "P" Street**

**Bakersfield, CA 93307-3950**

**RE: Bid Proposal IFB#23-05**

**"2023 Fairtime Programs"**

#### **E. INSTRUCTION TO BIDDERS**

This section details **MANDATORY** format instructions to the bidder. Please note that all bids submitted must follow the instructions. All information requested and questions must be answered. 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 this IFB.

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

- One (1) attached, completed, dated, and signed "Bidder/Contractor Status Form". This is **MANDATORY**;
- One (1) copy of the attached CA DVBE Bidder Declaration form GSPD-05-105; **Mandatory if applicable**  
<https://www.documents.dgs.ca.gov/dgs/fmc/gsp/pd/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/gsp/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gsp/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**;
- The "Financial Bid Form", must be completed, dated, signed and submitted in a **separate** sealed envelope; **MANDATORY**

#### **F. WORK STATEMENT AND TERMS AND CONDITIONS**

The Work Statement is defined and set forth in detail on page eight (8). The Work Statement describes the work to be performed by the bidder who is awarded this contract. The contract awarded pursuant to this IFB will also contain Standard Contract Terms and Conditions which will be incorporated and made a 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. 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 Award" will be mailed to each bidder.

## **H. GROUND FOR REJECTIONS**

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 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 interest of the State.
4. All bids ***may*** be rejected if the 15<sup>th</sup> DAA determines, at its sole discretion that any other reason exists to reject the bid.

## **I. 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.

## **J. 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  
Attention Legal Office  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, California 95605

and, with the 15<sup>th</sup> DAA. The protest shall be filed prior to the expiration of five (5) working days from notice of the proposed award being posted and, in no event, later than 5:00 p.m., on the fifth (5<sup>th</sup>) working day after notice of proposed award being posted in a public place at the 15<sup>th</sup> District Agricultural Association.

***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 (5<sup>th</sup>) 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.

**K. 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 to affect 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 & Disabled

Phone #: (916) 375-4582

Veteran Business Enterprise Certification (OSDC)

(800) 559-5529

P.O. Box 989052

West Sacramento, CA 95798-9052

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

**M. DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENTS – FOR BIDS TOTALING OVER \$10,000.00 – WAIVED - SINCE WE DO NOT HAVE THE NEW RULES AND REGULATIONS FROM THE DIVISION OF FAIRS & EXPOSITIONS.**

**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 submittal. (Both sides of the "Contractor Status Form" must be completed, and submitted as set forth in Section "E", "Instruction to Bidders").

**O. PAYEE-DATA RECORD FORM**

Successful Bidder/Contractor must complete, date, and sign a "Payee-Data Record Form" prior to commencement date of the resulting Contract/Agreement from this bid process.

**FORMS DISTRIBUTION SECTION**

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

- One (1) copy of the "Bidder/Contractor Status Form" (Complete both sides); **[MANDATORY]**
- One (1) copy of the Bidder Declaration form GSPD-05-105; **[MANDATORY IF APPLICABLE]**
- One (1) copy of the OSDC's (or OSMB) "Small Business Certification Approval Letter", must be submitted with bid documents if bidder is claiming the 5% bidder's Small Business Preference. **[MANDATORY] – If claiming "Small Business Preference".**
- One (1) copy of the CA Disabled Veteran Business Enterprise Declaration Form STD 843;
- One (1) copy of the "Financial Proposal Bid Form" - (all pages) completed, dated, and signed; **[MANDATORY]**

**B. DOCUMENTS TO BE COMPLETED BY 15<sup>TH</sup> 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 the Fairtime Programs for the 2023 Kern County Fair.

### **A. 40,000 FULL COLOR CUSTOM BOOKLET/CATALOG**

Page Count:	48 pages
Size:	5.375" x 8.375"
Color:	Full color booklet/catalog including front & back covers
Bindery:	Saddle stitched booklets
Paper:	60lb gloss text
Delivery Date:	Wednesday, September 13, 2023

Sample Program: [https://cdn.saffire.com/files.ashx?t=fg&rid=KernCoFair&f=2022\\_Daily\\_Program-compressed.pdf](https://cdn.saffire.com/files.ashx?t=fg&rid=KernCoFair&f=2022_Daily_Program-compressed.pdf)

### **B. INCREASE IN NUMBER OF PROGRAMS REQUIRED**

The 15th DAA reserves the right to **increase** the quantity of programs required in this bid process at the same bid price as submitted by Successful Bidder/Contractor in their "Financial Proposal Bid Form".

### **C. FINANCIAL PROPOSAL BID FORM**

Proposed bidders are to return their completed "Financial Proposal Bid Form", in the manner set forth on page 4 - Section "E", "Instruction To Bidders", in Invitation For Bid #23-08 herein, no later than 10:00 am, Friday, August 4, 2023. The attached "Financial Proposal Bid Form" is incorporated herein and made a part of this Invitation for Bid #23-08.