

**15th DISTRICT AGRICULTURAL ASSN.
Kern County Fair
1142 South "P" Street
Bakersfield, CA 93307**

**High Score
REQUEST FOR PROPOSAL (RFP)
For
2023 Janitorial Services Contract**

RFP NUMBER – RFP #23-01

The following is the only authorized person designated by the fair to receive communication concerning the RFP:

**Michael G. Olcott
Chief Executive Officer
661.833.4900**

Please do not attempt to contact any other person concerning this RFP. Oral communication from fair officers and employees concerning the RFP shall not be binding on the fair and shall in no way excuse the bidder of obligations as set forth in the RFP. Only questions concerning the technical requirements of the RFP will be answered concerning this RFP.

Release Date: Monday, June 12, 2023

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PART I
DEFINITIONS

ASSOCIATION

Refers to the 15th District Agricultural Association, a California State Institution, charged with the management and operation of the Kern County Fair and fairgrounds and all the facilities this encompasses.

PROPOSER/BIDDER

The individual, company, organization or business entity submitting the proposal in response to the Request for Proposal (RFP).

EVALUATION
& SELECTION
COMMITTEE

Hereinafter referred to as **“Committee”** Committee chosen by the fair to evaluate and score proposals received.

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 fairs, is located at:

1220 “N” Street
Sacramento, CA 95814

DGS

Refers to the **“Department of General Services”**, State of California, located at:

707 Third Street, 2nd Floor
West Sacramento, CA 95605
Attention: Office of Legal Services

RFP

Request for Proposal

RESPONSIVE

Proposals that are timely, meet the proper form required for submittal of the proposals, and provide the required information pursuant to the criteria outlined in the RFP will be considered “responsive”.

PART II
GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 15th District Agricultural Association in releasing this RFP intends to award a contract for a period of *one (1) year*.

B. MINIMUM QUALIFICATIONS

You must meet the minimum qualifications in order to submit a proposal:

1. Currently in business providing janitorial services at outdoor festival-type productions, fairs or State fairs that host multi-day events with an average daily attendance of 12,000 patrons.
2. You must have a minimum of Two (2) years of documented and verifiable experience in providing janitorial services, which must include the provisions of such service in the period of 2019 – 2022.
3. Janitorial services must be a primary focus of your business operation.
4. Experience and knowledge of District Agricultural Association's contract requirements and restrictions. Experience working with a public entity.
5. You must have a current California License.
6. Demonstrated experience with interviewing, hiring, scheduling, and supervising for multi facet venues and fairs.
7. Proposer cannot sub-contract with any other party, company and or business.

C. PROPOSER/BIDDER RESPONSIBILITY

Read the documents very carefully, as the fair shall not be responsible for errors and omission on the part of the Proposer/Bidder. Carefully review final submittal, as reviewers will not make interpretations or correct detected errors in calculations.

D. 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 VII, Section B. Failure to timely submit

your proposal shall result in an automatic rejection. Failure to meet any of the below requirements or any of those identified in Part III, Section A, number 4 may result in a rejection, or a reduction in points during the scoring process. Please see Part III, Section A number 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 three (3) copies of the technical proposal and labeled with the bidder's name, the RFP number, and "Technical Proposal". (For additional details, see Part VII, B. 1).
- One (1) sealed package containing one (1) copy of the financial proposal bid form and labeled "Financial Proposal Bid Form". (For additional details, see Part VII B. 2.).
- Both Sealed packages must be placed in a third package with the bidder's name on the outside and addressed as follows:

Michael G. Olcott, CEO
15th District Agricultural Association
1142 South "P" Street
Bakersfield, CA 93307
Janitorial Services RFP 23-01

E. CONTRACT AWARD

If the proposal is not automatically rejected as described in Part II, Section D, then each bidder's technical proposal is evaluated and scored by the committee who utilizes the score sheet included in Part VI. Subsequently, the "Financial Proposal Bid Forms" will be opened and scored. Small Business Preference will be computed when applicable.

If a contract is awarded, it shall be granted to the responsible bidder who submits the proposal with the highest final score. 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 emailed 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.

F. TENTATIVE SCHEDULE

Monday, June 12, 2023

RFP Released

Friday, July 7, 2023

Proposals due to the 15th D.A.A.'s Administrative Office no later than 2:00pm

Friday, July 7, 2023

Evaluation and Selection Committee scores proposals (not a public review)

Friday, July 7, 2023

Interview (if needed for clarification) In person or by Phone

Monday, July 10, 2023

Notice of Proposed Award posted and emailed

Monday, July 17, 2023

No protest may be filed after 5:00 pm on this date

Tuesday, July 18, 2023

Contract awarded

G. SMALL BUSINESS PREFERENCE (APPLIES ONLY IF FAIR IS A DISTRICT AGRICULTURAL ASSOCIATION)

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/MB's to 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.

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

Certification Application

To apply, access DGS online Small Business Certification Application (STD.813), or to receive your hard-copy form by mail, e-mail osdchel@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 5:00p.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% 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 (OSDA)
Attn: BDD Unit
707 3rd St., 1st Fl., Rm. 1-400
West Sacramento, CA 95605

H. 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 District 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.

I. INSURANCE

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance for not less than \$1,000,000.00 in commercial general liability coverage 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 RFP.

The certificate must include the following, unless the bidder is on the F&E'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 DAA's name and address shown as certificate holder, and
- The additional insured language ***exactly*** as stated below

"The State of California, 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, 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."

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, they shall immediately notify the Association of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document.

Modification by the Association, if any, will be made in writing by way of an addenda issued pursuant to section 2, below.

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

2. Addenda

If necessary, the Association will modify the RFP prior to the date set for submission of final proposals, by issuance 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 the RFP. Failure to include such mandatory requirements or conditions will result in the disqualification of the 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 bids 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, which 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 Association not to solicit proposals unless there is a bona fide intention to award a contract. However, the Association reserves the right to reject any or all proposals or to cancel the RFP at any time during the process

6. Protest

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

If the Fair is a District Agricultural Association, the protest must be filed with the Association and with DGS at:

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

The protest must be received prior to the expiration of five (5) working days from notice of the proposed award being posted and, in no event, later than 5:00PM 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, with five (5) calendar days after filing the protest, the protesting bidder shall file with the Association 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. Protest 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 will become the property of the Association. 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 Association will assess a fee to cover duplicating costs. Documents may be returned only at the Association's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official fair files.

2. Confidentiality of Proposals

The Association 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. Bidder acknowledges that all materials submitted in response to the RFP, including proprietary materials, are subject to the California Public Records Act.

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

3. Modification or Withdrawal of Proposals

Any proposal, which is received by the Association 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
HISTORY AND GENERAL INFORMATION

The Board of Directors of the 15th District Agricultural Association, an agency of the State of California, located in Bakersfield, California, is seeking the services to provide janitorial services for Fair time on the grounds, buildings, portable offices, permanent restrooms, and bleachers/benches. The 15th DAA is seeking this service for one year.

2023 Fair	September 20 - October 11
2022 attendance	336,364

As an agency of the State of California, the 15th District Agricultural Association must operate within state guidelines for procurement, employment, and contracting.

The 168 acre facility includes multiple entertainment areas, eight (8) buildings, six (6) portable buildings plus eleven (11) ticket booths, five (5) permanent restrooms inside the buildings, eleven (11) permanent restrooms outside, and multiple bleachers and/or benches.

PART V
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. *The contract awarded by the 15th District Agricultural Association, will be pursuant to this RFP and will also contain the "Standard Contract Terms and Conditions" (SCTC), Form which will be incorporated and made part of the contract. All terms and conditions are fixed and non-negotiable.*

A. GENERAL INFORMATION

1. Contractor will be responsible for seeing that sufficient personnel are scheduled on day and night shifts in order for grounds, buildings, portable offices, restrooms, grandstands/bleachers are clean at all times. For pre-fair move-in, a minimal crew (suggested 15) will be required September 16 through September 19. A minimum of fifty-five (55) persons per day and a minimum of two (2) shifts during the fair are suggested. Contractor shall schedule crews for all areas to be clean at all times and at Fair standards. Full crews shall start at 8:00 am on opening day of the fair and will finish when work is completed following the close of the fair.
2. Contractor will be responsible for keeping track of inventory, products, supplies and tools used in performing these services and keeping all equipment in good working order. Contractor will be required to make all requests for supplies through work orders to the Maintenance Department.
3. All refuse/garbage cans shall be lined with plastic liners and emptied as needed during all hours of operation. All trash shall be emptied into tilt hoppers located throughout the fairgrounds. Following the final close of the fair, Contractor shall be responsible for collecting all trash cans from all parking lots, cleaning out all garbage cans and returning to a specified location.

4. All recyclables are the property of the Kern County Fairgrounds and are not to be taken by Contractor under any circumstance. All recyclables (except cardboard) will be collected by Kern County Fairgrounds staff unless other arrangements are made.
5. In case of inclement weather, the janitorial crew will be assigned to sweep water in areas as needed. In other cases of emergency, the janitorial crew will be used as deemed necessary.
6. Contractor will work under the direction of the Chief Executive Officer or designee.
7. All areas previously outlined will be cleaned to Fair standards prior to opening each day.

Contractor will provide crews with T-shirts with Contractor's company logo.

WORK STATEMENT

B. GROUNDS

1. Contractor will have a supervisor or designated lead person on duty to supervise all employees while performing services. The grounds shall be "broom clean" and all refuse cans to be emptied no later than 8 AM each day of the Fair.
2. The Budweiser Pavilion, Frontier Stage, La Villa Festiva, along with backstage dressing rooms and offices are to be cleaned before and after each performance or as needed.
3. Contractor will clean/wash down all tables daily, and bus/clean all tables and benches as necessary throughout the day. Tablecovers will be changed as needed.
4. Contractor will clean/wash down all benches and bleachers daily.
5. Contractor will clean Portable Hand Washing Stations as needed.

6. Contractor shall be responsible for keeping all walkways clean of trash and spills including the Livestock area.
7. Bio Hazard spills will be cleaned up by the janitorial crew with Emesis kits provided by the Fair.
8. Trash will be picked up in all parking lots and along outside perimeters of the Fairgrounds daily, including along Sequoia Middle School and Wayside Elementary.
9. RV lots are to be cleaned daily, pulling trash and cleaning up any debris on the grounds.

C. BUILDINGS

Contractor shall schedule crews so the buildings are swept and mopped before fair opens daily. The crews shall maintain the buildings throughout the day cleaning up spills and removal of trash until close of buildings. The following is a list of all buildings requiring a janitorial crew:

1. Building 1 - Youth Exhibits
2. Building 2 - Commercial Exhibits
3. Building 3 - Commercial Exhibits
4. Building 4 - Fine Arts
5. Building 5 - Harvest Hall
6. Building 6 - Sales Pavilion
7. KC Farm House - Culinary Exhibits
8. KC Farm Office

Commercial buildings have the same hours as Hours of Operation. All other buildings close one hour before Hours of Operation, with the exception of Seniors' Day, Friday, September 22: buildings will open at 10am.

D. PORTABLE OFFICES

Contractor shall schedule crews so the portable offices are swept and mopped before fair opens daily. The following is a list of all buildings requiring a janitorial crew:

1. Compound - Two (2) Units: Voice of the Fair, Grounds Acts
2. Budweiser Pavilion - Two (2) Units: Production, Artist
3. La Villa Festiva - Two (2) Units: Production, Artist
4. Frontier Stage - Two (2) Units: Dressing Room 1, Dressing Room 2
5. 1st Aid Trailer
6. Grandstand Announcer's Booth

Ticket Booths - Eleven (11)

E. PERMANENT RESTROOMS

Contractor shall schedule crews so the permanent restrooms are cleaned and serviced upon arrival of morning shift and at all times when grounds are open to the public. An attendant will be assigned to each men's and women's restroom as indicated in the restrooms listed below. A service record must be kept of each time each restroom is serviced in a day including date, time and person servicing. Records must be turned in to the Maintenance Supervisor daily. If Contractor wants to put up signs in the restrooms they must be approved by Management before and must **NOT** use duct tape or staples. No hand written signs will be allowed. All staff must receive training on chemicals, safety and restroom hardware. Any graffiti on bathroom walls must be removed ASAP on a daily basis.

RESTROOMS INSIDE BUILDINGS

1. Building #1 - Youth Exhibits
2. Building #2 - Commercial Exhibits
3. Building #3 - Commercial Exhibits
4. Building #4 - Fine Arts
5. Building #5 - Harvest Hall

RESTROOMS OUTSIDE

1. Carnival
2. Maintenance
3. Maintenance/Union Gate
4. Jimmy Rogers Arena
5. Horse Stalls
6. Livestock/Ming Avenue
7. Livestock/Sales Pavilion
8. Livestock/Livestock Office
9. KC Farm
10. Bolthouse Pavilion
11. Grandstand

F. BLEACHERS/BENCHES

Grandstand Rodeo Arena - Contractor will be responsible for ensuring that all trash and refuse is swept or blown from the seating areas both weekends.

Monster Trucks -

Saturday, September 23 and Sunday, September 24

PRCA and Fiesta Del Charro Rodeos

Friday, September 29, Saturday, September 30 and Sunday, October 1

Contractor will be responsible for ensuring that all trash and refuse is swept or blown from the seating areas prior to opening daily and maintained throughout the day on the following bleachers:

- Budweiser Pavilion
- Frontier Stage
- La Villa Festiva
- KC Lane Stage
- KC Lane Loop (Stunt Dogs, Racing Pigs,
Ducks) Jimmy Rogers Arena
- Swine Ring
- Goat Ring
- Sales Pavilion
- Dairy Birthing

Contractor will be responsible for ensuring that all trash and refuse is swept and benches wiped clean at the following location:

- Main Plaza Stage

G. POST FAIR CLEANING

Post fair cleaning begins immediately following the final close of fair. Vendors will have trash left behind after pulling out that must be removed ASAP in order for our maintenance staff to effectively continue with their job.

1. Contractor is responsible for collecting all trash cans from all parking lots and RV lots, clean out all garbage cans and returning to a specified location for storage.
2. All parking lots and RV lots must be cleaned, picking up all trash left behind.
3. All dispensers in restrooms must be left in good working order. If there are any broken dispensers they must either be replaced immediately or reported to our maintenance department for replacement. Any broken fixtures or dispensers must have a work order completed and submitted to the maintenance department for repair or replacement.
4. All restroom floors must be cleaned of any urine and/or water stains, all toilet bowls completely washed down and wiped clean, all sinks and any mirrors scrubbed and cleaned. Any graffiti must be removed ASAP on a daily basis and after fair before securing the restrooms for the last time.
5. All dispensers must be fully restocked before leaving including toilet paper, paper towels and soap.

H. MAP OF BUILDINGS, PORTABLE BUILDINGS, STAGES, RESTROOMS AND

GROUNDs The attached Buildings, Portable Buildings, Stages, Restrooms and Grounds map is incorporated herein and made a part of this RFP #23-01.

PART VI

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 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 Association reserves the right to verify any reference 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 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 or clarification of proposals. Following any interviews, the proposals may be re-scored.

- This is not a public review

6. The “Financial Proposal Bid Form” will be scored as outlined in Part II, E. Certified small business bidders, who have included in the proposal a copy of their Small Business Certification Approval Letter, shall be granted a preference of five (5%), (see Small Business Preference information in Part II). The lowest bidder will be assigned the highest possible points (10) and a percentage of the total points will be assigned to the remaining bidders based on the amount of the financial proposal.

7. In order to obtain the total score for each bidder, the total points of each reviewer will be added up for each bidder and the result divided by the number of people on the Committee. The proposed award will be made to the bidder with the highest final score.

8. 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.

9. All bidders will be notified of the results.

4. 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.
5. The "Financial Proposal Bid Form" of those responsible qualified bidders achieving the required minimum points will then be opened. Certified Small Business bidders shall be granted a preference of 5% (see Small Business Preference information in Part II).
6. Selection of the bidder is based on the financial proposal bid form of the qualifying technical proposals as described in Part II.
7. 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 tied bidders.
8. All bidders will be notified of the results.

B. SCORING PROCESS, CRITERIA AND ITEMS SCORED

Bidders receiving a score of **65 Points** or more out of 70 Points 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.

Each proposal will be evaluated using the following criteria:

Compliance	10 points
Previous Performance and References	45 points
Personnel and Bidder's Qualification/Philosophy	15 points

TOTAL	70 points
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ITEMS TO BE SCORED:

1. COMPLIANCE

- a. The first page of the Technical Proposal must be a ***signed*** cover letter on the letterhead of the bidder company with the person's name printed clearly above or below the signature line, dated and containing 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 #23-01 to which this proposal responds, have been read and understood. Further, in signing this letter, as the authorized representative of the submitting firm, 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."

- b. Complete, sign and present all information as required.

2. PREVIOUS PERFORMANCE AND REFERENCES

All references and recommendations must come from a state or county fair other than the fair your company is bidding on.

- a. List all large outdoor, festival-type and state and county fair clients that the bidder has serviced within the last 4 years. Provide detailed information including name, address, telephone number and nature of service provided.
- b. Provide a minimum of three (3) letters of recommendation from the current CEO's of different county or state fairs on their letterhead, signed and dated within the last year where the bidder had provided janitorial services.
- c. Provide a minimum of three (3) letters of recommendation from any past outdoor festival-type productions (could include additional fairs not listed previously) that the bidder has provided services for in the last year.

This section will be scored on the quantity of events listed that are the same or similar in size and length to ours and the feedback we receive from your recommendations.

3. **PERSONNEL AND BIDDER'S QUALIFICATIONS/PHILOSOPHY**

- a. Include a written commentary explaining the overall qualifications of bidder's company history and business philosophy, attitude, interest in project, and integrity. This might include excerpts from the company's personnel manual and applicable policies or statements related to the same. Include the background and professional experience of bidder's management team. This written commentary is required to be deemed responsive and shall be scored on the quality of the information provided.
- b. Provide a plan describing how a workforce will organize and execute, including staffing plan, scheduling and training.

PART VII

MANDATORY FORMAT AND CONTENT REQUIREMENTS

A. INTRODUCTION

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

- ~ All bids submitted must follow the proposal format instructions:
- ~ All information must be presented in the order and 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 D.

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 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, double spaced.

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 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 the 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; the proposal may be rejected as being non-responsive.

Include a Table of Contents following the signed cover letter.

~ 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 certified letter.

Or, if application for the preference 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 business you commit to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractors’:

Name, address, phone number, description of work to be performed and dollar amount or percentage per subcontractor.

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

One (1) copy of any state licenses or certifications, as required by the State of California, as related to providing such services as stated in this bid or to conduct such businesses in the State.

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

2. "Finance Proposal Bid" Form

The "Financial Proposal Bid" Form *must* be completed and signed as stated in Part II, D.

PART VIII FORMS SECTION

Forms to be completed and submitted by bidder:

- Bidder/Contractor Status Form, completed and signed
- Technical Bid Form
- Finance Proposal Bid Form, completed and signed
- Small Business Certificate (if applicable)
- Completed and signed "Outstanding Judgment or Pending Litigation Form"

Documents to be completed by 15th D.A.A.:

- Notice of proposed award
- STD-213 – Standard Agreement
- STD-215
- Exhibit A-Scope of Work
- Exhibit B-Budget Detail
- Exhibit C – Workers’ Compensation Exempt Statement
- Exhibit D – Progress Payment Schedule
- Exhibit E – CFSA Insurance Requirements Statement
- STD CCC-307 – Contractor Certification Clauses
- STD 204 – Payee Data Record

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:

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

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.

TECHNICAL BID FORM

BIDDER'S NAME:

FAIR:

The undersigned declares under penalty under the laws of the State of California that the matters set forth in this "Technical Bid Form" and all attachments thereto and enclosures therewith, if any, are true.

The undersigned hereby bids and agrees to furnish all equipment, apparatus, labor, supplies, and other facilities and incidentals necessary and/or required to perform all work required for the above-named Fair in the manner and time prescribed in the RFP and such addenda thereto as may be issued prior to bid opening date (please complete acknowledgements of receipts below) and all other contract documents as defined in the Standard Agreement. Bidder hereby acknowledges receipt of all Addenda to this Request for Proposal by completing the following:

Addenda No. _____
and acknowledged

Bidder's initials _____ Received

Addenda No. _____
and acknowledged

Bidder's initials _____ Received

Addenda No. _____
and acknowledged

Bidder's initials _____ Received

Each "Technical Bid Form" submitted shall include the items below:

1. All attachments appropriately numbered
2. Other

Name: _____ Date: _____

OUTSTANDING JUDGMENT OR PENDING LITIGATION FORM

The purpose of this form is to determine if there are any legal and binding judgments against the Bidder (its company or any of its executive officers). If that judgment occurred from previous business dealings with one of California's Agricultural Associations or State Fairs, the company and/or its officers would be deemed non-responsive and not suitable for future business dealings with a California Agricultural Association, as in 15th DAA, Kern County Fair.

In addition, it is important to the Kern County Fair that any pending litigation involving any of California's Agricultural Associations, as well as other State of Civic entities, be disclosed as part of this RFP package. For the purpose of this Form, "Pending Litigation" shall be defined as any lawsuit that has not been decided or settled or is awaiting conclusion or confirmation.

By signing this "Outstanding Judgment or Pending Litigation Form", the Bidder declares under penalty of perjury under the laws of the State of California that no civil, criminal or administrative litigation is currently pending against the Bidder's company or officers, except where noted below:

Except with the information listed above, by signature on this Form the Bidder certifies that there are no outstanding judgments or pending litigation against the Bidder's company or any of its executive officers.

Company Name

Signature, Title

Date

TIER II

FINANCIAL PROPOSAL

BID FORM

JANITORIAL SERVICES RFP #23-01

A ONE-YEAR CONTRACT

INFORMATION: Seeking proposals from interested and qualified parties for the purpose of providing Janitorial Services for fair time for the annual fair covering the complete grounds, buildings, portable offices, permanent restrooms, bleachers/benches and parking lots for the 15th DAA, Kern County Fair, for one year (2023).

This section (Tier II) and any other financial materials that may be provided must be submitted in a separate sealed envelope and will not be opened unless the bidder qualifies to move on to Tier II.

PROPOSAL: **TOTAL 2023, 1-YEAR CONTRACT:** \$ _____

(Low financial offer will be based on the 1-year total at the Fair's discretion. Please factor in California Minimum Wage increases.)

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

If yes, the bidder must submit Small Business Certificate with the technical proposal package.

All bidder's 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/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 a prudent 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, bidder certifies that the information provided by the bidder is accurate, true and correct, and not intended to mislead the DAA in any manner.

SIGNATURE, TITLE

DATE

-
- The map illustrates the 2014 National Finals Rodeo grounds, showing the following key locations and facilities:
- Arenas and Stages:** Jimmy Rogers Arena, Coors Grandstand Arena, KC Loop, Budweiser Pavilion, Main Plaza Stage, Frontier Stage, and KC Lane Stage.
 - Seating and Viewing Areas:** Various yellow and pink shaded regions representing seating for different events.
 - Facilities and Services:** Union Entrance, RR (Rodeo Ring) areas, Livestock Office, Sales Pavilion, Sheep Ring, Sheep, Poultry, Rabbits, Goats, Beef, Dairy, Birthing Barn, and Lost Children area.
 - Streets and Landmarks:** Grand Avenue, Harvest Lane, Main Street, and KC's Park.
 - Other Features:** Parking, Administration, and a yellow star marking a specific location near the Main Plaza Stage.