

**21ST DISTRICT AGRICULTURAL ASSOCIATION
BIG FRESNO FAIR
INVITATION FOR BID (IFB)**

IFB NUMBER #22-007

**SPECIFICATIONS TO FURNISH & PRINT HARD TICKETS
FOR A ONE YEAR PERIOD (2022)
WITH FOUR (4) ONE 1-YEAR OPTIONS (2023 - 2026)**

Contact Person: Lauri King, Deputy Manager II

This person is the only authorized person designated by the District to receive communication concerning this IFB. Please do not contact any other person concerning this IFB. Oral communication of District Officers and employees concerning the IFB shall not be binding on the District 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: May 5, 2022

DEFINITIONS

- BIDDER** The individual, company, organization, or business entity submitting the proposal in response to the IFB.
- 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 branch of the agency of State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F&E is located at:

2800 Gateway Oaks Dr., Room 257
Sacramento, CA 95833

Mailing Address:

1220 N Street
Sacramento, CA 95814

- IFB** Invitation for Bid

TECHNICAL INFORMATION

A. BIDDER RESPONSIBILITY

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

B. PURPOSE

The Board of Directors of the 21st District Agricultural Association, in releasing this IFB, intends to award a contract to furnish and print hard tickets for a one (1) year period (2022) with four (4) one 1-year options, (2023 – 2026) for the Big Fresno Fair.

C. TENTATIVE SCHEDULE

IFB Released	May 5, 2022
Bids due at DAA's administration office no later than 2 p.m.	May 23, 2022
Contract Award	May 24, 2022
Notice of proposed award posted and mailed	May 25 - June 2, 2022
Date award to be final if no protest received	June 3, 2022

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:

Lauri King, Deputy Manager II
21st District Agricultural Association
The Big Fresno Fair, IFB #22-007
1121 S. Chance Avenue
Fresno, Ca. 93702
(559) 650-3247

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.

- Three (3) copies of the “Bidder/Contractor Status Form”, which must be completed, dated, and signed (Mandatory).
- Three (3) copies of the “Financial Proposal Bid Form” which must be completed, dated, and signed, (Mandatory).
- Three (3) copies of the attached DVBE documentation forms, see section N of this document;
- Three copies of the Small Business Certification Letter if bidder is claiming the Small Business Preference and has already received “Certification Approval Letter”; or if application for the preference has been submitted to OSDS, a sheet of paper stating that the application has been submitted to OSDS and date submitted; or if claiming the preference as a non-small business subcontracting with certified SB/MB, a sheet of paper listing the small businesses committed to subcontract with for a commercially useful function in the performance of the contract. Include sub-contractor’s certification or indicate if application is on file with OSDS, mandatory, if bidder is claiming the 5% Small Business Preference.
- An insurance certificate to be submitted in accordance with CFSA Insurance Requirements and submitted to the Fair at the time the contract is signed, if applicable, unless it is on file with F & E and/or CFSA.
- Three (3) copies of licenses or any other certificates that are required, if applicable.

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 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.

1. Bids are being accepted to furnish and print hard tickets for a one (1) year period (2022) with four (4) one 1-year options, (2023 – 2026) for the Big Fresno Fair. Contractor will be paid for services rendered upon satisfactory completion of contract.
2. The bid shall be on a lump sum basis for the printed tickets and shipping fees.

Fair Dates:

October 5-16, 2022
October 4-15, 2023
October 2-14, 2024 (13 day)
October 1-13, 2025 (13 day)
October 7-18, 2026

Tickets will need to be onsite no later than July 1st of each bid year.

1. Ticket Specifications:

The contracting company will render the following to the 21st District Agricultural Association, Big Fresno Fair. Sizes have been fixed but the contractor will work with Fair personnel on design for tickets. All paid admission/parking/grandstand box seats/reserve seat tickets to have printed on front side, “No Refunds”.

1. **Product:** Flat Tickets
Size: 2 x 6“
Logos: Logos/Artwork provided by customer
Paper Stock: 10 Pt Natcote – White
Numbering: With variable 128 B bar code
Printing: Front: Four color process including background color (no bleeds)
Back: Black ink
Lots: 8,000 – Preferred Parking Voucher
5,000 – Premier Parking Voucher
1,500 – Exhibitor Pass \$5.00
15,000 – Exhibitor Pass \$2.00
Furnished: Bundled in quantities of 100

Shipping: Ship date to be determined upon receipt of order
Quantity: 29,500 flat tickets

Tickets must be bundled in quantities of 100

- 2. Product:** Custom Sticker Ticket Book–Satin Sticker–White
Size: Strip #1: 9-3/4 x 6.25"– Contains 6 tickets per strip – 405 total strips.
Strip #2: 6-1/2 x 6.25" – Contains 4 tickets per strip – 2,655 total strips.
Strip #3: 4-7/8 x 6.25" – Contains 3 tickets per strip – 36 total strips.
Strip #4: 3-1/4 x 6.25" – Contains 2 tickets per strip –162 total strips.
Tickets: Each ticket size 1-5/8 x 6.25"
Logos: Logos/Artwork provided by customer
Paper Stock:Custom Sticker Ticket Book–Satin Sticker-White
Perforations: Tickets have up to 8 perforations
Variable Data: Sec, Box
Numbering: With reserved seat numbering & with variable 128 B bar code
Printing: Front: Four color process
Back: Black ink
Lots: 7 color versions
Furnished: Loose
Shipping: Ship date to be determined upon receipt of Order
Quantity: 3,258 total strips
- 3. Product:** Flat Tickets
Size: 2 x 5-1/2"– Includes 2 perforations (3-part tickets)
Logos: Logos / Artwork provided by customer
Paper Stock:10 Pt Natcote – White
Numbering: Triple Numbered – Also With variable 128 B bar code
Printing: Front: Four color process including background color (no bleeds)
Back: Black ink
Lots: All same copy and color
Furnished: Bundled in quantities of 100
Shipping: Ship date to be determined upon receipt of order
Quantity: 3,000 flat tickets
- 4. Product:** Plastic Cards
Size: 2 1/8 x 3 3/8"
Logos: Big Fresno Fair

Material: 30 mil Laminated PVC
Numbering: With variable 128 B bar code
bar code and human readable number
Printing: Front: Four color process
Back: Black ink
Misc: With signature panel on back of card
Lots: All same copy and color
Furnished: As individual cards
Shipping: Ship date to be determined upon receipt of
order
Quantity: 2,500 plastic cards

5. **Product:** Roll Tickets
Size: 2" x 3 ½
Logos: Big Fresno Fair
Printing: Front: Black Ink
Back: Black ink
Lots: All same copy and color – See colors below
Furnished: Roll Tickets in rolls of 500
Shipping: Ship date to be determined upon receipt of
order
Quantity: 133,000 Roll Tickets

21,000 PREMIER PARKING RECEIPT, \$15.00, 2" x 3 1/2". Display on dash. "No Return" privileges. Lock your doors. Paper to be safety board stock printed black ink, numbers red ink. 7,000 each color, three (3) colors. Front of ticket to have printed, "No Refunds" and backside disclaimer printed.

7,000 Lilac (185,001-192,000)
7,000 Gold (192,001-199,000)
7,000 Gray (199,001-206,000)

80,000 PREFERRED PARKING RECEIPT, \$10.00, 2" x 3 ½". Display on dash. "No Return" privileges. Lock your doors. Paper to be safety board stock printed black ink, numbers red ink. 20,000 each color, three (3) colors. Front of ticket to have printed, "No Refunds" and backside disclaimer printed.

20,000 Manila (206,001-226,000)
20,000 Buff (226,001-246,000)
20,000 Salmon (246,001-266,000)
20,000 Green (266,001-286,000)

6. Fifteen (15) unnumbered samples for each ticket copy must accompany the order.
7. Ten (10) sample boards with each ticket listed.

G. CONTRACT AWARD

The contract must be awarded to the **lowest, responsible** bidder or all bids must be rejected. The DAA reserves the right to accept any or 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 21st 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. BREAKING TIES

In the event there is a tie, the tie will be broken by a toss of a coin by a 21st 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 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.
 - 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 conditions contended by the competitor. (The bid **shall** be rejected if, in the opinion of the 21st 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 21st DAA determines, at 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 for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the 21st DAA reserves the right to reject any or all bids or to cancel the IFB at any time during process.

K. BID PROTESTS (Public Contact Code, Section 10341 to 10345)

1. Protest Procedures:

a. Standing and Grounds for Protests:

- (1) Protests can be filed only by a Proposer or Bidder submitting a bid or proposal in response to one of the Competitive Bidding Procedures (IFB, RFP or Solicitation) described in paragraph G.
- (2) All protests will be reviewed and decided on written submissions only.
- (3) Protests must be based only upon one or more of the following grounds:
 - (a) The District violated a law or regulation; or
 - (b) The District failed to follow the procedures and adhere to requirements set forth in the competitive solicitation or any addendum thereto.

b. Jurisdiction for Consideration of Protests: There is no jurisdiction for the District to consider a protest if:

- (1) The District rejects all bids or proposals.
- (2) The protestant does not meet the requirements of paragraph 1.a. above.
- (3) The protest was not timely submitted.
- (4) The contract award is for a type of contract not subject to the protest procedures.

c. Procedural Requirements for Protests:

- (1) A protest must be initiated by filing the Notice of Protest in writing with the District's Administration Office by 4:00 PM not later than five calendar days after the posting of the Notice of Intent to Award.

The written Notice of Protest must be physically delivered to the District's Administration Office in hard copy. Emailed protests and fax protests are not acceptable and will not be considered. The failure to timely file a protest shall constitute an irrevocable waiver of the Bidder or Proposer's right to protest.

- (2) The Notice of Protest must include the name, address, and telephone number of the protestant and of the person representing the protesting party, if any, and must be signed by the protestant or the protestant's representative. The Notice of Protest may, but is not required to, contain the information described in Paragraph (3) below.
- (3) After filing an Initial Protest, the protestant has five calendar days to file a detailed written statement of the protest grounds if, the Notice of Protest did not contain the complete grounds for the protest. The detailed written statement must be physically delivered in writing to the District's Administration Office by 4:00 PM not later than five calendar days after the Notice of Protest is filed. Emailed and/or faxed detailed written statements are not acceptable and will not be considered. The detailed written statement must contain a complete statement of any and all grounds for the protest, including, without limitation, all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest. The detailed written protest must refer to the specific portions of all documents which form the basis of the protest.
- (4) Any protest not conforming to Paragraphs c. (1) through (3), inclusive, shall be rejected by the District as invalid. The procedures and time limits set forth in Paragraph 2.c. are mandatory and are the protestant's sole and exclusive remedy in the event of any protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or judicial or other legal proceedings.
- (5) During the pendency of a valid protest, the contract may not be awarded until the protest is withdrawn or the District has rendered a decision.
- (6) The CEO of the District shall determine if the protest is in conformance with Paragraphs 2.c. (1) through (3), inclusive.

Further, the CEO may attempt to informally resolve protests to the satisfaction of all parties before proceeding with the protest.

In the event informal efforts to resolve the protest are not successful, the CEO, after determining that the protest is based on permissible grounds and filed in strict conformity with the procedural requirements, shall appoint a hearing officer. The hearing officer may request additional information and specify a time limit for submission of the information. The hearing officer shall determine the matter on all written submissions and submit a recommended written decision to the Board within thirty days of the final submission of evidence and legal authorities.

- (7) The District Board will render a final determination and disposition of a protest by taking action to adopt, modify, or reject the hearing officer's recommended written decision. Action by the Board relative to a protest shall be final and not subject to appeal or consideration.

L. SMALL BUSINESS PREFERENCE

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) for at least 25% of the net bid price, to receive a 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB/MB 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 claiming the 5% small business preference and are a SB or MB, or if your application is on file with Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB, list the small businesses you commit to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include:

Name
Address
Phone Number
Description of work to be performed
Dollar amount or percentage per sub-contractor

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

Certification Application

To apply, access the online Small Business Certification Application (STD. 813), or to receive a hard-copy form by mail, e-mail osdchelp@dgs.ca.gov or call (800) 559-5529 or (916) 375-4940.

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

Office of Small Business and DVBE Services (OSDS)
ATTN: BDD Unit
707 Third Street, 1st Floor, Room 1-400
West Sacramento, CA 95605

M. INSURANCE (APPLICABLE)

The bidder awarded the contract shall provide a Certificate of Insurance including an amount of \$2,000,000 in general liability coverage for contracts of a hazardous nature and/or \$1,000,000 for other contracts for which liability insurance is required, automobile liability insurance required if used on-grounds, 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. Workers Compensation Insurance Coverage and proof of coverage is required. The certificate must include:

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

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

**N. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS**

Note to bidders: The DVBE contracting option for this solicitation is stated below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided.

DVBE Incentive Only

The Fair elects to include DVBE Incentive for this solicitation but waives the program requirement.

Bidders must complete and return the attached:
**Bidder Declaration, GSPS-05-105 (08/09) and
DVBE Declarations – STD 843 (5/06)** as applicable.

The enclosed DVBE Attachments are made part of this IFB. Bidders must complete and return the attached **Bidder Declaration, GSPS-05-105 (08/09)** and **DVBE Declarations – STD 843 (5/06)** as applicable. See also attached **Exhibit “C” California Disabled Veterans Business Enterprise Requirements** for information on how to comply.

FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Bidder/Contractor Status Form, completed and signed (mandatory).
- Financial Proposal Bid Form, completed and signed (mandatory).
- Applicable DVBE documentation as described in section N of this document. (Exhibit “C”)
- Technical Bid Form

B. DOCUMENTS TO BE COMPLETED BY DAA

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

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

- Std. 210 (short form) or Std. 213 (standard agreement)
- General Terms and Conditions (GTC 04/2017) (Exhibit “A”)
- CFSA Insurance Requirements (revised January, 2022) (Exhibit “B”)

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 IFB 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. _____ Bidder's initials _____ Received
and acknowledged

Addenda No. _____ Bidder's initials _____ Received
and acknowledged

Addenda No. _____ Bidder's initials _____ Received
and acknowledged

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

1. All attachments appropriately numbered
2. Other

BIDDER/CONTRACTOR STATUS FORM
Page 1 of 2

Contractor's Name _____ County _____
(full business name)

Address _____ Federal ID# _____

City/State _____ 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 IFB? Yes No

If yes, the bidder must submit OSD's Small Business Certification Approval Letter; or if claiming the preference as a non-small business subcontracting with SB/MB(s), list the small business subcontractors. Also include the sub-contractor's certification or indicate if applications(s) are on file.

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 IFB 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

(Print Name)

(Date)

(Signature)

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

FINANCIAL PROPOSAL BID FORM
(Page 1 of 1)

INFORMATION: Requesting bids from prospective bidders interested in submitting a bid package to furnish and print hard tickets for a one (1) year period (2022) with four (4) one 1-year options, (2023 - 2026) for the Big Fresno Fair.

QUANTITY: TICKET SPECIFICATION (pages 5 - 7th)

PROPOSAL: Bids will be accepted on a lump sum basis and to include tax, shipping charges, delivery and installation.

<u>1-Year</u> 2022 - (Includes Tax & Shipping)	\$ _____
<u>Option Years</u> 2023 - (Includes Tax & Shipping)	\$ _____
2024 - (Includes Tax & Shipping)	\$ _____
2025 - (Includes Tax & Shipping)	\$ _____
2026 - (Includes Tax & Shipping)	\$ _____

This bid shall include, but not limited to all charges involved to complete the purpose of this invitation for bid, such as freight, delivery, installation and sales tax.

Are you claiming preference as a small business? Yes No

If yes, the bidder must submit OSMB'S Small Business Certification Approval Letter 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

FEDERAL 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 IFB 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