



Cover Page

Contents included in this RFP Package

1. RFP number 26-01 for Fair time Security 2026-2028
  - a) Example Fair time Schedule
  - b) Example of Event Report Form
2. Forms Section -List all the forms to be completed
3. Bidder Contractor Status Form
4. Financial Proposal Bid Form

PO Box 667, Orland, CA 95963  
530-865-1168

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REQUEST FOR PROPOSAL PACKAGE  
INTERIM AND FAIR TIME SECURITY – TWO TIER

RFP Number 2026-01  
For Fair time Security 2026-2028

Page Number 1 through 23

FORTY-SECOND DISTRICT AGRICULTURAL ASSOCIATION

GLENN COUNTY FAIR

Contact Person: Katharine Bartels, CEO

This person is the only authorized person designated by the DAA to receive communication concerning this RFP. PLEASE DO NOT CONTACT ANY OTHER PERSON CONCERNING THIS RFP. Oral communication of DAA officers and employees concerning the RFP shall not be binding on the DAA 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.

Physical Address	221 E Yolo St. Orland, CA 95963
Mailing Address	PO Box 667 Orland, CA 95963
Phone:	530-865-1168
Date:	February 12, 2026

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GLENN COUNTY FAIR  
RFP Number 26-01  
For Fair Time Security 2026-2028

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**SECTION I**  
**DEFINITIONS**

<b>BIDDER</b>	The individual, company or organization submitting this proposal.
<b>DAA</b>	Refers to the 42 <sup>nd</sup> District Agricultural Association, which is a state institution of the State of California and is not a local government agency.
<b>F &amp; E</b>	Refers to Fairs and Expositions Branch Division of Marketing, Department of Food and Agriculture, which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations, County and Citrus Fruit Fairs. The F & E Branch is located at:  Mailing Address is: 1220 N Street Sacramento, CA 95814
<b>DGS</b>	Refers to Department of General Services, State of California, located at: Department of General Services Office of Legal Services 707 3 <sup>rd</sup> Street, Suite 7-330, MS-102 West Sacramento, CA 95605
<b>EVALUATION &amp; SELECTION COMMITTEE</b>	Committee chosen by DAA to evaluate and score proposals received.
<b>QUALIFIED</b>	The terms “qualified”, as it is used in the document, refers to the bidders who are awarded at least 80 points, the minimum number of points by the Evaluation and Selection Committee (Committee) on Tier One, the technical portion of proposal. No bidder’s financial proposals will be opened and considered if they have not received sufficient points to be deemed a qualified bidder.
<b>RFP</b>	Request for Proposal.
<b>RESPONSIVE</b>	Proposals that are timely, meet the proper format required for submittal of proposals, and provide the required information pursuant to the criteria outlined in the RFP will be considered “responsive”.
<b>TIER 1</b>	The technical portion of the proposal: Document 1, “Technical Proposal”
<b>TIER 2</b>	The financial portion of the proposal: Document 2, “Financial Proposal Bid Form”

**SECTION II**  
**GENERAL INFORMATION**

**A. REQUESTS FOR PROPOSALS (RFP)**

The board of directors of the 42<sup>nd</sup> District Agricultural Association in releasing this RFP intends to award a contract for a period of one (1) year, for fair time security 2026 for the purpose of providing fair time security services for the 42<sup>nd</sup> District Agricultural Association. With the option to award an extension for up to two (2) years. The 42<sup>nd</sup> District Agricultural Association reserves the right to terminate this contract at any time, with or without cause, upon thirty (30) days' written notice to the contractor, without further obligation beyond payment for services satisfactorily rendered to date

**B. BIDDER RESPONSIBILITY**

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

**C. DELIVERY OF PROPOSALS**

Proposals must be physically received prior to the closing time stated below. Failure to meet these requirements will result in an unacceptable proposal.

Proposals must meet the following requirements to be deemed responsive for DAA 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, Tier 1" (for additional details, see Section VII, B.1.)
- One sealed package containing three copies of the financial proposed bid form and labeled "Financial Proposal Bid Form, Tier 2." (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:

Kathy Bartels, CEO  
Glenn County Fair  
P.O. Box 667  
Orland, CA 95963

RFP Number 26-01 for Fair time Security 2026-2028

**D. CONTRACT AWARD**

Each bidder's technical proposal is evaluated and scored by the Committee who utilizes the score sheet included in Part VI. Proposals scoring the required minimum number of points (80 Points) or more will be considered "qualified". Subsequently, the financial proposal bid form accompanying all qualified technical proposals will be opened and Small Business Preference given where applicable.

If a contract is awarded, it shall be granted to the qualified and responsible bidder who submits the lowest responsible proposal. Prior to the Board awarding a contract, the DAA shall post a Notice of Proposed award at the Administration office for 5 working days. In addition, a copy of the notice will be mailed to each bidder.

A contract award is not final until

- The time for posting notice of award has expired and/or
- Protest filed, if there is any, has been withdrawn or rejected by the Department of General Services.

**E. TENTATIVE SCHEDULE**

RFP Released	February 16, 2026
Proposals Due	No later than 3:00PM * March 16, 2026
Interview, if necessary to clarify Proposals (Interviews are not public, but may be recorded.)	March 18, 2026
Financial Offers Opened	At the conclusion of scoring of Tier 1, Technical Proposal
Notice of Proposed Award	No later than 5:00PM on March 20, 2026
Award final, no protest May be filed at this time	No later than March 30, 2026**

\*These dates and times may only be changed with written notice.

\*\*As of this date, proposed award is public information, obtainable by phone call to the Fair Office.

**F. SMALL BUSINESS PREFERENCE**

State law allows certified small business (SB) and microbusiness (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/MBs 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 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 (s), see PART VI of this RFP for instructions regarding what to submit with your proposal in order to receive the preference.

## Certification Application

To apply, access their online Small Business Certification Application or to receive your hard-copy form by mail, e-mail OSDSHelp@dgs.ca.gov or call (916) 375-4940.

Your complete certification application package must be received by the OSDS no later than 5 p.m. on 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 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)

Department of General Services

707 Third Street, 1<sup>st</sup> Floor, Room 1-400

West Sacramento, CA 95605

## G. 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 nonresponsive. The DAA reserves the right to verify the information on the Bidder/Contractor Status Form at the time of the bid. By signing this form, you are authorizing the release of any and all information pertaining to yourself or business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals who furnish such information from liability for damages which may result from furnishing the information requested. If the bidder is a corporation, the form must include the title of the person signing, i.e., corporate office status and a copy of the corporate resolution authorizing the signing of the form must be attached. If bidder is in a partnership, the signing partner must indicate whether a limited or general partner.

## H. DVBE REQUIREMENTS

The Association elects to waive both the DVBE program requirement and incentive for this bid package. No DVBE requirement is made for this bid package.

**SECTION III  
HISTORY AND GENERAL BACKGROUND INFORMATION**

**1. FAIR TIME**

Tentative Glenn County Fair Dates for the next three years are (a sample schedule is included with this RFP):

- May 14-17, 2026
- May 13-16, 2027
- May 18-21, 2028

HOURS: The following was the schedule that was in effect for the 2025 Fair:

Carnival opens one hour after gates open. 2025 hours open to the public were Thursday 2PM-10PM; Friday 2PM-12AM.; Saturday 12PM-12AM.; Sunday 12PM-11PM.; 1 hour prior to closing we close the ticket booths and do not allow re-entry past that time.

<u>Day</u>	<u>Buildings Open</u>	<u>Cars Off Grounds</u>	<u>Booths Open</u>	<u>Booths Close</u>
Thursday	12:00PM	8:00AM	2:00PM	10PM
Friday	12:00PM	8:00AM	2:00PM	10PM
Saturday	12:00PM	11:00AM	12:00PM	10PM
Sunday	12:00PM	11:00AM	12:00PM	10PM

The 42<sup>nd</sup> District Agricultural Association reserves the right to change the date(s) of any or all of the above dates with a ninety (90) day written notice to contractor. (Includes length and start/end dates).

The 2025 Fair time rates charged to the Association, per the current security contract for security guards, were \$27.40 per hour for regular guards and \$31.50 per hour for Supervisors with 600.50 regular hours, and 80.5 supervisory hours.

THE BID SHALL BE ON HOURLY BASIS. THERE SHALL BE NO ADDITIONAL CHARGES WITHOUT AN AMENDMENT TO THE AGREEMENT SIGNED BY BOTH PARTIES. ALL HOURS PAID WILL BE STRAIGHT TIME, NO OVERTIME HOURS WILL BE PAID.

**I. INSURANCE: (APPLICABLE)**

The certificate must include the following, unless the bidder is on the CFSA’s Master Insurance Certificate List:

The bidder awarded the contract shall provide a signed original Certificate of Insurance with \$1,000,000.00 in commercial general liability coverage per occurrence, and \$1,000,000.00 in automobile liability insurance coverage, and proof of worker’s compensation insurance, if applicable. All documents must be submitted prior to entering a contract as required by the 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 show as certificate holder, and
- The additional insured language is exactly as stated below.

“The State of California, the California Fair Service 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 employee are made additional insured buy only insofar as the operations under this contract are concerned.”

For bidding purposes, submit a copy of your current insurance coverage. The exact language is not required at this time, just proof that you currently have insurance in the amounts required. Include your agent's name and phone number to enable the DAA to verify the coverage.

POST	Tuesday	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TOTAL
<i>Actual</i>	5/13/25	5/14/25	5/15/25	5/16/25	5/17/25	5/18/25	5/19/25	
Livestock Gate	1 @ 10PM- 6AM	8p - 12m	2 @ 1.:30p - 11:15p	2 @ 1:30p - 12:30a	2 @ 11:30a - 11p	1 @ 11a - 11:30p 1 @ 12:30p - 11:30p	12am - 8a	112.5
	8	8.0	20.0	22.0	23.0	23.5	8.0	
Gate C		8p - 12m	24 hours	24 hours	24 hours	24 hours	12am - 8a	
		4.0	24.0	24.0	24.0	24.0	8.0	108.0
Main Gate			2 @ 1:30PMp - 11:15p	2 @ 1:30p - 12:30a	2 @ 11:30a - 11p	1 @ 11a - 11:30p 1 @ 12:30p - 11:30p		90.5
			22.0	22.0	23.0	23.5		0.0
Office Credential Gate			7a - 10:30p	8a - 11p	7a - 11p	7a - 11p		
			15.5	15.0	16.0	16.0		62.5
Grandstand Events				1 @ 2:30p - 9:30p	2 @ 5:30p - 9:30p			
				7.00	8.00			15.0
Rovers	1 @ 8pm- 12pm		2 @ 8a - 12m	2 @ 8a - 12m	2 @ 8a - 12m	2 @ 8a - 12m		132.0
	4		32.0	32.0	32.0	32.0		
Overnight Rovers		1 @12M-8am	2 @ 12m - 8a	2 @ 12m - 8a	2 @ 12m - 8a	2 @ 12m - 8a	12m - 8a	
		8.0	16.0	16.0	16.0	16.0	8.0	80.0
Supervisor	10PM - 12AM	8p - 12m	7a - 12m	7a - 12:30m	7a - 12:30m	7a - 11:30p	12m - 8a	
	2	4.0	17.0	17.5	17.5	16.5	8.0	82.5
<b>Daily Totals</b>								
<b>Security</b>	<b>12</b>	<b>20.0</b>	<b>129.5</b>	<b>138.0</b>	<b>142.0</b>	<b>135.0</b>	<b>24.0</b>	<b>600.50</b>
<b>Supervisor/Rover</b>	<b>2</b>	<b>4.0</b>	<b>17.0</b>	<b>17.5</b>	<b>17.5</b>	<b>16.5</b>	<b>8.0</b>	<b>82.5</b>

## SECTION IV

### RULES OF GOVERNING COMPETITION & TECHNICAL EVALUATION

#### A. RFP REQUIREMENTS AND CONDITIONS

##### A. ERRORS

If a competitor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the DAA of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document. Modifications, if any, will be made in writing by the way of an addendum issued pursuant to paragraph 2 below. Clarifications, if issued, will be given in written notice to all parties to whom the DAA has sent notice of the RFP and to people or entity who have requested to be given notice of any modification or notices.

##### B. ADDENDUM

If necessary, the DAA will modify the RFP prior to the date set for submission of final proposals, by issuance of an addendum to all parties who have been furnished notice 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.

#### C. 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 a proposal.

The words “should” or “may” indicate a desirable attribute or condition but are permissive in nature and may affect the score proposal receives.

#### D. GROUNDS FOR REJECTION

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 Section II, paragraphs C and E.
- It is not prepared in accordance with required proposal format or information is not submitted in the format required by this RFP.
- The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A proposal may be rejected if:

- It contains false or misleading statements or references which do not support attributes or conditions contended by the bidder. (The proposal should be rejected if in the opinion of the DAA, such information was intended to mislead the DAA in its evaluation of the proposal and attribute, condition or capability of requirement to this RFP.)
- It is unsigned.

## **E. RIGHTS TO REJECT ANY AND ALL BIDS**

It is the policy of the DAA not to solicit proposals unless there is a bona fide intention to award a contract. However, the DAA reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

## **F. PROTESTS**

A bidder may file a protest against the awarding of the contract. The protest must be filed with the Department of General Services (DGS), Legal Office, 707 Third Street, Suite 7-330, MS-102, West Sacramento, California 95605, **and** with the DAA. The protest must be received prior to the expiration of five (5) working days from the 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 DAA's Administration Office

**IN ADDITION**, within Five (5) working days after filing a protest, the protesting bidder shall file with the DAA and DGS Legal Office, a fully detailed and complete written statement specifying the ground for the protest.

**PLEASE NOTE:** Failure to file (1) notice of protest by the conclusion of the fifth working day after the notice of intention to award a contract has been posted and (2) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds will result in the protest being deemed untimely and grounds for protest waived. Protests 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 RFP will become the property of the DAA. 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 DAA will assess a fee to cover duplicating costs. Documents may be returned only at the DAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official DAA files.

### **2. CONFIDENTIALITY OF PROPOSALS**

The DAA will hold the contents of all proposals in confidence until issuance of the **Notice of 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.

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

### **3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Any proposal which is received by the DAA before the time and date set for receipt of proposals may be withdrawn or modified by written request of the bidder. However, to be considered, the modified proposal 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 proposals and further a bid cannot be “timed” to expire on a specified date. For example, a statement like “This proposal and the cost estimate are valid for 60 days” is non-responsive to the RFP.

## **SECTION V**

### **STATEMENT OF WORK TO BE PERFORMED AND CONTRACT TERMS AND CONDITIONS**

- A. The contractor agrees to furnish uniformed security for the annual Glenn County Fair.**
1. Contractor agrees to comply with staffing schedule provided annually to the Fair Management. A sample of the anticipated work schedule is attached. All gates are to be guarded as per schedule and shall not be unattended at any time during the scheduled period, i.e. changing shifts or breaks. Fair management reserves the right to change schedule and hours.
  2. Contractor shall provide a list of scheduled employees (including, name, CA guard certification number and phone number) at least fourteen (14) days prior to fair.
  3. Contract shall provide an operational communication system, via two-way radios or headsets and microphones or a combination of thereof, to all the staff assigned roving duty and at least one at each gate. Contractor to provide a radio, plus charger, to the fair CEO and law enforcement dispatch office to maintain adequate communications.
  4. Contractor shall provide a minimum of five wands to utilize each day of the fair.
  5. Contractors may utilize a building on the fairgrounds as a Security Office as Security Headquarters.
  6. No firearms will be carried by any security personnel on duty.
  7. Contractors must meet with the fair CEO and a representative of the local law enforcement on Monday of Fair week at 10:00AM each year.
  8. For a multi-year contract, quality of performance is expected to improve, or at minimum, stay the same.
  9. Contractor is responsible for making sure all guards have a valid “California Guard” certification and are fully trained and dressed in clean uniforms. Guards shall be trained in crowd management.

10. Contractor is responsible for completing incident reports and providing copies to fair management in a timely manner.
11. Contractor is responsible for working with law enforcement to properly care for any lost children.
12. Contractor shall ensure that there is enough coverage at each gate to allow the guards to perform the duties of ticket takers/hand stamping. (Subject to change)
13. Contractors always have a supervisor on duty to direct personnel.

**B. Contractor will provide personnel and management expertise.**

1. Concrete management philosophies, practices, and policies shall be used to ensure professional actions during execution of the contract.
2. Management shall operate in a manner that enhances the Glenn County Fair in the eyes of the patrons.

**C. Contractor shall demonstrate a high degree of experience and performance during the term of the contract period.**

**D. Contractors shall always make safety its number one concern.**

1. At all times during the contract period, care shall be used that is reasonable and prudent to ensure safety of all concerned.
2. Contractor should ensure that his actions cannot be judged negligent in any way.

**ADDITIONAL TERMS AND CONDITIONS**

These terms and conditions are in addition to those contained in the Standard Contract Terms and Conditions and will be made part of the contract.

- Contractor will ensure that all employees familiarize themselves with the facility and can assist guests with directions or assistance.
- Contractor will ensure that supervisor and/or employees become familiar with the 42<sup>nd</sup> District Agricultural Disaster or Emergency Plan, in the event of crisis.
- The contractor is required to have at least one representative available who is authorized to respond promptly to requests from the Fair Management contractor present on the Fairgrounds. This representative should be identified to the Fair as the contractor's authorized contact.

## **SECTION VI EVALUATION, SELECTION AND SCORING PROCESS**

Each proposal should be evaluated to determine responsiveness to the DAA's needs as described in this RFP. This part describes the process the DAA 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. Proposals cannot be changed by the bidder after the time and date designated for receipt.

### **1. EVALUATION AND SELECTION**

1. Following the deadline for receipt of proposals as stated in Section 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 technical proposal,
- Confirmation of 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 DAA reserves the right to verify any references 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 for clarification of proposals. Following any interviews, the proposal may be re-scored.

**This is not a public review.**

6. Each bidder's average score is calculated by dividing their total reviewer points by the number of Committee members. This average determines if the bidder meets the minimum requirement for the second tier, which is 80 points.

7. The "Financial Proposal Bid Form" of those responsible qualified bidders achieving the require minimum points will then be opened. Certified small business bidders, who have included in

their proposal a copy of their Small Business Certification Approval Letter, shall have the SB preference applied after scoring is complete.

8. Selection of the bidder based on the financial proposal bid form of the qualifying technical proposals as described in Section II, D.
9. 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.
10. All bidders will be notified of the results.

## **2. SCORING PROCESS**

Bidder receiving a score of 80 points or more 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 for the RFP to be scored.

### **SCORING CRITERIA AND ITEMS TO BE SCORED.....SCORE**

#### **1. Relevant Work Experience.....30 Points**

- Experience and prior performance for the past three years
- A complete list of performance history under similar or relevant conditions.
- Include estimated attendance, the dates the event occurred, the number of guards per shift, and number of shifts that were provided.
- **Specify overall qualifications of company and business philosophy including a resume of business principles (attitude, interest in project, integrity, years of experience, etc.)**

#### **2. Personnel ..... 30 points**

- Attach a copy of personnel manual and applicable policies or statements of same
  - Recruitment process
  - Dress Code
  - Organizational Chart
  - Personal integrity
  - Level of expertise required
  - Safety and Training Policies (Injury Illness Prevention Policy)
- List of supervisors and length of employment
- Attach statements of personnel detailed working knowledge of systems and professional experience.
- Include statements describing personnel’s willingness to work with and cooperate with Fair staff, performers and their representatives.
- Include proof of Workers’ Compensation Insurance coverage for employees.

#### **3. References and background checks ..... 30 points**

- Attach names, address and telephone numbers of at least five (5) business references from events, fairs or facilities within the last 5 years.

- Attach names, address and telephone numbers of at least three (3) vendor references (from companies you do business with).
- Submit at least three (3) current (2025) letters of recommendation from any past contractors on their business letterhead with signature.

**4. Equipment and date purchased ..... 10 points**

- **Communication**
  - **Radios and Radio Equipment**
  - **Cell Phones**
  - **Pages**
- **Wands**
- **Uniforms**
  - **Badges**
  - **Handcuffs**
  - **Hats**
  - **Type of Shirts**
- **Vehicle**
  - **Automobile/pickup**

**5. Total Points .....100 points**

## SECTION VII

### MANDATORY FORMAT AND CONTENT REQUIREMENTS

#### A. INTRODUCTION

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

- All bids submitted must follow the proposal format instructions.
- All information must be presented in the order and the 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 Section II, paragraph C.

##### 1. Teir 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, and all narrative portions of the proposal should be typed.

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 26-01 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 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”.*

The person’s name must be printed clearly above the signature line and dated. If bidder fails to submit this document, and it is not signed and dated, the proposal will be rejected as being non-responsive.

#### Table of Contents:

- Include a Table of Contents

- One (1) completed, dated, and signed “Bidder/Contractor Status Form”.
- One (1) copy of the “OSMB’s Small Business Certification Approval Letter”, if bidder is claiming the Small Business Preferences.
- Evidence of Insurance, not less than \$1,000,000 CSL, in the name of the bidding company and has not expired. Please provide your agent’s name and telephone number for verification purposes.
- One (1) copy of current Private Patrol Operator License in the name of the bidding company that has not expired.
- Bidder must provide all information/documentation requested in Section VI, B.

**2. Tier 2, “Financial Proposal Bid Form”**

The Financial Proposal Bid Form must be completed and signed.

**SECTION VIII  
FORMS SECTION**

**A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER**

- Bidder/Contractor Status Form
- Financial Proposal Bid Form, completed and signed.

**B. DOCUMENTS TO BE COMPLETED BY DAA**

**(not in the packet)**

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

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

**(not in this packet)**

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

**D. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED**

**(not in this packet)**

- Std. 213 Standard Agreement
- Standard Contract Terms and Conditions Forms (SCTC)
- Insurance Requirements-Exhibit E & E1 (As outlined in Part J of this RFP)
- STD. 204 Payee Data Record
- CCC-307 Contractor Certification Clauses
- GTC-SF 101 General Terms and Conditions

BIDDER/CONTRACTOR STATUS FORM  
RFP#26-01 for Fair time Security 2026-2028

Contractor's Name: \_\_\_\_\_ County: \_\_\_\_\_  
(Full Business Name)

Address: \_\_\_\_\_ Federal Employer ID: \_\_\_\_\_

City, State: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
(Principal place of business)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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 incorporation was authorized to do business in California:

\_\_\_\_\_

**CURRENT OFFICER:**

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

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

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

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

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

**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 is required to submit a copy of the OSMB’s Small Business Certification Approval Letter with the technical proposal package.

Your Small Business ID Number: \_\_\_\_\_

**Pending Litigation or Hearings**

Are any civil or criminal litigation or administrative hearings over \$500,000.00 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 are taking place:

\_\_\_\_\_

**42<sup>nd</sup> DAA reserves the right to verify the information provided on this form by the bidder under 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 & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If this status form is not complete, signed and submitted with the bidder’s response to the RFP, the be will be rejected as non-responsive.**

The DAA reserves the right to verify the information on the Bidder/Contractor Status Form at the time of the bid. By signing this form, you are authorizing the release of any and all information pertaining to yourself or business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individual who furnish such information from liability for damages which may result from furnishing the information requested. If the bidder is a corporation, the form must include the title of the person signing, i.e. corporate office status and a copy of the corporate resolution authorizing the signing of the form must be attached. If there is a partnership, the signing partner must indicate whether a limited or general partner.

FINANCIAL PROPOSAL BID FORM

Due by 3:00PM, Monday, October 13, 2025

Office closed for lunch (12:30 PM to 1:00PM)

(PLEASE SUBMIT TWO ORIGINALS)

I hereby submit the following bid for Fair time Security on the grounds of 42<sup>nd</sup> District Agricultural Association for a one-year period with option for two one-year extensions: 2026, 2027 and 2028.

Fair time:

2026 Fair time

HOURLY RATE FOR GUARDS \$ \_\_\_\_\_

HOURLY RATE FOR SUPERVISOR \$ \_\_\_\_\_

2027 Fair time

HOURLY RATE FOR GUARDS \$ \_\_\_\_\_

HOURLY RATE FOR SUPERVISOR \$ \_\_\_\_\_

2028 Fair time

HOURLY RATE FOR GUARDS \$ \_\_\_\_\_

HOURLY RATE FOR SUPERVISOR \$ \_\_\_\_\_

ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, SMALL BUSINESS SUPPLIER ID# \_\_\_\_\_

If yes, the bidder must submit OSMB’s Small Business Certification Approval Letter with the technical proposal package.

All bidders must fill in the following information and signed this form for the “Financial Proposal Bid Form” to be considered.

\_\_\_\_\_  
FIRM NAME (PLEASE PRINT)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/ZIP CODE

\_\_\_\_\_  
TAXPAYER ID NUMBER

Bidder certifies to the DAA that bidder has thoroughly familiarized themselves with the DAA facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would be 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