

HEADLINE STAGE : STAGE, LIGHTING AND SOUND

HIGH SCORE

REQUEST FOR PROPOSAL PACKAGE

RFP NUMBER # 2023-002

21-A DISTRICT AGRICULTURAL ASSOCIATION

MADERA DISTRICT FAIR

Contact Person: Tom Mitchell - CEO
Address: 1850 W. Cleveland Avenue, Madera, CA 93637
Phone Number: (559) 674-8511; FAX (559) 674-4516
Release Date: June 14, 2023

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

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.

PART I
DEFINITIONS

BIDDER

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

EVALUATION & SELECTION COMMITTEE

Hereinafter referred to as "Committee" chosen by the Fair to evaluate and score Proposals received.

FORMAT

Refers to both the arrangement of requested information and statements, as well as the packaging and labeling of the proposal. Failure to use the requested format required for submittal of the proposals will be deemed not responsive. Use of the requested format is the bidders first chance to demonstrate the ability to follow directions.

RESPONSIVE

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

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.

F&E is located at: 2399 Gateway Oaks Drive, Suite 210
Sacramento, CA 95833

F&E mailing address: 1220 N Street
Sacramento, CA 95814

DAA

Refers to the 21-A District Agricultural Association which is an agency of the State of California and is not a local agency of government.

DGS

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

Department of General Services
Attn: Office of Legal Services
707 Third Street, 2nd Floor
West Sacramento, California 95605

RFP

Request for Proposal

HIGH SCORE

A proposal in which a selection committee evaluates and scores to rank based upon objective criteria stipulated in the RFP.

RESPONSIVE

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

FAIR DATES

The Madera District Fair opens to the public on the Thursday following Labor Day each year. Livestock shows and other special events contained in the Scope Of Work To Be Performed may occur of dates other than those listed below.

2023 Madera District Fair	September 7-10
2024 Madera District Fair	September 5-8
2025 Madera District Fair	September 4-7
2026 Madera District Fair	September 10-13
2027 Madera District Fair	September 9-12

HOURS OF OPERATION

Thursday	5:00PM to Midnight
Friday	5:00PM to Midnight
Saturday	3:00PM to Midnight
Sunday	3:00PM to Midnight

*** Hours of Operation and Dates are subject to change*

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 21-A District Agricultural Association, Madera District Fair, in releasing this RFP, intends to award a contract for a period of three (3) years (2023-2025) with two (2) year optional renewal (2026-2027).

The purpose of this RFP and subsequent contract shall be to provide

Headline Stage: Staging, Lighting and Sound During the Annual Madera District Fair

As identified under the Scope of Work To Be Performed. This contract will be subject to an annual evaluation of contract performance and of the contractor's continuing ability to meet all qualifying requirements each respective year of the contract. Contractor's failure to perform satisfactorily or to continue to meet all requirements may result in cancellation of this contract.

B. 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 detect or correct errors in calculations.

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

**RFP 2023-002 – Headline Stage: Staging, Lighting and Sound
21-A District Agricultural Association
Attn: Tom Mitchell, CEO
1850 West Cleveland Avenue
Madera, California 93637**

D. CONTRACT AWARD

If a contract is awarded, it shall be granted to the passing responsible bidder who submits the proposal with the highest overall score. 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. 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 the 21-A District Agricultural Association Board of Directors has decided the matter.

E. KEY DATES

RFP Released	<u>June 14, 2023</u>
Proposals due at DAA’s Administration Office, no later than 4:00 P.M.	<u>June 30, 2023</u>
Interview, if necessary, to clarify proposals* (Interviews are not public, but may be recorded)	<u>July 5-6, 2023</u>
Notice of Proposed Award posted and mailed	<u>July 7, 2023</u>
Date Award Final (No Protests may be filed after this time)	<u>July 14, 2023</u>
Proposed contract commences	<u>August 1, 2023</u>

F. 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 firms) to receive a 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB’s/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 remains the same.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB (s), 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 for Small Business Certification, go online to www.dgs.ca.gov to access the online Small Business Certification Application (STD. 813). To receive a hard-copy form by mail, e-mail osdchelp@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 4 P.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 percent 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 (OSDS)
ATTN: BDD Unit
707 3rd Street, 1st Floor, Room 1-400, MS 210
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 non-responsive. The DAA 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.

H. STATEMENT OF EQUIPMENT FORM

All bidders must complete, sign and submit the “Statement of Equipment Form.” Failure to comply will deem the bidder non-responsive. Subcontracting of certain equipment has become “commonplace” in the industry, but it is important that the Fair knows who the owner is. Subcontracted equipment or services must be covered by the bidder’s liability insurance (see below), or a separate Certificate of Insurance (if applicable) will need to be provided for the subcontractor’s equipment or service

I. INSURANCE

The bidder awarded the contract shall provide a signed Certificate of Insurance with coverage no less than required in the attached Insurance Requirements “Exhibit A” as provided by the California Fair Services Authority. Automobile liability insurance is required if any vehicles are used or stored on-grounds. Workers Compensation Insurance Coverage shall be required of all contractors who employ paid or volunteer staff during execution of this contract. Evidence of coverage shall be updated and provided to the DAA 30 days prior to the event and must include a 30 day cancellation notice in the policy. The DAA shall be included as a “Certificate Holder” and the additional insured language noted on the Insurance Requirements “Exhibit A” must be included EXACTLY as shown.

J. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM REQUIREMENTS

The DAA elects to include the DVBE incentive for this bid package but waives the program requirement.

Note to bidders: The DVBE contracting option for this solicitation is listed below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE “good faith effort” is not an option in meeting the DVBE contracting requirements for any bid.

Option 3 – DVBE Incentive Only

Bidders must complete and return Bidder Declaration, GSPD-05-105 (08/09) and DVBE Declarations, STD. 843 (5/06), as applicable available online at www.dgs.ca.gov.

For information on the DVBE incentive program, go online to www.dgs.ca.gov and search for “California Disabled Veteran Business Enterprise Requirements”.

K. HISTORY AND GENERAL BACKGROUND INFORMATION

The Madera District Fair is a four (4) day event operated by the 21-A District Agricultural Association with an attendance of approximately 55,000 every year.

We pride ourselves on being a family friendly event that serves the communities of Madera County while also drawing attendance from surrounding areas.

Madera has a very diverse population and we strive to serve that population in the best ways possible.

PART III

RULES GOVERNING COMPETITION AND TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the DAA shall be immediately notified of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document.

Modifications by the DAA, if any, will be made in writing by way of an addendum issued pursuant to Paragraph 2, below.

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

2. Addenda

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 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 this 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 the proposal receives.

4. Grounds for Rejection of the Proposal

A proposal **shall** be rejected if:

- It is received 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 DAA, such information was intended to mislead the DAA 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 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.

6. Protests

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

The protest must be filed with the DAA:

21-A District Agricultural Association
Attn: Tom Mitchell, CEO
1850 West Cleveland Avenue
Madera, California 93637

And with DGS at:

Department of General Services (DGS)
Attn: Legal office
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

The protest **must** be received prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 5:00 P.M. on the fifth working day after notice of proposed award was posted in a public place at the DAA's Administration Office. Upon the expiration of this posting period, if no protest is filed, the contract is awarded.

IN ADDITION, within five (5) calendar days after filing the protest, the protesting bidder shall file with the DAA and DGS Legal Office a fully detailed and complete written statement specifying the grounds for the protest which must be true and valid. The DAA reserves the right to reject the protest if it is determined that such protest does not have merit or was made solely for the purposes of delaying the award or harming another bidder.

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. 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 this 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, and one copy will be retained to be put on file at Fairs & Exposition in Sacramento.

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.

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, 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

SCOPE OF WORK TO BE PERFORMED

This part describes the work to be performed by the bidder who is awarded the contract and the terms and conditions, which shall be deemed, incorporated and will become a part of any contract awarded pursuant to this RFP. The contract awarded pursuant to this RFP will also contain the current “*Standard General Terms and Conditions (GTC)*” (available at www.dgs.ca.gov) and will be incorporated and made a part of the contract. All Terms and Conditions are fixed and non-negotiable.

The specifications listed below represent the minimum expectations of the DAA for the performance of contract to be awarded by this RFP. These are only examples. We are looking for professional quality equipment as recognized in the entertainment industry. Bids that include comparable professional gear will be welcomed.

All items listed below are for bidders’ reference only. It is bidders’ responsibility to provide a Stage/Lighting/Sound system that meets or exceeds these specifications, but it is not required that these specific items be utilized unless otherwise stated.

All shows will be advanced by the DAA’s Production Manager and successful bidder should expect to include items not listed above that would be considered industry standards when dealing with major recording artists. (Please include management philosophy as indicated in Part V, Section B.)

All artist specific backline requests will be sourced separately from this bid.

BIDDER MUST PROVIDE A LISTING OF PROPOSED EQUIPMENT TO BE PROVIDED

No old technology or analogue consoles will be considered.

Headline Stage Specifications:

This stage is the Main Stage during the Annual Madera District Fair. Audience area is approximately 250’ x 250’ grass area with festival seating for approximately 3500 patrons. This is an outdoor stage at a fair and is not sheltered from other sound and lighting sources common at a fair. Proposals must meet the minimum qualifications below.

Staging: (minimum requirements)

The list below is an example of equipment that may be required.

- 48’ x 32’ x 6’ Load Stage Deck with 10,000 lb. Load Bearing Roof.
- Must be capable of supporting minimum 250lbs. per square foot and/or 2500lbs per 8’x8’ section.
- All surfaces must be completely smooth and free of holes, separations, or obstructions whatsoever.
- Two (2) attached 16’ x 16’ Sound Wings.

- Three (3) 8'x8' risers with 6", 1', 2', 3', 4', leg options. Additional riser requirements may vary upon full advancement of artist performances. Skirting, Gaff Tape, and step units will be required for all risers.
- Two (2) Stairs units for stage.
- 16' Truck Ramp.
- Black 70%-80% blow through backdrop and backdrop truss (with motors & rigging)
- Full stage setup to include all handrails, toe kicks, skirting/masking, guy wires, support systems, and grounding rod for stage grounding.
- Stage must be certified by a licensed California Structural Engineer; current certification must be in accordance with current building codes and pass on site CalFire inspection.
- Current Stage Certification must be submitted with bid.

Lighting: (minimum requirements)

The list below is an example of equipment that may be required.

- Two (2) 40' Tyler GT Utility Moving Light Truss
 - Downstage Truss to include:
 - Sixteen (16) Chauvet Rogue R2X Wash
 - Four (4) Elation Cuepix WW4
 - Upstage Truss to include:
 - Six (6) Chauvet Rogue R3 Wash
 - Ten (10) Martin ERA 800
 - (2) Atomic Strobes
- Ground Lighting to include:
 - Eight (8) Elation Proteus Hybrid
 - Six (6) Chauvet Rogue R2X Wash
 - Two (2) Atomic Strobes
- Console:
 - GrandMA2 Full or Road Hog Full Boar
- Other:
 - Two (2) Haze Base BaseHazer
 - Four (4) Stations Clearcom
 - Two Lycian 1.2 Spotlights with vast gel selection.
 - Motors, cables, distros, dimmers, and rigging appropriate to the lighting package and stage to be provided.
 - Two (2) Qualified Lighting Technicians L1 & L2 for entire run each year.

Sound: (minimum requirements)

The list below is an example of equipment that may be required.

Acceptable Line Arrays include, JBL, L-Acoustics, D&B Audiotechnik, Meyer, Claire Brothers.

Main Stage Audio

- 16 VTX V25-II 3-way high-directivity line array element (8) per side-flown
- 2 V T X Lever Hoist
- 2 VTX V25 Pull Back Adapter
- 2 VTX V25 Array Frame-Touring
- 2 Crown V-Rack 3xHD 12000

- 6 Crown V-Rack 3x3500
- 12 VTX-S28 Fly subwoofer on ground.
- 4 JBL VRX 932LA Speaker front fills
- 2 3 Way QSC 380 x4 Rack
- 1 XTA DP448 Digital Processor
- 4 JBL VT4888 / 3 Way Line Array Speaker W/ Dolly & Cover-side fills
- 4 JBL VT4880 / Dual 18" Subwoofer Encl. W/ Cover & Caster-side fills

FOH Snakes

- 1 500' QUAD ST Fiber
- 1 L14-30 Power Cable 250'
- 1 300' W-1 Multipin
- 1 Coax Snake 300'
- 4 Ethernet Cable (Cat5e or better) - 300'

Consoles and Monitor World

- 2 Yamaha CL5 Digital Audio Mixer's
- 1 Powersoft 8 mix bi-amp rack
- 1 Powersoft 4 mix + 4-way side fill rack
- 16 VRX915M / 15" Biamp Wedge Monitor
- 1 25' Ram to Ram Jumper
- 3 9 Pair 75FT sub snake
- 1 Large Mic Cable System (80+ pc)
- 1 Large Work Box with Mics, DI's, Batteries, Misc.
- 1 Rack for UHF-R 6-Pack with antenna distro
- 1 54x3 passive split
- 2 12' 54 pair Ramlatch Fanout
- 2 JBL MP418 SP
- 1 12x4 100FT Sub Snake
- 4 Yamaha Rio 3224 Digital Stage Box
- 4 Ethernet Cable (Cat5e or better) - 25'
- 12 Professional IEM System
- Complete package of Microphones
- Clear com between FOH & MON world a must
- All appropriate and necessary cabling for all equipment required

Power

- 1 3 phase V Rack distro in rack
- 1 3 Phase power Distro Rack Tall
- 1 4/0 Cam-Lok Feeder Set - 100'
- 5 4/0 Cam-Lok Feeder Cable - 100'
- 1 4/0 Cam-Lok Feeder Set - 50'
- 5 4/0 Cam-Lok Feeder Cable - 50'
- 1 2/0 Cam-Lok Feeder Set - 100'
- 5 2/0 Cam-Lok Feeder Cable - 100'
- 4/0 Cam-Lok Feeder Set - 10'
- 10 4/0 Cam-Lok Feeder Cable - 10'
- 1 Cam Tail Set - 4/0 (Reverse Ground/Neutral)

- Cam Tail: Bare End to Female Cam - 4/0
- 2 Cam Tail: Bare End to Male Cam - 4/0
- 1 Set of Cam Tapping Tees
- Cam Tapping Tee - (1) Male to (2) Female
- 1 Cam Turn Around - Female to Female
- 1 Cam Turn Around - Male to Male

Other

- 250' of cable ramps required for feeder and snake runs.
- Two (2) Qualified Audio Technicians who are skilled and trained with expertise operating a line array system, running Smart or similar tuning software audio programs, and working with major recording artists. Must be industry recognized A1 & A2.
- Contractor must supply all needed chain motors, cables and rigging to fly speaker system.
- Contractor must supply all trucking and transportation for audio equipment and crew.
- Audio and Lighting Technicians to be provided by bidder to assist artist Lighting and Audio Engineers and under the direction of the DAA's Production Manager. Must be A1 & A2 and L1 & L2 as per industry standard.
- All Audio, Lighting, and Stage Technicians must be OSHA 10-30 Certified as per California State Law AB1775.

DAA To Provide:

- Staff and stagehands to assist with load-in and load-out. Bidder to provide qualified equipment operators and riggers.
- 3-phase power (typically stand-alone generators) with connection points for audio & lighting, approximately 150' from stage. Appropriate feeder cable lengths to make connection to be provided by bidder.
- Class 7 Extended Reach Forklift, Class 5 Forklift 5k capacity, and MEWP Scissor Lift as required.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall 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. The Bidder will not be allowed to ask questions concerning other Bidders and are only able to respond to clarification questions from the Committee. Proposals cannot be changed by the Bidder after the time and date designated for receipt.

A. EVALUATION AND SELECTION

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 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 proposals may be re-scored.

6. The “Financial Proposal Bid Forms” will then be opened and scored and added to each reviewer’s points to obtain the total points each reviewer gives to each bidder. The total points of **each** reviewer will be added up for that bidder and the result divided by the number of reviewers for the bidder’s overall (average) score.
7. Small Business Preference will be added if applicable (see Small Business Preference Information in Part II).
8. The proposed award will be made to the bidder with the highest final score.
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.

B. SCORING

The following information must be provided by the bidder in order for the RFP to be scored.

	POINT
1. Current Operation/Management Philosophies and Policies.	35 pts
a. Copy of personnel manual and applicable policies or statement of same. Include trainings and certificates that employees are required to maintain.	10 pts _____
b. Management philosophy regarding show advancing and artist requests.	10 pts _____
d. Management philosophy regarding equipment not included in Scope of Work but considered necessary to provide services.	10 pts _____
e. Copies of various reporting forms that are used by contractor such as accident reports, incident reports, and first aid reports.	5 pts _____
Total Score for Current Operation/ Management Philosophies and Policies	_____

2. Experience and Performance for the last five years **30 pts**

- a. Provide a minimum of five (5) references with letters of recommendation and complete contact information pertaining to performance and experience with fairs and/or large events similar to fairs. At least two (2) letters shall be from a previously contracted fair. All letters must be signed and printed on reference's letterhead.

- b. Documentation:
 - Provide a list of all Fairs and Festivals for which you have provided staging, lighting and/or sound in the last three years.

Total Score for Experience and Previous Performance _____

3. Financial Offer **30 pts**

- Lowest total bid will receive 30 points. Each subsequent offer will receive proportionate percentage of points.

Total Score for Financial Offer _____

4. Other **5 pts**

- Review of Listing of Proposed Equipment
- Previous contract performance with DAA
- Ability to Multi-Language speaking Employees

Total Score for Other _____

Maximum Points Possible = **100 pts**

PART VI

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 Part II.

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 the 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.

- 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 2023-002** 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 then signed on 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.

- Second must be a Table of Contents.
- Third must be “Bidder/Contractor Status Form”

- Fourth must be the Statement of Equipment Form
- Fifth must be Outstanding Judgment or Pending Litigation Form
- Sixth must be the Small Business Preference Documentation, if applicable, and one (1) copy of the small business certification, if bidder is claiming the Small Business Preference and has already received certification 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 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 businesses 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':

- a) Name
- b) Address
- c) Phone Number
- d) Description of work to be formed
- e) Dollar amount of percentage per subcontractor

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

- Seventh must be applicable DVBE documentation. See Part II Section J
- Eighth must be all information/documentation requested in Part V Section B.
- Lastly, followed by any other information, certificates, etc pertinent to this RFP

2. "Financial Proposal Bid" Form

The "Financial Proposal Bid" Form must be completed and signed.

PART VII
FORMS SECTION

A. Forms to be Completed and Submitted by Bidder

- Bidder/Contractor Status Form
- Statement of Equipment Ownership Form
- Outstanding Judgement or Pending Litigation Form
- Small Business Documentation if applicable as described in Part II Section F
- Applicable DVBE Documentation as described in Part II Section J
- Financial proposal Bid Form completed and signed.

B. Documents to be Completed by DAA

- Notice of Proposed Award (after proposed award is determined)

C. Documents that are Part of the Contract to be Awarded

- Std. 213 – Standard Agreement
- Standard General Terms and Conditions
- Standard Contract Terms and Conditions (SCTC)
- Contractor Certification Clause (CCC 307)
- Latest Revision of the CFSA Insurance Requirements “Exhibit A”

BIDDER/CONTRACTOR STATUS FORM

Bidder's Name _____

Bidder's Address _____

Bidder's City _____

Bidder's State _____

Bidder's Zip _____

Bidder's Contact Phone _____

Bidder's Federal Employer ID _____

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:

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.

All must answer:

Are you subject to Federal Backup Withholding? Yes No

CURRENT OFFICERS:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

STATEMENT OF EQUIPMENT OWNERSHIP FORM

The purpose of this form is to establish ownership of equipment required to perform the services as outlined in the Scope of Work To Be Performed (Part IV) in this RFP #2023-002.

_____ All Equipment referenced in the RFP response which is needed to perform the services as outlined is owned by bidder.

_____ Some or all of the equipment referenced in the RFP response which is needed to perform the services as outlined are being leased/rented/subcontracted from the following company(s):

(Business Name, City, State - Attach additional list if necessary)

Any equipment provided from another source may necessitate providing additional insurance from the provider of said equipment. Bidder shall provide a list of proposed leased/rented/subcontracted equipment for each company listed above.

SIGNATURE

TITLE

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 District 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 District Agricultural Association, as in the 21-A District Agricultural Association, Madera District Fair

In addition, it is required that any pending litigation involving any of California’s District Agricultural Associations, as well as other State or Civic entities, be disclosed as part of this RFP process. 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 as 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

FINANCIAL PROPOSAL

HEADLINE STAGE : STAGE, LIGHTING AND SOUND

HIGH SCORE

Proposal:

The Board of Directors of the 21-A District Agricultural Association, Madera District Fair, in releasing this RFP, intends to award a contract for a period of three (3) years (2023-2025) with two (2) year optional renewal (2026-2027).

Financial bid proposal to provide staging, lighting and sound as outlined in the Scope of Work To Be Performed (Part IV) in this RFP #2023-002.

2023 Bid Total	_____
2024 Bid Total	_____
2025 Bid Total	_____
2026 Bid Total	_____
2027 Bid Total	_____
5 Year Total	_____

All bidders **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

Bidder certifies to the DAA that bidder has thoroughly familiarized he/herself 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 signing this “Financial Proposal Bid 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

NOTICE OF PROPOSED AWARD

RFP NUMBER 2023-002

DATE

The 21-A District Agricultural Association announces proposed award of their contract for the

MADERA DISTRICT FAIR, HEADLINE STAGE : STAGE, LIGHTING AND SOUND

to _____.

If no protest is filed by 5:00 P.M. on _____, award will be final.

(last day of 5-day waiting period).