



28th District Agricultural Association/SBC Fair

Invitation for Bid (IFB) Package

IFB – 2024 Tent, Pipe & Drape, Chairs, Tables

Contact Person: Jennifer Morgan – CEO/General Manager

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

DEFINITIONS

- Bidder:** The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid.
- DAA:** Refers to the District Agricultural Association, which is a State agency of the State of California and is not a local agency of the government.
- F & E:** Refers to the Division of Fairs and Expositions, Department of Food and Agriculture, which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F & E is located at:
*1010 Hurley Way, Suite 200
Sacramento, Ca 95825*
- DGS:** Refers to the “Department of General Services” State of California, located at:
*Attention: Legal Office
Department of General Services
707 Third Street
West Sacramento, Ca 95605*
- IFB:** Invitation for Bid

TECHNICAL INFORMATION

A. Bidder Responsibility

Read the Invitation for Bid (IFB) very carefully as the State will not be responsible for errors and omissions on the part of the bidder. Upon careful review, the State will not make interpretations or correct detected errors in calculations.

B. Purpose

The Board of Directors of the 28th District Agricultural Association in releasing this IFB intends to award a contract for the purpose of Tents, Pipe & Drape, Chair and Table Rentals for the Annual San Bernardino County Fair, May 25-June 2, 2024.

<u>IFB released:</u>	<u>March 4, 2024</u>
<u>Bid deadline:</u>	<u>March 15, 2024</u>
<u>Public bid opening</u>	<u>March 16, 2024</u>
<u>Notice of proposed award posted</u>	<u>March 16, 2024</u>
<u>Protest deadline date</u>	<u>March 26, 2024</u>
<u>Proposed contract commences</u>	<u>March 26, 2024</u>

Delivery of bids and contact person for bidding entity

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 all questions concerning the technical requirement of the IFB to:

Jennifer Morgan – CEO/General Manager

Correspondence should have the company name on the outside and be sent to:

**Jennifer Morgan – CEO/General Manager
28th District Agricultural Association
14800 Seventh Street
Victorville, Ca. 92395**

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C. Work statement and terms and conditions

The Work Statement describes the work to be performed by the bidder who is awarded this contract along with 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.

D. Contract Award

The contract must be awarded to the lowest **responsive** bidder or all bids must be rejected. 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 DAA may also award up to their specified needs in accordance to low bid (if applicable).

E. Breaking Ties

In the event that there is a tie, the tie will be broken by a toss of a coin by a DAA designee in the presence of authorized representatives of the tied bidders.

F. Grounds for Rejections

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 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 complete Application (including proof of annual receipts) on file with the State:

*Office of Small Business and Disabled Veteran
Business Enterprise Certification (OSDC)
PO Box 989052
West Sacramento, Ca 95798-9052
Phone: 916-375-4582 or 800-559-5529*

If you are claiming the 5% small business preference, a copy of your OSMB Small Business Certification Approval letter must be submitted with bid package.

In addition to submitting the OSMB's certification approval letter with the bid package, all **bidders** must complete the mandatory "Bidder/Contractor Status Form".

G. Insurance [Applicable or Not Applicable]

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance for \$2,000,000.00 in commercial general liability coverage, \$1,000,000.00 in automobile liability insurance, and/or \$1,000,000.00 in liquor liability (if applicable) per occurrence for bodily injury and property damage liability combined, prior to the time of entering into a contract pursuant to this IFB.

The certificate must include the following, unless the bidder is on the Division's or CFSA's Master Insurance List.

- ❖ Evidence of authorized insurance for the term of the contract, including set up and tear-down days,
- ❖ A 30-day cancellation notice,
- ❖ The DAA's ***name and address*** shown as the certificate holder, and
- ❖ The additional insurance language ***exactly*** as stated below:
 - *"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."*
- ❖ *If Applicable*, the insurance certificate must be included with the bid package.

H. DVBE Requirement – For bids totaling over \$10,000 [Applicable or Not Applicable]

If the total bid exceeds \$10,000.00, the bidder must comply with DVBE requirements by either (i) meeting goals or (ii) demonstrating a Good Faith Effort. To fulfill these requirements, the enclosed DVBE Attachment and Attachments 1, 2, 3, and 4 are made part of this IFB. **Bidders failing to meet DVBE requirements will be considered non-responsive and ineligible for contract award.**

FORMS SECTION

A. Forms to be completed and submitted by bidder

- ❖ **Bidder/Contractor Status Form (mandatory)**
- ❖ **Financial Proposal Bid Form, completed and signed (mandatory)**
- ❖ **Itemized Price Sheet (mandatory)**
- ❖ DVBE attachment for bid totaling over \$10,000 (includes Attachments 1,2,3, and 4) if applicable.

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. 2, Standard Agreement, or F-31, Rental Agreement
- ❖ Standard Contract Terms and Conditions Forms (SCTC) Std. 2 or F-31
- ❖ FE-13, Insurance Statement

BIDDER/CONTRACTOR STATUS FORM

Contractor's Name: _____ County _____
(Full business name)

Address: _____ Federal Employer ID# _____

City: _____ Zip Code: _____
(Principal place of business)

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS (PLEASE CHECK ONE)

_____ Individual _____ Limited Partnership _____ General Partnership _____ Corporation

Individual

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: _____

FINANCIAL PROPOSAL BID FORM
(You can use this Form or submit your own Financial Bid Form)

Information:

Formula:

Proposal:

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 bidders must fill in the following information and sign this form in order for this "Financial Proposal Bid Form" to be considered.

Firm Name

Telephone Number

Address

City/Zip Code

Taxpayer Identification Number

Bidder certifies to the 28th 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 understands the IFB package including the information regarding bid protest. Further, bidder certifies that the information provided by the bidder is accurate, true and correct, and not intended to mislead the 28th DAA in any manner.

Signature

Title

Where applicable, insert the most current CFSA Insurance statement and the most current DVBE forms. (The DGS link for DVBE forms is on F & E's website)