



37th District Agricultural Association

Request for Proposal Package

Sound & Lights

RFP #: 01- 2023

Released: February 10th, 2023

**Sealed bids must be received no later than 5:00 p.m.,
March 8th, 2023
clearly marked Sound RFP#: 01 - 2023.**

All questions related to this Request for Proposal must be directed to:

Caitlin Miller
Chief Executive Officer
Santa Maria Fairpark

This person is the only authorized person designated by the 37th DAA to receive communication concerning this RFP. Please do not attempt to contact any other person concerning this RFP. Oral communications of 37th DAA, officers and employees concerning the RFP shall not be binding on the 37th 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.

TABLE OF CONTENTS

	PAGE
I. DEFINITIONS	1
II. GENERAL INFORMATION	2
III. RULES GOVERNING COMPETITION & TECHNICAL EVALUATION	6
IV. SCOPE OF WORK	9
V. EVALUATION, SELECTION & SCORING PROCESS	20
VI. MANDATORY FORMAT AND CONTENT REQUIREMENTS	22
VII. FORMS	24

PART I**DEFINITIONS**

- BIDDER/PROPOSER:** The individual, company, organization or business entity submitting the proposal in response to the Request for Proposal.
- CONTRACTOR:** Refers to that Bidder selected by the District to provide the services set forth in this RFP. Terms can be used interchangeably.
- DGS:** Refers to the "Department of General Services", State of California, located at:
- 707 Third Street, 7th Floor
West Sacramento, CA 95605
Attention: Office of Legal Services
- ASSOCIATION:** Refers to the 37th District Agricultural Association (Santa Maria Fairpark home of the Santa Barbara County Fair) which is an agency of the State of California within the Division of Fairs & Expositions under the Department of Food & Agriculture. The Association is located at:
- 937 South Thornburg Street
Santa Maria, CA 93458
- FAIR:** Refers to the Santa Maria Fairpark home of the Santa Barbara County Fair (37th District Agricultural Association).
- F & E:** Refers to the Division of Fairs & 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:
- 1220 N Street
Sacramento, CA 95814
- QUALIFIED:** The term "qualified" as it is used in this document refers to the bidders who are awarded at least the minimum number of points by the Evaluation and Selection Committee on the technical portion of the proposal. No bidder's financial proposal will be opened and considered if they have not received sufficient points to be deemed a qualified bidder.
- RFP:** Request For Proposal.
- 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".

**PART II
GENERAL INFORMATION**

A. REQUEST FOR PROPOSALS (RFP)

The 37th District Agricultural Association in releasing this RFP intends to award a contract for a period of three years with two additional one year options (2023, 2024, 2025, 2026, and 2027). For the purpose of providing professional Sound & Lighting equipment for the annual Santa Maria Valley Strawberry Festival and Santa Barbara County Fair. Dates for the 2023 Festival are April 28 – 230, and dates for the 2019 Fair are July 12 – 16. Dates will be similar each year.

(For multi-year contracts, certification of satisfactory performance is required at the end of each year as a justification for continuance of the contract.)

B. BIDDER RESPONSIBILITY

Bidders are urged to read the documents very carefully as the Fair 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.

C. DELIVERY OF PROPOSALS

Proposals must be physically received prior to the closing times and at the place stated below. Failure to meet these requirements will result in an unaccepted proposal.

Proposals must meet the following format requirements to be deemed responsive for consideration:

One sealed package containing three (3) copies of the proposal including copy of the Bidder/Contractor Status Form and labeled and addressed as follows:

**RFP # 01-2023
Sound and Lighting Equipment Services
Caitlin Miller, Chief Executive Officer
37th District Agricultural Association
937 South Thornburg
Santa Maria, CA 93458**

All proposals must have original signatures, be submitted to the Fair's Administration Office, no later than **Wednesday, March 8th, 2023 at 5:00 p.m.** Pursuant to the law, no proposals shall be considered which have not been received at the place, and prior to the closing time, stated in this RFP.

D. CONTRACT AWARD

If a contract is awarded, it shall be granted to the responsible bidder who obtains the highest score as described in Part V "Evaluation Section, and Scoring Process". Prior to the Board of Directors awarding a contract, the Fair shall post a "Notice of Proposed Award" at the Administration Office for five (5) working days. In Addition, a copy of the notice will be mailed to each bidder.

A contract award is not final until

- the time for posting notice of award has expired and/or
- protests filed, if any, have been withdrawn or rejected by the Department Of General Services.

E. TENTATIVE SCHEDULE

RFP Released	Friday, February 10, 2023
Proposals Deadline 5:00 p.m.	Wednesday, March 8th, 2023
Proposed Scoring	Thursday, March 9th, 2023
Post/mail "Notice of Proposed Award"	Friday, March 10th, 2023
Protest Deadline Date	Friday, March 17th, 2023
Proposed Contract Commences	April, 2023 (Festival), July, 2023 (Fair)

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/MB's 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 our online Small Business Certification Application (STD. 813), or to receive your 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 5 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, 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 3rd Street, 1st 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 this RFP. Failure to comply will deem the bidder non-responsive. The Fair 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. HISTORY AND GENERAL BACKGROUND INFORMATION

(Provided to assist bidder in responding)

The 37th District Agricultural Association, Santa Maria Fairpark home of the Santa Barbara County Fair held July of each year in Santa Maria, California and the Santa Maria Valley Strawberry Festival held April of each year.

This contract is to provide sound and lighting services to the Fairpark (see Scope of Work for specifics). The contractor will be required to provide Sound and Lighting equipment service to the Santa Barbara County Fair and the Santa Maria Valley Strawberry Festival to insure that the various stages and arenas are managed and supported effectively for various types of entertainment.

Santa Maria Fairpark management requires that the Sound and Lighting Contractor be an integral part of the total Fair and Festival operation. The contractor is to be a part of pre-fair planning as well as maintain an on-going positive working relationship with all departments of the Fairpark. Personnel are to be responsible, trustworthy individuals with a style that is appropriate for a family-oriented event. To the Fairpark visitor, they represent the Fairpark. The Fairpark will work to include the contractor's personnel so that they feel a part of the total operation.

Dates for the Strawberry Festival and Annual Fair are subject to change at Management's discretion and contractor will be aware on any changes as soon as they are decided upon, and in the form of a written notice.

I. INSURANCE

The bidder awarded the contract shall provide a signed original Certificate of Insurance in the following amounts: \$1,000,000.00 (liquor liability, products and completed operations) and commercial liability coverage), NONE in automobile liability 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 RFP.

The certificate must include the following, unless the bidder is on the Division'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 thirty (30) day cancellation notice
- * the Fair's name and address shown as the certificate holder
- * the additional insured language *exactly* as stated below

"The State of California, the 37th District Agricultural Association, their directors, officers, agents, servants, and employees, are made additional insured, but only insofar as the operations under this contract are concerned."

The contractor shall provide evidence of Workers' Compensation coverage if applicable.

**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, 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 way of addendum issued pursuant to paragraph 2 below. Clarifications, 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 entity who have requested to be given notice of any modification or notices.

2. Addenda

If necessary, the Fair 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 additional 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 at any time after the exact time and date set for receipt of proposals as stated in Part II, paragraphs C and E.
- It is not prepared in accordance with the required 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 an attribute or conditions contended by the competitor. (The proposal shall be rejected if, in the opinion of the State, such information was intended to erroneously and fallaciously mislead the State 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 Fair 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 Department of General Services (DGS), 707 third Street, 7th Floor, West Sacramento, California 95605, Attention: Office of Legal Services and with the 37th District Agricultural Association. The protest shall be filed 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 Fair's administration office.

IN ADDITION, within five (5) working days after the filing of the protest, the protesting bidder shall file with the Fair and Department of General Services Legal Office a fully detailed and complete written statement specifying the grounds for the protest.

PLEASE NOTE: Failure to file notice of protest by the conclusion of the fifth working day after notice of intention to award a contract has been posted and 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 material submitted in response to this RFP will become the property of the Fair. 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 Fair

will assess a fee to cover duplicating costs. Documents may be returned only at the Fair's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official Fair files.

2. Confidentiality of Proposals

The Fair will hold the contents of all proposals in confidence until issuance of the Notice of the Proposed Award; once issued and posted, no proposal will be treated as confidential. However, if a bidder maintains that certain information is proprietary, all proprietary or other legally protected material must be identified at the time of submitting the proposal to retain the claim of confidentiality.

The materials may be used by the Fair to justify the awarding or not awarding a contract if a protest is filed. The Fair will not be liable for inadvertently releasing confidential materials although the Fair 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 Fair 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:

PART IV

SCOPE OF WORK

This part describes the work to be performed by the proposer who is awarded this contract and contains terms and conditions that 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 Standard Terms and Conditions that will be incorporated and made a part of the contract all terms and conditions are fixed and non-negotiable.

Proposer must own or control all equipment that could be used to satisfy the terms of this Request for Proposal and related contract. Equipment that is not owned shall be noted in the proposal and lease or other documentation that demonstrate the proposer's control of the equipment will be included in the proposal.

Proposer must supply all labor, tools, materials, transportation, and equipment necessary to provide professional sound and lighting systems for the Santa Barbara County Fair and Santa Maria Valley Strawberry Festival.

Prior to payment of invoice rendered by contractor, Fairpark management requires a detailed list of equipment used.

Set Up/Tear Down

Set up and tear down dates and times to be determined with Fairpark Management prior to each year's event.

Personnel

Contractor is to provide experienced, qualified and responsible personnel to set up equipment, assist with stage management, monitor and utilize equipment according to stage performance needs, providing security for equipment and tear down equipment.

Personnel will be provided Fairpark identification badges and are expected to adhere to Fairpark personnel policies where applicable. Admission to the Fairpark is provided.

Personnel are expected to have the qualities and personality that leads itself to working effectively with the public. Since the contractor's personnel will be viewed as Fairpark employees, it is expected they will presentable, courteous, knowledgeable about the Santa Barbara County Fair.

Vehicles

Contractor is to provide vehicles necessary to transport equipment. As parking is limited the Fairpark will make every effort to try to provide parking for stock trucks and personal vehicles.

Contractor may use electric carts or small scooters on the grounds during fair operation. Contractor will need to register on grounds vehicles and follow the fair's policies regarding their use.

At all times contractor's personnel are required to operate vehicles in a manner that is safe for pedestrians, children and the driver. There may be certain days/times during the fair that all use of vehicles will be stopped due to heavy pedestrian congestion on the fairground.

The use of cars, trucks and vans is prohibited on the fairgrounds during the fair or festival hours. Additional, there is no overnight parking in the main lots on the fairgrounds.

Security

As much as possible, all equipment is to be secured to prevent theft. The Fairpark will provide roving security to cover all stages and areas.

The security of the sound and lighting equipment is the responsibility of the contractor. The Fairpark provides security as an act of cooperativeness. The equipment is brought to the Fairpark at the risk of the contractor. The Fairpark dose not takes responsibility for the loss of equipment by theft, damage, vandalism, or act of nature.

Lodging

Proposer must provide all lodging for employees for the term of the contract.

SCOPE OF WORK AUDIO AND LIGHTING EQUIPMENT FOR THE SANTA BARBARA COUNTY FAIR

Contractor agrees to supply all labor, sound and lighting equipment necessary for five (5) days on Center Stage and other miscellaneous sound needs during fair time for the 37th District Agricultural Association, Santa Maria, California.

The specifications listed below have been used previously and are anticipated to be required during the duration of the sound and lighting contract. Proposer should view equipment list as inventory and note that the 37th DAA requires like or better equipment to be used for the Santa Barbara County Fair.

CENTER STAGE

Main Speaker System

- # Six (6) Dual 18" subwoofer enclosure front loaded (JBL, EAW)
- # Twelve (12) Mid/High two-way speaker enclosures, each cabinet shall have 2 x12" speakers and 1 x 2" compression driver mounted on 2" bi-radial horn.

Acceptable Brands: (JBL VRX Series, EAW KF650's)

- # Two (2) Genie lifts to elevate speakers in the air

Main System Electronics

- # One (1) 40 input house mixing console with the following specifications:
 - 4 Band sweep parametric EQ on each channel
 - 6 Aux/effects sends with pre & post switches
 - 8 Programmable mutes on each channel
 - 8 Stereo sub groups
 - 8X8 mixing matrix
 - Each channel have capabilities to insert gates and limiters

Acceptable Brands/Models: (Soundcraft MH3, Yamaha PM3500)

- # One (1) 36 Paired snake with transformer balance split on each channel 200 ft minimum in length. (Proco, Whirlwind, Wireworks, Canary)
- # One (1) 12 Paired auxiliary snake, 200ft with splitter for return lines, clear com and auxiliary audio feeds. (Proco, Whirlwind, Wireworks, Canary)
- # Two (2) Output system limiters (Aphex 720 dominator, DBX 160XT, JBL 710)
- # Two (2) One-third octave equalizers (Ashley, Klark-technic, XTA, Yamaha)
- # Two (2) Three or four-way digital processor/crossovers (Brooke Siren, XTA, Yamaha)

- # One (1) Digital stereo reverb units (Rev 5, Rev 7, Lexicon 200, 224)
- # One (1) Digital delay Lexicon PCM 41, 42 Roland SDE – 1000, 3000)
- # Two (2) Digital multi effects units (Lexicon PCM-70, Yamaha SPX 900)

Main System Electronics

- # Four (4) Two channel compressor gate units (DBX, Drawmer, Symetrix)
- # One (1) Stereo cassette deck (TEAC, Denon, Sanyo, Yamaha)
- # One (1) Stereo compact disc player (TEAC, Denon, Sanyo, Yamaha)
- # Two (2) Four channel gate units (DBX, Audio Logic, BSS)
- # One (1) Clear Com or equal communications system
- # One (1) Stereo compact disc player (Sony, Denon, Carver, TEAC)

Main Power Amplifiers

- # Eight (8) Stereo power amplifiers @ 1500 watts per channel at 4 ohms
- # Four (4) Stereo power amplifiers @ 1000 watts per channel at 4 ohms

Acceptable Brands: (AB International, Crest, Crown, Labgruppen, & Q.S.C.)

Monitor Speaker System

- # Twelve (12) Two-way bi-amped floor/wedge monitors. Each enclosure shall consist of a minimum of:
2 x 12" Speakers (JBL, TAD, Gauss, RCF)
1 x 2" Compression driver (JBL, TAD, Gauss)
OR
1x 15" Speaker (JBL, TAD, Gauss, RCF)
1 x 2" Compression driver (JBL, TAD, Gauss)
- # Two (2) Three-way tri-amped side fill monitor enclosures. Each enclosure shall consist of a minimum of:
2 x 15" Speaker for low frequencies (JBL, TAD, Gauss, RCF)
1 x 12" Speaker for mid frequencies (JBL, TAD, Gauss, RCF)
1x 2" Compression driver for high frequencies (JBL, TAD, Gauss, RCF)
- # Two (2) two-way bi-amped drum monitor enclosures. Each enclosure consists of a minimum of:
2-15" Speakers for low frequencies (JBL, TAD, Gauss, RCF)
1-2" Compression drive for high frequencies (JBL, TAD, Gauss, RCF)

Monitor System(s) Electronics

- # One (1) 40X8 Input Monitor Mixing Console with the following specifications:
- 3 Band sweep parametric EQ on each channel
 - 8 Discrete monitor sends on each module
 - Each channel must have capabilities to insert gates and limiters
 - Console shall have capabilities of listening to all 8 monitor mixes post EQ and fader.

Acceptable Brands: (Soundcraft SM-16, Yamaha)

- # Eight (8) One-third octave equalizers (Ashley, XTA, Klark-Technic, Yamaha, Digitech MEQ28)
- # Two (2) Stereo compressor gates DBX166, Drawmer D241, Audio Logic)
- # One (1) Digital effect unit (Lexicon PCM-70, Yamaha SPX90 or SPX900)

Monitor Power Amplifiers

- # Nine (9) Monaural bi-amped power amplifiers 1500 watt @ 4 ohms for lows, 1000 watts @ 8 ohms for highs.
OR
The equivalent in stereo power amplifiers with external digital processors/crossovers
- # Two (2) Monaural tri-amped power amplifiers 1500 watts @4 ohms for lows, 1000 watts @ 8 ohms for mids, 1000 watts @ 8 ohms for highs.
OR
The equivalent of separate power amplifiers and electronic crossovers

Acceptable Brands for amplifiers: (AB International, QSQ, Crown, Powersoft, Labgruppen)

Acceptable Brands for crossovers: (BSS, XTA, Yamaha)

Microphones and Direct Boxes

A selection 32 to 36 microphones to include the following brands and model numbers:

Shure SM58 and 57 and SM81

Electrovoice PL80, N757 and RE20

Sennheiser 421, 431, 441

Beyer M88

Audiotechnica ATM11, ATM31

AKG D12E, 451, 461

Countryman, Stewart, Whirlwind Direct Boxes (12 minimum)

Required 40 to 50 mi stands and booms of various types and sizes.

All needed mic cables, power cables, subsnakes as needed to patch everything to stage.

Power Distribution

Complete power distribution system, 200 feet of main feeder cable. System to be capable of either 200 amps per leg single phase or three phase. Distribution shall be able to accommodate power feeds to amp rack and stage power and other needed areas.

NOTE: All cabling running from stage to sound board in public walk areas to be covered, with ADA accessible covers (Yellow Jackets).

Technicians

Two (2) Trained/Qualified system technicians/audio engineers

Lighting – Center Stage

- (2) Gene Lifts
- (3) 8 Lamp bars with U-Clamps
- (4) 10' x 16' Utility Truss with Bolts
- (1) 18ch Dimmers
- (1) LP 1524 Console
- Multi Cable Feeder

LIVESTOCK ANNOUNCING SYSTEMS

Livestock Paging (Livestock Office)

Complete Livestock Paging System, custom designed to meet the needs as specified by the Livestock Manager.

- # Three (3) 120 Watt 70 volt amplifier (Bogen, TOA, Shure)
- # Three (3) Shure ULX wireless handheld microphone systems
- # Thirty-Six (36) 30 Watt 70 volt paging horns (Toa, University, Altas)
- # One (1) Announcing microphone (Shure, EV, Audio Technica)
- # Six (6) Special 2-Way Radios with chargers (Motorola)
- # Three (3) Passive direct boxes
- # Three (3) 1/8" Microphone to 1/4" Patch cables
- # Four (4) High powered, battery powered bull horns (TOA)

Fields Bradley Pavilion – Show Ring #1 (Outdoors)

- # One (1) 500 Watt stereo 6 channel mixer amplifier (Mackie, Yamaha, EV)
- # Eight (8) Full range speakers 15" x 1" horn (JBL, Mackie, Yamaha, EV)
- # One (1) Announcing microphone for show ring (Shure, EV, Audio Technica)
- # One (1) Barn call up microphone (Shure, EV, Audio Technica)
- # One (1) Handheld wireless microphone system (Shure, EV, Telex)
- # Eight (8) Speaker mounts
- # One (1) Cable package (Mic cable, speaker cable, AC cable)

NOTE: Speakers must be mounted to steel poles (NO SPEAKER STANDS)

Marciel Pavilion – Show Ring #2 (Indoors)

- # One (1) 500 watt stereo 6 channel mixer amplifier (Mackie, Yamaha, EV, Soundcraft)
- # Four (4) Full range speakers 15" + 1" horn (JBL, Mackie, Yamaha, EV)
- # Four (4) Tripod speaker stands
- # One (1) Announcing microphone for show ring (Shure, EV, Audio Technica)
- # One (1) Handheld wireless microphone system (Shure, EV, Telex)
- # One (1) Cable package (Mic cable, speaker cable, AC cable as Needed)

Small Animal Barn – Show Ring #3 (Indoors & Outdoors)

- # One (1) 500 watt stereo 6 channel mixer amplifier (Mackie, Yamaha, EV, Soundcraft)
- # Six (6) Full range speakers 15" + 1" horn (JBL, Mackie, Yamaha, EV)
- # Six (6) Tripod speaker stands
- # One (1) Announcing microphone for show ring (Shure, EV, Audio Technica)
- # One (1) Handheld wireless microphone system (Shure, EV, Telex)
- # One (1) Barn call up microphone (Shure, EV, Audio Technica)

- # One (1) Cable package (Mic cable, speaker cable, AC cable as Needed)

PORTABLE SOUND SYSTEM

Main Speaker System

- # Two (2) 2-way front loaded speaker systems. Each enclosure shall consist of a minimum of 1-15" for lows, 1-1" compression driver for high frequency horn

Acceptable Brands: (JBL, Yamaha, EAW, Electrovoice)

Main System Electronics

- # One (1) 6 channel powered mixer with the following features:
(Mackie, Yamaha, EV)
- 9 Band Graphic EQ
 - 4 Band EQ on each channel
 - Monitor send on each channel
 - Effects send & Build in reverb on each channel
 - 300 Watt output @ 4 ohms
- # One (1) Stereo CD deck (Sony, Sanyo, JVC, SAE)
- # Four (4) Professional quality microphones (Shure, EV, Audix, Audio Technica)
- # Two (2) Tripod speaker stands if needed

All necessary mic stands, mic cables and direct boxes, all necessary power cables.

NOTE: Number of Portable sound systems needed will vary each year depending on Fairs needs. Could be 1 to 3 separate systems needed at the same time.

SCOPE OF WORK AUDIO AND LIGHTING EQUIPMENT FOR THE SANTA MARIA VALLEY STRAWBERRY FESTIVAL

Contractor agrees to supply all labor, materials and sound equipment necessary for three days of the Santa Maria Valley Strawberry Festival.

CENTER STAGE

Main Speaker System

- | | | |
|---------|-----|--|
| # Eight | (8) | JBL VRX932 Mini line array speaker modules |
| # Four | (4) | JBL SRX Dual 18" subwoofer enclosures |
| # Two | (2) | Genie lift towers |
| # Two | (2) | JBL VRX array frames for VRX932's |
| # Two | (2) | Genie lift super towers |

Main System Electronics

- | | | |
|-------|-----|---|
| # One | (1) | 40 x 8 x 2 Mixing Console <ul style="list-style-type: none"> • 4 Band EQ minimum w/ 2 effect sends • 6 Monitor sends, channel patching, phantom power |
|-------|-----|---|

Acceptable Brands: (Soundcraft, Yamaha)

- | | | |
|-------|-----|---|
| # One | (1) | 52 paired audio snake 200ft long |
| # One | (1) | Stereo cassette deck (Sony, Sanyo, TEAC, Denon) |
| # One | (1) | Stereo compact disc play (Sony, Tascam, Denon) |
| # One | (1) | Two channel compressor limiter for mains (DBX, Drawmer, Symetrix) |
| # Two | (2) | One-third equalizer for mains (Ashly, Yamaha, XTA, BSS, Yamaha) |
| # One | (1) | Two channel compressor gate unit (DBX, Drawmer, Symetrix) |
| # One | (1) | Digital reverb unit (Alesis, Lexicon, Digitech, Yamaha) |
| # One | (1) | Digital delay unit (Lexicon, Digitech, Yamaha) |

- # One (1) Digital three-way crossover/processor (Yamaha, XTA, BSS)
- # Four (4) One-third octave equalizers for monitors (Yamaha, XTA, BSS)

Main Power Amplifiers

- # Four (4) Stereo power amplifier @ 1500 watts per channel @ 4 ohms
- # two (2) Stereo power amplifiers @ 2000 watts per channel @ 4 ohms (QSC, Crown, Labgruppen, AB International)

Floor Monitors

- # Six (6) Wedge monitors each have a single 15" woofer and 1" compression driver on a 40 degrees X 90 degrees high frequency horn

Acceptable Brands: (JBL, EV, EAW, Yamaha)

Monitor Power Amplifier

- # Two (2) Stereo power amplifiers @ 1500 watts per channel @ 4 ohms (QSC, Crown, Lab Gruppen, AB International)

Microphones, Direct Boxes, Mic Stands, Mic Cables

- # Forty (40) Microphones (Audio Technica, Electronice, Beyer, AKG, Shure, Sennheiser)
- # Six (6) Direct Boxes (Countryman, Radial, Whirlwind, JDI)
- # Forty (40) Assorted mic stands and booms
- # Sixty (60) Mic cables plus any needed sub snakes

Electrical Power Distribution

Complete power distribution system, 200 feet of main feeder cable. System to be capable of either 200 amps per leg single phase, or three phase. Distribution shall be able to accommodate power feeds to amp rack and stage power and other needed areas.

NOTE: All cabling running from stage to sound board in public walk areas to be covered with ADA accessible covers (Yellow Jackets).

Technicians

- # One (1) Trained and qualified sound technician

Lighting – Center Stage

- (2) Gene Lifts
- (3) 8 Lamp bars with U-Clamps
- (4) 10' x 16' Utility Truss with Bolts
- (1) 18ch Dimmers
- (1) LP 1524 Console
Multi Cable Feeder

PORTABLE SOUND SYSTEM

Main Speaker System

- # Two (2) 2-way front loaded speaker systems. Each enclosure shall consist of a minimum of 1-15" for lows, 1-1" compression driver for high frequency horn

Acceptable Brands: (JBL, Yamaha, EAW, Electrovoice)

Main System Electronics

- # One (1) 6 channel powered mixer with the following features:
(Mackie, Yamaha, EV)
- 9 Band Graphic EQ
 - 4 Band EQ on each channel
 - Monitor send on each channel
 - Effects send & Build in reverb on each channel
 - 300 Watt output @ 4 ohms
- # One (1) Stereo CD deck with patch cables(Sony, Sanyo, Teac,Tascam)
- # One (1) Professional wireless combo microphone system with handheld And lapel (Shure, Sennheiser)
- # Four (4) Professional quality microphones (Shure, EV, Audix, Audio technical)
- # Four (4) Boom mic stands
- # Two (2) Tripod speaker stands if needed

All necessary mic stands, mic cables and direct boxes

All necessary power cables

NOTE: Number of Portable sound systems needs may vary each year depending on Festivals needs. Could be 1 to 3 separate systems needed at the same time.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the Fair's needs as described in this RFP. This part describes the process the Fair will follow when evaluating and scoring proposals and awarding the contract, if any is awarded, and contains the exact scoring criteria to be used. During the evaluation and selection process, the Committee may wish to interview a bidder for clarification purposes only. The bidder will not be allowed to ask questions concerning other bidders, but only 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 PROCESS

1. Following the deadline for receipt of proposals as stated in Part II, each proposal will be examined to determine if
 - submittal (receipt) was by the deadline time and date; and
 - the physical format requirements were met.

This is not a public review.

2. 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 that the information is presented in the format required by the RFP,
 - 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 Fair 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 inaccuracy 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 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.

This is not a public review.

6. Each Bidder/Contractor Status Form is reviewed to determine if any bidder claimed the small **business** preference. All bids claiming the small business preference must be accompanied by a copy of the STATE OFFICE OF SMALL BUSINESS AND DVBE SERVICES BRANCH CERTIFICATION APPROVAL LETTER in order to be granted a

preference of five percent (5%). In order to obtain the average score for each bidder, the total points of *each* review will be added up for *each* bidder and the result divided by the number of people on the Committee.

- 7. The successful bidder is the bidder with the highest number of awarded points and is subject to the approval of the 37th District Agricultural Association’s (Santa Maria Fairpark home of the Santa Barbara County Fair) Board of Directors and all appropriate State agencies.
- 8. In the event of a tie, the tie will be broken by a coin flip in the presence of the tied bidders.
- 9. All bidders will be notified of the results. Notice of proposed bid award will be posted for five (5) working days at the Fair’s Administration Building. During that period protests may be filed.

B. SCORING PROCESS

Submission should be in written form. Interviews may be conducted to clarify and elaborate on written proposals. Please see tentative schedule for interview date.

Evaluation, scoring and interviews will not be public. When a contract is ratified by Board of Directors, all bids will be made public.

1. Past experience and previous performance35 Points

Provide a summary describing the company background and experience providing professional sound equipment for Fairs & Festivals.

2. Three letters of recommendation25 Points

Provide a minimum of three (3) letters of reference regarding services of a similar nature. Letters to be within the last 5 years and must be signed, No emails.

3. Financial Proposal.....40 Points

Submit bid as based on Scope of Work to be performed.

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 manner requested;
- * All questions must be answered;
- * 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

Bidders will submit three (3) copies of proposals for review. Information in this proposal is to be provided in the order requested, beginning with the cover letter page.

Each page is to be numbered at the at the bottom, starting with the number 1; all pages should be 8-1/2" x 11" paper and all narrative portions of the proposal should be typed.

The first page of the 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: 01-2023** 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:

- One (1) completed, dated, and signed "Bidder/Contractor Status Form";
- Small Business Preference Documentation, if applicable:

One (1) copy of the small business certification letter, 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 subcontractors shall include the subcontractors':

1. Name
2. Address
3. Phone Number
4. Description of work to be performed
5. Dollar amount or percentage per subcontractor

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

Bidder must provide all information/documentation requested in Part V.

PART VII
FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Bidder/Contractor Status Form (mandatory)
- Financial Proposal Bid Form, completed and signed (mandatory)

B. DOCUMENTS TO BE COMPLETED BY FAIR

- Notice of Proposed Award, after proposed awardee is determined

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

- STD. 213 Standard Agreement
- Insurance Requirements

BIDDER/CONTRACTOR STATUS FORM

RFP NUMBER 01- 2023

Contractor's Name _____
(full business name)

Contact Person _____

Address _____

City _____ Zip Code _____

Phone # _____

Indicate your organization type (PLEASE CHECK ONE)

Sole Proprietorship _____ Partnership _____ Corporation _____

Indicate the applicable employee and/or corporation number

Federal Tax ID # _____ California Corporation # _____

Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services as:

California Small Business _____ Disabled Veteran Business Enterprise _____

If yes to one of the above please enter your Certification # or Service Code: _____

NOTE: A copy of your Certification is required to be included if either of the above items are indicated, or date application was submitted to OSDS, if an application is pending.

The Fair 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

Financial Proposal Form
RFP # 01- 2023

To provide sound and lighting equipment, staff and services for the various stages and other areas as designated in the Scope of Work to be performed, Part V, of this Request for Proposal (RFP) 01-2023, for the annual Santa Barbara County Fair and Santa Maria valley Strawberry Festival.

Santa Barbara County Fair

2023 Contract Year \$ _____

2024 Contract Year \$ _____

2025 Contract Year \$ _____

Option Years

2026 Contract Year \$ _____

2027 Contract Year \$ _____

Portable Sound System (per system per year) \$ _____

Santa Maria Valley Strawberry Festival

2023 Contract Year \$ _____

2024 Contract Year \$ _____

2025 Contract Year \$ _____

Option Years

2026 Contract Year \$ _____

2027 Contract Year \$ _____

Portable Sound System (per system per year) \$ _____

Contractor's Name _____
(Full Business Name)

Signature Authorizing Bid _____

Print Name _____

Date _____

