



37th District Agricultural Association

Request for Proposal Package

Sound, Lights, and Stage

RFP #: 02- 2023

Released: March 3rd, 2023

**Sealed bids must be received no later than 5:00 p.m.,
March 20th, 2023
clearly marked Sound RFP#: 02 - 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.

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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, and Stage equipment for the annual Santa Barbara County Fair Main Stage. Dates for the 2023 Fair July 12 – 16. Dates will be similar each year. The Santa Maria Fairpark can accept any or all of the bids from a company or multiple companies to meet our minimum requirements. Companies can choose to only bid on a portion of the bid, eg submitting a bid for just staging needs. *(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 time 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 # 02-2023
Sound, Lighting, and Stage 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 **Monday, March 20th, 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, March 3rd, 2023
Proposals Deadline 5:00 p.m.	Monday, March 20th, 2023
Proposed Scoring	Tuesday, March 21st, 2023
Post/mail "Notice of Proposed Award"	Wednesday, March 22nd, 2023
Protest Deadline Date	Wednesday, March 29th, 2023
Proposed Contract Commences	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 is home of the Santa Barbara County Fair held July of each year in Santa Maria, California.

This contract is to provide sound, lighting, and stage services to the Fairpark (see Scope of Work for specifics). The contractor will be required to provide Sound, Lighting, and Stage equipment service to the Santa Barbara County Fair to insure that the Main Stage is managed and supported effectively for various types of entertainment.

Santa Maria Fairpark management requires that the Sound, Lighting, and Stage Contractor be an integral part of the total Fair 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 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, lighting, and stage systems for the Santa Barbara County Fair.

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 does not take 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.

State to Provide:

Six (6) stage hands, of a professional nature, to assist with load in and load out of staging and lighting equipment.

One (1) 6,000 pound forklift with extended forward reach for load in and load out of main stage.

All permits and inspections if required by City or State.

All power required to load in, load out, and operate performances.

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

Contractor agrees to supply all labor, sound, lighting, and stage equipment necessary for four (4) days on Main Stage 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.

MAIN STAGE

Stage - Main Stage

- 48' X 32' X 6' Stage
- 48' X 32' Load Bearing Top
- 16' X 16' Sound Wings (2)
- Four (4) 8' X 8' Riser
- 48' Barricade
- Scalf Towers x 8" H (2)
- Stair Units with Handrails (2)
- (4) 8'x8' Risers

Contractor to provide stage certifications: stage roof must be certified by licensed California structural engineer for weight and wind loads.

Lighting – Main Stage

- (02) 40' Double Hung Truss (120K)
- (02) VX Dimmers
- (02) 9-Lights with U-Clamps
- (02) 1.2k Lycian Long Thros Spotlights
- (12) Lekos with U-Clamps
- (1) Truck Ramp

The above to include rigging, cabling, power feed, shackles, spansets & safety equipment.

- (2) Technicians
- (2) Spotlight operators required per performance.

Main Speaker System

- # Twelve (12) 3-way Line Array Speaker Enclosures
 Each enclosure shall consist of a minimum of:
 2 X 15" Speakers for low frequencies
 4 X 8" Speakers for mid frequencies
 3 X 1.5" Compression driver for high frequencies

Each enclosure shall be high definition enclosure that has good horizontal coverage. (90 degrees) and has good vertical coverage (40 degrees)
 Frequency response shall be no less than 40 HZ to 20 KHZ.
 Each enclosure shall be capable of at least 131 db sound pressure level with 6 db of headroom

Acceptable Brands & Models: (JBL Vertec VT4889, L'Acoustics V dosc)

- # Twelve (12) Front-loaded subwoofer speaker enclosures
 Each enclosure shall consist of a minimum of:
 2 X 18" Speakers per enclosure. Tuned and ported.

- # Two (2) Array frames for suspending speakers from roof structure.

Acceptable Brands: (JBL Vertec Vt-4880 Meyers, L'Acoustics SB28's)

NOTE: Line array must be flown in left and right arrays from fairs supplied roof structure, subwoofers on the ground.

Rigging

- # Four (4) 1 Ton chain hoist motors
 # One (1) Motor power distribution system with control and 100ft of feeder cable and tails.
 # One (1) Rigging package (Steel, spansets, shackles, etc.)

Main System Electronics

- # One (1) 48 x 8 x 2 digital mixing console
 # One (1) Power supply rack with 2 x power supplies and 1 x UPS backup unit

Acceptable Brands/Models: (Yamaha PM5DRH, Avid Profile w/ 3 mix engines & stage rack)

- Note: May need to have both consoles on site, depending on acts/bands audio requirements.

- # One (1) 52 paired snake with transformer balanced split on each channel 300 ft minimum in length. (Proco, Whirlwind, Wireworks, Canary)

- # One (1) 12 Paired auxiliary return stage snake, 300 ft crossover return snake (Proco, Whirlwind, Wireworks, Canary)
- # One (1) 300ft coaxial snake with redundant lines
- # Two (2) Output system limiters (Aphex 720 dominator, DBX 160XT)
- # Two (2) One-third octave equalizers (BSS, Klark-Technic, XTA, Yamaha)
- # One (1) Stereo digital processor 4-way/crossover (BSS Omni Drive, XTA DP448)
- # One (1) Stereo compact disc player (TEAC, Denon, Carver, Sony)
- # One (1) Stereo DAT recorder player (Panasonic, TEAC, Sony)
- # One (1) Clear com or equal communication system

Main Power Amplifiers

- # Twenty-four (24) Stereo power amplifiers @ 4000 watts per channel at 2 ohms

Acceptable Brands: (Lab Gruppen, Crown, QSC)

Sub Woofer Amplifiers

- # Six (6) Stereo power amplifiers @ 4000 watts at 2 ohms

Acceptable Brands/Models: (Crown, Itec 8000, QSC PL380, Labgruppen)

- # One (1) Electronic crossover for Subwoofers

Acceptable Brands/Models: (BSS, XTA)

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, EAW, MARTIN)
1 x 02" Compression driver

OR

1 x 15" Speaker (JBL, EAW, MARTIN)
1 x 02" Compression driver

- # Two (2) EAW KF850E Three-way tri-amped side fill monitor enclosures. Each enclosure shall consist of a minimum of:
1 x 15" Speaker for low frequencies (RCF)
1 x 10" Speaker for mid frequencies (RCF)
1 x 02" Compression driver for high frequencies (RCF)

- # Two (2) EAW SB850 Dual subwoofer enclosures (EAW, JBL, L'Acoustics)
- # Two (2) Two-way bi-amped drum monitor enclosures. Each enclosure shall consist of a minimum of:
 - 2 x 15" Speakers for low frequencies (RCF)
 - 1 x 02" Compression Driver for high frequencies (Gauss, RCF)
- # One (1) Single 18" Powered Subwoofer Enclosure for drum monitor (JBL, EV, EAW)

Monitor System Electronics

- # One (1) 48 Input digital monitor mixing console
- # One (1) Power supply rack w/ 2 x power supplies & 1 x UPS unit

Acceptable Brands: (Yamaha PM5DRH, Avid Profile w/ 3 mix engines & stage rack)

- Note: May need to have both consoles on site, depending on acts/bands audio requirements.

- # One (1) Communication system for house to monitors (Clearcom, Telex, Etc.)

Monitor Power Amplifiers

- # Eighteen (18) Stereo power amplifiers with built in DSP

Acceptable Brands for crossovers: (Powersoft K-3, Crown I-Tech 4 x 3500HD)

Microphones and Direct Boxes

A selection 40 to 50 microphones to include the following brands and model numbers:

Shure Beta SM58 and Beta 57 and SM81, SM98 Beta 98, Beta 52, Beta 56
 Electrovoice PL80, N757 and RE20
 Sennheiser 421, 431, 441
 Beyer M88, M201
 AKG D12E, 451, 461
 Countryman and Whirlwind Direct Boxes (12 minimum)

Required 40 to 50 microphone 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 be capable of either 200 amps per leg 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

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: 02-2023** 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 02- 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 # 02- 2023

To provide sound, lighting and stage 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) 02-2023, for the annual Santa Barbara County Fair.

Santa Barbara County Fair

2023 Contract Year \$ _____

2024 Contract Year \$ _____

2025 Contract Year \$ _____

Option Years

2026 Contract Year \$ _____

2027 Contract Year \$ _____

Contractor's Name _____
(Full Business Name)

Signature Authorizing Bid _____

Print Name _____

Date _____

