



38th District Agricultural Association
Stanislaus County Fairgrounds

Primary (Two Tier) Request for Proposal Package (RFP) for:

**FIRST AID SERVICES
RFP #26-02**

The 38th District Agricultural Association (DAA) invites proposals for First Aid Services at the Stanislaus County Fairgrounds. The contract will cover the 2026 Fair (July 10th – 19th, 2026) with options to renew annually through 2030.

Contact Person: Kim Williams, Chief Executive Officer

Email: kwilliams@stancofair.com

Mailing Address: 900 N Broadway Turlock, CA 95380

Telephone: 209-668-1333

This person is the only authorized person designated by the 38th DAA to receive communication concerning the RFP. **PLEASE DO NOT ATTEMPT TO CONTACT ANY OTHER PERSON CONCERNING THIS RFP.**

Oral communication of 38th DAA officers and employees concerning the RFP shall not be binding on the 38th 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

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| 38th DAA | Refers to the 38 th District Agricultural Association which is an agency of the State of California and is not a local agency of government. |
| BIDDER/CONTRACTOR | The individual, company, organization, or business entity submitting the response to the Request for Proposal. |
| CFSA | Refers to the California Fair Services Authority. CFSA manages and administers workers' compensation, general liability, and special events risk pools, and related services for California fairs. |
| DGS | Refers to the Department of General Services, State of California, located at: Department of General Services 707 Third Street West Sacramento, CA 95605 |
| DVBE | Refers to the Disabled Veteran Business Enterprise. |
| EVALUATION & SELECTION COMMITTEE | Committee chosen by the DAA to evaluate and score proposals received |
| 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 Fairs. F&E is located at: Division of Fairs and Expositions 1220 N Street Sacramento, CA 95814 |
| HIGH SCORE | A proposal in which a selection committee evaluates and scores proposals to rank based upon objective criteria stipulated in the RFP. |

OSDS Refers to the Office of Small Business and Disabled Veteran Business Enterprise Services. OSDS administers and oversees the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE). OSDS is located at:

Office of Small Business and DVBE Services
707 Third Street, 1-400
West Sacramento, CA 95605

PRIMARY (TWO-TIER) RFP Primary (two-tier) RFP refers to a two-step sealed bidding procedure where technical proposals and cost proposals are submitted separately in sealed envelopes.

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 (Committee) on Tier One, 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.

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”.

RFP Request for Proposal

SB/MB Refers to Small Businesses or Micro Businesses

PART II - GENERAL INFORMATION

A. PURPOSE OF RFP #26-02

The 38th DAA Stanislaus County Fairgrounds, in releasing this RFP, intends to award a contract for a period of one (1) year for the purpose of providing First Aid Services for the annual Stanislaus County Fair in 2026 (July 10th – 19th, 2026) with option years in 2027 (tentative July 9th – 18th, 2027), 2028 (tentative July 7th -16th, 2028), 2029, and 2030.

The primary contract requirements include:

- Operating a First Aid Station on the Stanislaus County Fairgrounds throughout the duration of the annual Stanislaus County Fair.
- Providing and maintaining all necessary supplies and equipment required for basic first aid and basic life support, ensuring the station is fully stocked, properly staffed, and operational at all times.
- Ensuring all contractor personnel are properly licensed and certified.
- Responding to medical incidents and emergencies occurring anywhere on the fairgrounds. Contractor personnel shall assess injuries and illnesses, render appropriate basic life support, and coordinate the safe stabilization and evacuation of patients when necessary.

The bid shall be for the total price on a yearly basis. There shall be no additional charges without an amendment to the agreement signed by both parties.

B. BIDDER RESPONSIBILITY

Bidders are responsible for reviewing all instructions and ensuring the accuracy of their submissions. The 38th DAA will not correct bidder errors.

C. RFP SCHEDULE

- Release of RFP – January 16th, 2026
- Site Walk – January 30th, 2026
- Question Deadline* – February 6th, 2026
- **Proposal Due Date – February 13th, 2026**
- Proposed Contract Award – February 27th, 2026
- Notification of Proposal Status – March 20th, 2026

* All questions from Bidders must be submitted via email to the person identified on the front page of this document.

D. DELIVERY OF PROPOSALS AND CONTACT PERSON FOR INFORMATION

Direct questions concerning the technical requirements for the RFP go to the person identified on the front page of this document. 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 unacceptable proposal. Faxed or emailed bids will not be accepted.

Proposals must meet the following format requirements to be deemed responsive for 38th DAA consideration:

- One sealed package containing 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, Section B.)
- One sealed package containing 3 copies of the **financial proposal** bid form and labeled "Financial Proposal Bid Form" (For additional details, see Part VI, Section B)
- **Both sealed packages must be placed in a third package** with the bidder's name on the outside and addressed as follows:

RFP #26-02
Attn: Kim Williams
38th DAA – Stanislaus County Fairgrounds
900 N Broadway
Turlock, CA 95380

E. CONTRACT AWARD

If a contract is awarded, it shall be granted to the passing responsible bidder who submits the proposal with the highest score. Prior to awarding a contract, the 38th DAA shall post a "Notice of Proposed Award" at the administration office for five (5) calendar 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 rejected by the Department of General Services.

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 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 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 VII, section A of this RFP for instructions regarding what to submit with your proposal in order to receive the preference.

1. CERTIFICATION APPLICATION

To apply for Small Business Certification, go online to:

<https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

Your complete certification application package must be received by the OSDS no later than 5PM 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% preference eligibility. For more information, e-mail **certification@dgs.ca.gov** or call (916) 375-4940.

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

G. BIDDER/CONTRACTOR STATUS FORM INFORMATION

All bidders must complete, sign and submit the form in response to the RFP. Failure to comply will deem the bidder non-responsive. The 38TH DAA reserves the right to verify the information on the Bidder/Contractor Status Form at the time of the bid. By signing this form, you are authorizing the release of any and all information pertaining to yourself or business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals who furnish such information from liability for damages which may result from furnishing the information requested. If the bidder is a corporation, the form must include the title of the person signing, i.e., corporate 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. DVBE – NO DVBE PROGRAM REQUIREMENT OR INCENTIVE

The 38th DAA elects to waive both the DVBE program requirement and incentive bid for this package. No DVBE requirement is made for this bid package.

I. INSURANCE

The bidder awarded the contract shall provide a signed original Certificate of Insurance \$1,000,000.00 in commercial general liability coverage, \$1,000,000.00 in automobile liability insurance, proof of worker's compensation insurance, 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 F & E's or CFSA's Master Insurance Certificate List:

- Evidence of authorized insurance for the term of the contract; including set up and tear down days,
- A 30-day cancellation notice,
- The 38th DAA's name and address as certificate holder, and
- The additional insured 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."

For bidding purposes, the bidder shall submit proof of current insurance coverage demonstrating compliance with the minimum insurance requirements specified. The exact policy language is not required at this stage; however, the bidder must include the insurance agent's name and telephone number to allow the 38th DAA to verify coverage. The bidder shall also provide evidence of Worker's Compensation Insurance, in the form of a policy or certificate, covering the full liability of the Contractor in accordance with Division IV of the Labor Code of the State of California and any amendments thereto.

J. MANDATORY CONTRACT TERMS AND CONDITIONS

The awarded Contractor must comply with all requirements set forth in the State of California's General Terms and Conditions (GTC 02/2025) and the Contractor Certification Clauses (CCC 04/2017).

These documents are incorporated herein by reference and will be made a material and binding part of the final contract. Both documents are available for review at:

<https://www.dgs.ca.gov/ols/resources/page-content/office-of-legal-services-resources-list-folder/standard-contract-language>

K. CONTRACTING ACT CERTIFICATIONS

In accordance with the Darfur Contracting Act of 2008 (PCC §10475-10481) and the Iran Contracting Act of 2010 (PCC §2200-2208), bidders that have conducted business activities outside the United States within the past three (3) years may be required to complete and submit the applicable certification forms.

By submitting a proposal, the bidder certifies that it is not a “scrutinized company” under the Darfur Contracting Act, does not conduct business operations in Sudan in violation of that Act, and is not engaged in investment activities in Iran as prohibited under the Iran Contracting Act.

The 38th DAA reserves the right to request these certifications prior to contract award.

PART III – RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

1. Errors and Addenda

Bidders must promptly notify the 38th DAA in writing of any ambiguity, conflict, omission, or error found in this RFP. All such correspondence must be directed to the contact person listed on the cover page.

If clarification or modification is required, the 38th DAA will issue a written addendum to all parties who have received notice of this RFP or requested updates. Only written addenda issued by the 38th DAA will be binding; bidders are responsible for confirming whether any addenda have been issued before submitting a proposal.

2. 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.

3. 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 bids as stated in Part II, Section 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 attributes or conditions contended by the bidder. (The proposal shall be rejected if, in the opinion of the 38th DAA, such information was intended to mislead the 38th DAA in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)
- It is unsigned.

4. Right to Reject any or all Proposals

It is the policy of the 38th DAA not to solicit proposals unless there is a bona fide intention to award a contract. However, the 38th DAA reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

5. 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) and the 38th DAA Administration Office

The protest must be received prior to the expiration of five (5) 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 38th DAA's Administration Office.

IN ADDITION, within five (5) working days after filing the protest, the protesting bidder shall file with the 38th DAA and DGS Legal Office with 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 materials submitted in response to this RFP will become the property of the 38th 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 38th DAA will assess a fee to cover duplicating costs. Documents may be returned only at the 38thDAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official 38th DAA files.

2. Confidentiality of Proposals

The 38th DAA 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 38th DAA to justify the awarding or not awarding of a contract if a protest is filed. The 38th DAA will not be liable for inadvertently releasing confidential materials, although the 38th DAA will use the best efforts to prevent the release of said material.

3. Modification or Withdrawal of Proposals

Any proposal which is received by the 38th DAA before the time and date set for receipt of proposals may be withdrawn or modified by written request of the bidder. However, to be considered, the modified proposals must be received by the time and date set for receipt of proposals in Part II section C.

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 sixty (60) days" is non-responsive to the RFP.

PART IV – STATEMENT OF WORK TO BE PERFORMED

This part describes the work to be performed by the bidder (contractor) who is awarded this contract and contains 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 Standard Contract Terms and Conditions, which will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

A. FIRST AID CONTRACTOR RESPONSIBILITIES

The Contractor will:

1. Operate a First Aid Station on the Stanislaus County Fairgrounds during the annual Stanislaus County Fair.
2. Provide and maintain all necessary supplies and equipment required for basic first aid and basic life support (BLS), ensuring the station is fully stocked, properly staffed, and operational as scheduled.
3. Ensure all contractor personnel are properly licensed and certified:
 - All staff assigned to the First Aid Station must hold current and valid certifications appropriate to their role (e.g., EMT, Paramedic, RN, LVN), in accordance with California law.
 - Staff must maintain current CPR/AED and Basic Life Support (BLS) certifications.
 - Copies of all licenses and certifications must be provided to the Fair upon request.
4. Respond to medical incidents and emergencies occurring anywhere on the fairgrounds. Contractor personnel shall assess injuries and illnesses, render appropriate basic life support, and coordinate the safe stabilization and evacuation of patients when necessary.
5. Refer all incidents requiring Advanced Life Support (ALS) to the appropriate local emergency service agencies licensed to provide such care. Contractor personnel shall immediately contact these agencies when ALS-level intervention is required.
6. Review and adhere to the Stanislaus County Fair Emergency Action Plan. Contractor shall ensure all assigned personnel review and familiarize themselves annually with emergency procedures, designated access points, and all routes used for emergency ingress and egress throughout the facility.

7. Maintain a daily patient log documenting names (if given), presenting complaints, and care rendered to all individuals receiving first aid services.
 - Incidents involving ambulance transport or injuries with potential liability concerns must be documented in an Injury Report, including patient and witness contact information (if given), the nature and observed extent of injuries, and a description and location of the incident.
8. Participate in Fair Department Head meetings as scheduled by Fair Management. A representative shall attend when notified, report areas of concern, and offer recommendations for operational improvement.
 - A written daily summary of the prior day's activities must be submitted to Fair Management at these meetings.
9. Provide patient/incident information to Fair Management or its designee upon request, as required for confidential State Accident Reports.
10. Submit an end-of-event written summary report within ten (10) days following the close of the Fair. The report must include a numerical summary of all accidents by day and by area along with cumulative totals and recommendations for improvement.
11. Provide proof of insurance as required in Part II, Section 1.

B. OPERATIONAL PLAN & STAFFING REQUIREMENTS

1. The First Aid Station must be fully operational during all Fair operating hours with the staffing model below:
 - **Responder Staffing:**
A minimum of two (2) EMS-certified personnel assigned to responding to incidents at all times during Fair operating hours.
 - **Dispatcher / First Aid Office Staffing:**
One (1) dedicated EMS resource serving in the role of Dispatcher, responsible for communications, coordination, and radio traffic management. This position shall also serve as the permanent on-site provider in the First Aid Office to attend to all *walk-in* injuries or illnesses on the fairgrounds.

2. Additional Coverage

In addition, the Contractor must provide one (1) EMT beginning at 5:00 a.m. each day to cover the Livestock Department from 5:00 a.m. until the official opening of the fairgrounds to the public. This requirement applies to all ten (10) days of the Fair.

3. Pre-Fair Coverage Requirements

To ensure the safety of exhibitors and staff during animal arrivals and setup days, the Contractor shall provide:

- Tuesday through Thursday preceding the Fair:
One (1) EMT on site from 5:00 a.m. to 8:00 p.m. each day.

This coverage is required to support livestock check-in, animal deliveries, early-morning handling, and all pre-fair setup activities where injuries or incidents are likely to occur.

C. FIRST AID FACILITY SPECIFICATIONS

The 38th DAA shall provide a securable First Aid facility located in Building E-2 that is easily accessible to Fair patrons and positioned to allow unobstructed access for emergency vehicles responding from off-site.

The facility is equipped with:

- Fluorescent lighting
- 110-volt electrical power
- Hand washing sink
- A Fair-issued radio programmed to a designated Fair operational channel
- A daily supply of ice
- An ADA-compliant handicap toilet unit

The Fair shall provide security patrol services during all non-operating hours to safeguard the First Aid facility and protect the Contractor's equipment, supplies, and medical assets.

D. PARKING, RV SPACE, AND CREDENTIALS

The Fair shall provide the following accommodations for the Contractor's personnel:

- Two (2) designated parking spaces in the on-grounds fence parking area;

- One (1) RV space within the Fair's RV lot for the duration of the contract period; and
- Photo-laminated identification badges granting controlled access to the fairgrounds

PART V - EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the 38th DAA's needs as described in this RFP. This part describes the process the 38th 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, but only 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 PROCESS

No part of the bid review process by the Evaluation and Review Committee (Committee) is open for public review.

1. Following the deadline for receipt of proposals as stated in Part II, section C each proposal will be examined to determine if:
 - Submittal (receipt) was by the deadline time and date; and
 - The physical format requirements were met.
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 that 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.
3. The 38th 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 all proposals that meet the required format and will score the Technical Proposal accordingly. The Technical Proposal carries a maximum of 80 points.
5. The Committee may request interviews of the bidder for clarification of proposals. Following any interviews, the proposals may be re-scored.
6. Only Bidders receiving a minimum score of 70 points on their Technical Proposal will have their Financial Proposal Bid Form opened, evaluated, and included in the overall scoring..
7. Certified small business bidders, who have included in their proposal a copy of their Small Business Certification Approval Letter, shall be granted a preference of 5 percent (5%) on their final bid score.
8. The proposed award will be made to the bidder with the highest total 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.
11. After each fair, the Board of Directors will evaluate and determine to continue the contract for the remaining years.

B. Evaluation and Scoring Criteria

Bidders receiving a minimum score of 70 points or higher on the Technical Proposal (Tier 1) will be deemed qualified, and their Financial Proposal Bid Form (Tier 2) will then be opened and reviewed.

The Technical Proposal will be scored by the evaluation and selection committee out of the max possible for each section.

Bidders who do not receive the minimum qualifying score will be disqualified, and their financial proposal will not be opened nor evaluated.

C. SCORING

The following information must be provided by the bidder in order for the Technical Proposal to be scored:

Past Experience and Performance**30 Points**

The bidder shall submit:

- A list of principal officers and/or owners, including their general experience in first aid services, with emphasis on experience providing first aid at special events.
- A description of each individual's proposed level of involvement in the services to be provided under this contract.
- Recent letters of recommendation from clients (if available), particularly those related to event-based first aid or EMS operations.
- A complete list of performance history under similar or relevant conditions. Include estimated attendance, the dates the event occurred, the number of EMTs per shift, and number of shifts that were provided.

Staff Qualifications and Proposed Schedule**20 Points**

The bidder shall submit:

- A proposed staffing schedule for all Fair-related services, including positions, staffing levels, and hours.
- Identification of staffing qualifications for each position (e.g., EMT, Paramedic, LVN, RN, Dispatcher).
- Identification of any positions that would require new hires during the first contract year to meet the Fair's operational requirements.

Equipment**15 Points**

The bidder shall submit:

- A comprehensive list of all medical supplies and equipment proposed for use during the Fair.
- Documentation demonstrating that the bidder's insurance policy provides coverage for the any vehicle use, including liability coverage while operating on the fairgrounds. Coverage must be sufficient to protect the Fair and the State from any claims arising from the operation, transport, or use of the vehicle.

Service Documents, Policies, and Procedures**15 Points**

The bidder shall submit:

- Copies of the service documents proposed for use, including but not limited to:
 - Daily Patient Log
 - Injury Report Form
- A description of the experience or training personnel have in using these documents.
- A description of the policies and procedures governing the access, security, retention, and confidentiality of these documents.

Financial Offer**20 Points**

- Submit the Financial Proposal Bid Form
- Lowest price will receive maximum points. Each subsequent offer will receive proportionate percentage of points.

Maximum Points Possible

100 Points

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, section D.

1. Technical Proposal (Tier 1)

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 11inch 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 #26-02 First Aid Services 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.

A. Technical Proposal Requirements:

- Include a Table of Contents
- One (1) completed, dated, and signed "Bidder/Contractor Status Form"
- One (1) copy of the "OSMB's Small Business Certification Approval Letter", if bidder is claiming the Small Business Preference.
- Evidence of Insurance, as described in Part II section I, not less than \$1,000,000 CSL, with the name of the bidder and has not expired. Please provide your agent's name and telephone number for verification purposes.
- Copies of current business licenses, professional certifications, or other applicable certifications.
- Bidder must provide all information/documentation requested in **Part V, Section C.**

2. Financial Proposal Bid Form (Tier 2)

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

PART VII - FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Exhibit A – Bidder/Contractor Status Form
- Exhibit B - Financial Proposal Bid Form
- Small Business Preference Documentation, if applicable

B. DOCUMENTS TO BE COMPLETED BY 38th DAA

- Notice of Proposed Award after proposed awardee is determined

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

The forms below are available upon request from the 38th DAA:

- STD - 213, Standard Agreement
- GTC 04/2017 - General Terms and Conditions
- CCC – 04/2017 Contractor Certification Clauses
- STD - 204 Payee Data Record
- Release & Waiver of Liability Agreement

D. CONTRACT AUDITS

Contractor agrees that the State or its delegate will have the right to review, obtain, and copy all records pertaining to performance of the contract. Contractor agrees to provide the State or its delegate with any relevant information requested and shall permit the State or its delegates access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employee and inspecting and copying such books, records, accounts, and other materials that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract.

E. ATTACHED EXHIBITS

The following forms are attached

- Bidder/Contractor Status Form (Exhibit A)
- Relevant Experience (Exhibit B)
- Financial Proposal Bid Form (Exhibit C)
- Stanislaus County Fairgrounds Map (Exhibit D)

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Fictitious Name

If contractor is doing business under a fictitious business name and will be performing under the fictitious name, please attach a clearly legible copy of the current fictitious filing.

Small Business Information

Your Small Business ID Number: _____

Pending Litigation Hearings

Are any civil or criminal litigation or administrative hearings currently pending against the bidder's organization, owners, officers or employees? _____

If Yes, please state the case number and agency or court where pending and status of litigation or hearing:

We reserve the right to verify the information provided on this form by the bidder during the RFP process. By signing this form, you are authorizing the release of any and all information pertaining to yourself and business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals who furnish such information from liability for damages which may result from furnishing the information.

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.

Signature

Print Name

If this status form is not completely filled out, signed and submitted with bidder's response to the RFP, the bid will be rejected as non-responsive. Any false or misleading information will cause the bid to be rejected as non-responsive.

38th DAA Grounds Map (Exhibit D)



