



38<sup>th</sup> District Agricultural Association  
Stanislaus County Fairgrounds

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

**FAIR-TIME JANITORIAL SERVICES  
RFP #26-01**

The 38th District Agricultural Association (DAA) invites proposals for janitorial services at the Stanislaus County Fairgrounds. The contract will cover the 2026 Fair (July 10<sup>th</sup> – 19<sup>th</sup>, 2026) with options to renew annually through 2030.

**Contact Person: Kim Williams, Chief Executive Officer**

**Email: [kwilliams@stancofair.com](mailto: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 38<sup>th</sup> DAA to receive communication concerning the RFP. **PLEASE DO NOT ATTEMPT TO CONTACT ANY OTHER PERSON CONCERNING THIS RFP.**

Oral communication of 38<sup>th</sup> DAA officers and employees concerning the RFP shall not be binding on the 38<sup>th</sup> 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**

<b>38<sup>th</sup> DAA</b>	Refers to the 38 <sup>th</sup> District Agricultural Association which is an agency of the State of California and is not a local agency of government.
<b>BIDDER/CONTRACTOR</b>	The individual, company, organization, or business entity submitting the response to the Request for Proposal.
<b>CFSA</b>	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.
<b>DGS</b>	Refers to the Department of General Services, State of California, located at: Department of General Services 707 Third Street West Sacramento, CA 95605
<b>DVBE</b>	Refers to the Disabled Veteran Business Enterprise.
<b>EVALUATION &amp; SELECTION COMMITTEE</b>	Committee chosen by the DAA to evaluate and score proposals received
<b>F&amp;E</b>	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
<b>HIGH SCORE</b>	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 #26-01**

The 38<sup>th</sup> 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 Janitorial Services for the annual Stanislaus County Fair in 2026 (July 10<sup>th</sup> – 19<sup>th</sup>, 2026) with option years in 2027 (tentative July 9<sup>th</sup> – 18<sup>th</sup>, 2027), 2028 (tentative July 7<sup>th</sup> -16<sup>th</sup>, 2028), 2029, and 2030. A copy of the 2026 Schedule of Events is available upon request.

The main contract needs are as follows:

- Continuous cleaning and stocking of all bathrooms during the fair. Bathroom supplies such as toilet paper, paper towels, and hand soap will be provided by the Stanislaus County Fair (38<sup>th</sup> DAA).
- Pre- and post-fair cleaning of all bathrooms - all cleaning supplies & equipment to be provided by Bidder.
- Continuous monitoring and cleaning of all trash barrels, grounds, and bleachers (seating areas).

**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 38<sup>th</sup> DAA will not correct bidder errors.

### **C. RFP SCHEDULE**

- Release of RFP – January 16<sup>th</sup>, 2026
- Site Walk – January 30<sup>th</sup>, 2026
- Question Deadline\* – February 6<sup>th</sup>, 2026
- **Proposal Due Date – February 13<sup>th</sup>, 2026**
- Proposed Contract Award – February 27<sup>th</sup>, 2026
- Notification of Proposal Status – March 20<sup>th</sup>, 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 38<sup>th</sup> 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 #26-01  
Attn: Kim Williams  
38<sup>th</sup> 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 38<sup>th</sup> 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.

### 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 38<sup>TH</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> DAA, such information was intended to mislead the 38<sup>th</sup> 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 38<sup>th</sup> DAA not to solicit proposals unless there is a bona fide intention to award a contract. However, the 38<sup>th</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> DAA's Administration Office.

IN ADDITION, within five (5) working days after filing the protest, the protesting bidder shall file with the 38<sup>th</sup> 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 38<sup>th</sup> 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 38<sup>th</sup> DAA will assess a fee to cover duplicating costs. Documents may be returned only at the 38<sup>th</sup>DAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official 38<sup>th</sup> DAA files.

### **2. Confidentiality of Proposals**

The 38<sup>th</sup> 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 38<sup>th</sup> DAA to justify the awarding or not awarding of a contract if a protest is filed. The 38<sup>th</sup> DAA will not be liable for inadvertently releasing confidential materials although the 38<sup>th</sup> 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 38<sup>th</sup> 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 AND CONTRACT TERM AND CONDITIONS**

### **JANITORIAL SERVICES**

This part describes the work to be performed by the bidder 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. General Information**

1. Contractor will ensure that sufficient personnel are scheduled to maintain the cleanliness of all grounds, exhibit buildings, picnic tables, restrooms, and grandstands/bleachers/benches at all times.
2. Contractor will be responsible for keeping track of inventory, products, supplies and tools used in performing these services and keeping all equipment in good working order. Contractors will be required to make all requests for supplies through work orders to the Maintenance Department.
3. All refuse/garbage cans/barrels shall be lined with plastic liners and emptied as needed during all hours of operation. All trash shall be emptied into dumpsters located throughout the Fairgrounds. Following the final closure of the fair, Contractor shall be responsible for collecting all trash cans/barrels, cleaning out all garbage, and returning them to a specified location.
4. All recyclables are the property of the 38<sup>th</sup>DAA (Stanislaus County Fairgrounds) and are not to be taken by the Contractor. The Contractor shall collect recyclables as required and follow all instructions from the 38<sup>th</sup> DAA regarding their handling, storage, and/or disposal.
5. In case of emergency, the janitorial crew will be used as deemed necessary.
6. Contractor will work under the direction of the 38<sup>th</sup> DAA Chief Executive Officer and Maintenance Supervisor.
7. The Contractor will provide their employees with their own uniforms. These uniforms must be clean, in good condition, and always worn while employees are on the premises or performing services related to this agreement.
8. Bathroom supplies (toilet paper, paper towels, and hand soap) and trash liners will be provided by the Stanislaus County Fair.

9. All cleaning supplies and equipment shall be furnished by the Contractor at no additional cost to the 38th DAA. This includes, but is not limited to, brooms, dust pans, mops, microfiber cloths, cleaning chemicals, disinfectants, rolling refuse handcarts, motorized carts, and any other tools or materials necessary to perform the required janitorial services.
10. Any graffiti shall be removed as soon as possible during daily cleaning operations. If the Contractor is unable to remove the graffiti using approved methods or materials, the Contractor shall immediately submit a work order and notify the Maintenance Supervisor for further action.

## **B. Grounds**

1. Contractor will have a supervisor or designated lead person on duty to supervise all employees while performing services.
2. Contractor will clean/wash down all benches and bleachers daily.
3. Contractor will clean Portable Hand Washing Stations as needed.
4. Contractor shall be responsible for keeping all walkways clean of trash and spills including the Livestock area.
5. Biohazard spills will be cleaned up by the janitorial crew with kits provided by the Fair.
6. Trash will be picked up in all parking lots and along outside perimeters of the Fairgrounds daily.

## **C. Buildings**

Contractor shall maintain building cleanliness throughout the day, cleaning up spills and removal of trash until close of buildings. The following is a list of all buildings requiring janitorial crews:

1. Building E-1 Exhibits Building
2. Building E-2 Commercial Building
3. Building E-5 Ag Mechanics Building
4. Floricultural Building and Grounds

Commercial and Exhibit buildings close one hour before Hours of Operation

## **D. Restrooms**

Contractor shall schedule crews, so the permanent restrooms are cleaned and serviced when grounds are open to the public. A service record must be kept of each time a restroom is serviced, including date, time, and person servicing. Records must be turned in to the Maintenance Supervisor daily. If Contractor wants to put up signs in the restrooms they must be approved by Management before and must NOT use duct tape or staples. No handwritten signs will be allowed. All staff must receive training on chemicals, safety, and restroom hardware. Bathroom cleaning includes the following:

- Wipe and sanitize all sinks, mirrors, and counters
- Dust and polish all dispensers, receptacles, and fixtures
- Fill paper, soap, and other dispensers as required
- Empty all trash and sanitary napkins receptacles
- Detail clean and sanitize all toilets and urinals, including bases
- Wipe walls and partitions
- Sweep and mop floors
- Remove all trash

### **RESTROOM LOCATIONS TO BE SERVICED:**

#### **INSIDE BUILDINGS**

1. Building E-1 Exhibits Building
2. Building E-2 Commercial Building
3. Building E-5 Ag Mechanics Building
4. Building E-3 Hospitality Room

#### **STANDALONE RESTROOMS**

1. R-1 Restrooms (near Floricultural)
2. R-2 Restrooms (on Foundation way)
3. R-3 Restrooms (West of Dressing Room)
4. R-4 Restrooms (Livestock Restrooms)
5. R-5 Restrooms (North of Milking Parlor)
6. R-6 Restrooms (South of Arena)
7. R-7 Restrooms (Behind Arena grandstands)
8. R-8 Restrooms (Near Gate 6)
9. R-9 Restrooms (Near Gate 5A)
10. R-10 Restrooms (South-east of Arena)

## PORTABLE RESTROOMS

Portable restrooms are cleaned and stocked by their respective rental companies each morning prior to the start of daily operations. However, if a restroom becomes unsanitary or requires attention during the day (e.g., visible mess or soiling), the janitorial contractor shall be responsible for providing additional cleaning as needed to maintain sanitary and presentable conditions throughout operating hours.

1. Arena Grandstands (North-west of Grandstands)
2. Arena Pit (north of Grandstands)
3. North Parking Lot
4. West parking Lot

## E. Bleachers & Benches

Contractor will be responsible for ensuring that all trash and refuse is swept, blown, and/or wiped from the seating areas prior to opening daily and maintained throughout the day on the following bleachers/Benches:

1. Main Stage Bench Seating
2. Main Stage Bleachers
3. Center Stage Bench Seating & Picnic Tables
4. Arena Grandstands and General Admission Bleachers
5. Kid Zone Shows Seating
6. Additional Attractions/Shows with Bleacher or Bench Seating

## F. Trash Collection & Grounds Waste Management

The Contractor shall provide comprehensive trash collection, waste removal, and grounds-cleanliness services throughout the duration of the fair. Services must ensure that all public areas remain clean, safe, and free of debris at all times. The following apply:

- Maintain continuous trash and debris removal across all grounds, including: midways, barns, exhibit buildings, food courts, parking lots, restrooms, livestock areas, and back-of-house operational zones.
- Trash receptacles must never be allowed to overflow.
- Conduct frequent sweeps to remove all litter, cardboard, loose trash, gum, and debris.
- Empty, replace, and maintain all trash receptacles and liners as needed to prevent overflow.
- All collected trash must be placed in designated dumpsters or disposal locations as directed by Fair Management.
- All walkways, patron areas, and seating zones must be swept and kept free of trash, gum, and debris at all times.
- Immediate response is required when notified of spills, broken glass, or safety hazards.

- End-of-day and end-of-Fair clean-up must return all areas to an acceptable, clean, safe condition.

## **G. Post Fair Cleaning**

Post fair cleaning begins immediately following the final close of fair. Vendors will have trash left behind after pulling out that must be removed ASAP for our maintenance staff to effectively continue with their job.

- Contractor is responsible for collecting all trash cans from all parking lots, grounds, and RV lot, cleaning out all trash and returning them to a specified location for storage.
- All parking lots and RV lots must be cleaned, picking up all trash left behind.
- All dispensers in restrooms must be left in good working order. If there are any broken dispensers, they must be reported to our maintenance department for replacement. Any broken fixtures or dispensers must have a work order completed and submitted to the maintenance department for repair or replacement.
- All restroom floors must be cleaned of any urine and/or water stains, all toilet bowls completely washed down and wiped clean, all sinks and any mirrors scrubbed and cleaned.
- All dispensers must be fully restocked before leaving including toilet paper, paper towels and soap.

## **H. MAP OF GROUNDS**

The attached Grounds Map (Exhibit D) is incorporated herein and made a part of this RFP #26-01.

## **I. SCHEDULING NEEDS (TENTATIVE)**

### **Monday 07/06/26 – Thursday 07/09/26 (Pre Fair Livestock Needs)**

Staff of appropriate genders to service restrooms as needed  
Clean and maintain livestock bathrooms (4 Restrooms)  
Check remaining restrooms on Fairgrounds as needed  
Pull livestock area trash barrels as needed  
Hours: 6:00 a.m. - 8:00 p.m.

### **Friday 07/10/26 – Sunday 07/19/26 – (Morning Needs)**

Staff of appropriate genders to service restrooms as needed  
Clean and maintain livestock bathrooms (4 Restrooms)  
Check remaining bathrooms in Fairgrounds as needed

Pull livestock trash barrels as needed  
Hours: 6:00 a.m. – 8:00 p.m.

**Friday 07/10/26 – Sunday 07/19/26 – (Evening Needs)**

Staff of appropriate genders to service restrooms as needed  
Eight people for Fairgrounds cleaning  
Continuously clean and stock all bathrooms on Fairgrounds  
Continuously clean tables, grounds, & remove trash throughout Fairgrounds  
Detail bathrooms in preparation for the next day  
Weekday hours: 4:30 p.m. – close (Fair Hours)  
Weekend hours: 11:30 a.m. – close (Fair Hours)

**Friday 07/10/26 – Wednesday 07/22/26 (Night Needs)**

10:00pm - 6:30am, 8 people including 1 supervisor (can speak English and Spanish)  
Will work under the direction of Maintenance Supervisor

**Monday 07/20/26 – Tuesday 07/21/26 (Post Fair Needs )**

Post-clean all bathrooms on Fairgrounds  
Pick up trash from barrels and grounds  
Prepare tables and trash barrels throughout Fairgrounds  
Hours arranged with maintenance staff

## **PART V - EVALUATION, SELECTION AND SCORING PROCESS**

Each proposal shall be evaluated for responsiveness to the 38<sup>th</sup> DAA's needs as described in this RFP. This part describes the process the 38<sup>th</sup> 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 38<sup>th</sup> 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 for the RFP to be scored.

### **Professional Work Experience 30 Points**

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- Past Experience and previous performance for the past three years.
- A complete list of performance history under similar or relevant conditions
- Include estimated attendance, the dates the event occurred, the number of janitorial personnel per shift, and number of shifts that were provided.
- Specify overall qualifications of company and business philosophy including a resume of business principles (attitude, interest in project, integrity, years of experience, etc.)
- Provide copies of various reporting forms that are used by contractor Accident Reports, Incident Reports, First Aid Reports, Incident or Damage Reports related to property or equipment.

### **Relevant Fairgrounds Work Experience 15 Points**

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- Prior experience with Fairgrounds and/or other similar clients
- Specify experience describing personnel's willingness to work with and cooperate with Fairgrounds Staff & Event Coordinators.

### **Personnel 20 Points**

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- Attach a copy of personnel manual and applicable policies or statements detailing.
  - Recruitment process
  - Dress code
  - Organizational chart
  - Personal integrity
  - Level of expertise required
  - Diversity training & awareness
- List of current supervisors and length of employment
- Attach statements of personnel's detailed working knowledge of systems and professional experience.
- Include proof of Workers' Compensation Insurance coverage for employees.
- Staffing and scheduling: A detailed breakdown of personnel cleaning for each day of the fair, including shifts, assigned areas, and break schedules. Include any of the following procedures or reporting you will use:

- Cleaning and Sanitation Procedures: A breakdown of cleaning and sanitation processes, including specific cleaners and sanitizers used, the frequency of cleaning rounds, and the procedure for responding to spills and other incidents.
- Restock and Supply Management Procedures: A plan for how supplies will be monitored and restocked to ensure they are never depleted.
- Quality Control and Reporting: The proposed method for Quality control, including any checklist or inspection forms that will be used.

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**References****15 Points**

- Attach names, addresses and telephone numbers of at least three (3) business related references from private events, public events, or Fairgrounds showing a minimum of the last three years of experience.
  - At least one from a large public event (attendance of 10,000 or more).
- Submit at least three (3) Letters of Recommendation from previous clients, contractors, vendors and/or business-related organizations. (Attach names, addresses, and telephone numbers of Letter of Recommendation providers)

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**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.

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**Maximum Points Possible****100 Points**

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**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 #101-2026 Janitorial 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 38<sup>th</sup> 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 38<sup>th</sup> 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)

**Bidder/Contractor Status Form** (Exhibit A)

**Page 1 of 2**

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Federal ID#: \_\_\_\_\_

**Status of Contractor Proposing To Do Business (Please Check One)**

Individual  Limited Partnership

Corporation  General Partnership

**INDIVIDUAL (Please Check One)**  Resident  Non-Resident

If a Sole Proprietorship, state the True Name of Sole Proprietor: (I.E., John Roe Smith; Not J. Roe Smith or John R. Smith)

**Partnership (Please Check One)**  Limited Partnership  General Partnership

If a Partnership, list each partner identifying whether Limited Partner(s), stating their true full name and their interest in the partnership.

\_\_\_\_\_  
\_\_\_\_\_

**Corporation**

Place and date of Incorporation: \_\_\_\_\_

If not a California Corporation in Good Standing, state the date the corporation was authorized to do business in California: \_\_\_\_\_

Current Officers:

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Other Officers: \_\_\_\_\_

All Must Answer - Are you Subject to Federal Backup Withholding? \_\_\_\_\_

**Page 2 of 2**

**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.



**Financial Proposal Bid Form (Exhibit C)**

**Janitorial Services RFP #26-01**  
(Please Submit 3 Original Copies)

I hereby submit the following bid for Janitorial Services on the grounds for the 38<sup>th</sup> DAA for the Stanislaus County Fair in 2026, with options for renewal in 2027, 2028, 2029, and 2030.

2026, 1 <sup>st</sup> Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____
2027, 2 <sup>nd</sup> Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____
2028, 3 <sup>rd</sup> Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____
2029, 4 <sup>th</sup> Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____
2030, 5 <sup>th</sup> Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____
Total 5 Year Contract Base	\$ _____	Add Item 1 \$ _____	Add Item 2 \$ _____

**All Bidders must fill** in the following and sign this form in order for the “Financial Proposal Bid Form” to be considered.

\_\_\_\_\_  
**Firm Name (Print)** **Phone Number**

\_\_\_\_\_  
**Address** **City/State/ZIP**

\_\_\_\_\_  
**Tax ID Number**

Bidder certifies that the bidder has thoroughly familiarized self with the 38<sup>th</sup> DAA facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the bidder certifies that he/she has read and understood the RFP package including the information regarding bid protests. Further, bidder certifies that the information provided by the bidder is accurate, true and correct and not intended to mislead the 38<sup>th</sup> DAA in any manner.

\_\_\_\_\_  
**Signature** **Title**

# 38th DAA Grounds Map (Exhibit D)



