

# TEHAMA DISTRICT FAIR REQUEST FOR PROPOSALS (RFP)

<b>RFP Title:</b> Red Bluff Outlaw Kart Winter Racing Series
<b>RFP Due Date and Time:</b> Tuesday, June 2 <sup>nd</sup> at 12:00 PM

## TEHAMA DISTRICT FAIR CONTACT INFORMATION

<b>Procurement Officer:</b> Mandy Staley, CEO	<b>Issue Date:</b> May 11, 2026
<b>Procurement Officer Address:</b> Tehama District Fair 650 Antelope Blvd. Red Bluff, CA 96080	<b>Procurement Officer Email and Telephone Number:</b> <a href="mailto:info@tehamadistrictfair.com">info@tehamadistrictfair.com</a> (530)527-5920

## OFFERER SUBMITTAL INSTRUCTIONS

<b>Return Sealed Proposals to:</b> Tehama District Fair Main Office 650 Antelope Blvd. Red Bluff, CA 96080	<b>Attn Line Must Read: Winter Racing Series RFP</b> <b>RFP Response Due Date: June 2nd at 12:00 PM</b> <b>Public Bid Opening at 12:00 PM</b> <b>Contract Award at 6:00 PM</b>
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## OFFERER CONTACT INFORMATION AND AUTHORIZATION

<b>Offeror Name/Address:</b>	<b>Authorized Offeror Signature:</b>  <small>Print name and sign in ink.</small>
<b>Offeror Phone Number:</b>	<b>Offeror Email Address</b>
<b>OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE</b>	

## INSTRUCTIONS TO OFFERORS

**Follow the format presented in the RFP.** Points may be deducted during scoring for deviations from the prescribed format.

**Provide complete answers or descriptions.** Read all questions and requirements, and provide clear, concise responses. Do not assume the Tehama District Fair or the selection committee will have any familiarity with the firm’s capabilities. Proposals are evaluated solely on the information and materials provided in the response.

**Adhere to the proposal due date.** Late proposals will **NOT** be accepted.

**The following items must be included in the submission to be considered responsive:**

- Signed Cover Sheet;
- All mandatory proposal requirements;

## RFP TIMELINE

EVENT	DATE
RFP issue date	May 11, 2026
RFP response due date	May 26, 2026 at 12:00 PM
Contract award	May 26, 2026 at 6:00 PM

## SECTION 1 - RFP OVERVIEW

### **INTRODUCTION**

The 30<sup>th</sup> District Agricultural Association Tehama District Fair (hereinafter referred to as “the DAA”) seeks a go kart promotor who brings both expertise and vision to host a winter kart series from October to March with 10-15 race weekends. Proposers are encouraged to submit a proposal outlining their approach with highest possible contestant participation and fan engagement while generating revenue for the DAA.

### **CONTRACT PERIOD**

The initial contract term is one (1) year, with an option to renew for up to two (2) additional years. The contract will begin in October of 2026.

### **SINGLE POINT OF CONTACT**

The Tehama District Fair Office will be the single point of contact for inquiries regarding this RFP from the date issued until the selection is publicly announced. Offerors may not communicate with any fair officials or other staff regarding this procurement, except at the direction of the procurement officer; and any unauthorized contact may disqualify the offeror from further consideration. Contact information for the procurement officer is:

Procurement Officer: Mandy Staley, Chief Executive Officer  
E-mail Address: [info@tehamadistrictfair.com](mailto:info@tehamadistrictfair.com)

## **OFFEROR QUESTIONS**

Any questions or requests for clarification or interpretation of this RFP must be addressed in writing to the procurement officer on or before May 19, 2026. For purposes of this RFP, “in writing” consists of email. Questions submitted must include:

- Company name and address;
- Contact information, including name, email address, and telephone number;
- Clear reference to the section, page, and item in question.

Questions received after the deadline will not be considered.

The DAA will provide a formal written addendum by May 20, 2026 to questions received by the deadline. No other form of interpretation, correction, or change to this RFP will be binding upon the DAA. Any addendum will be posted on the DAA’s website, [Tehama District Fair](#)

## **GENERAL REQUIREMENTS**

### **Mandatory Requirements of the RFP**

To be eligible for consideration, an offeror must provide all information requested in **Section 4**. A proposal that fails to provide any information requested may be deemed nonresponsive or be subject to deduction of points during scoring.

### **Understanding of Specifications and Requirements**

By submitting a response to this RFP, the offeror attests to an understanding of the specifications and requirements described herein and agrees to comply with such.

### **Prime Contractor and Subcontractors**

If this RFP results in a contract award, the offeror selected will be the prime Contractor and shall be responsible for all work of any subcontractors. The Contractor shall be responsible to the DAA for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Furthermore, nothing contained within this document or any contract documents created from any contract awards derived from this RFP shall create a contractual relationship between any subcontractor and the DAA.

### **Offeror's Signature**

The proposal must be signed by an individual legally authorized to bind the offeror. The offeror's signature is a guarantee that the proposal has been developed without collusion. The offeror shall provide proof of authority of the person signing the RFP upon the DAA’s request.

## **PROPOSAL REQUIREMENTS**

### **Proposal Organization**

Proposals must be organized into sections that follow the format of this RFP. Pages must be consecutively numbered.

### **Compliance with Instructions**

Scoring points may be deducted for failure to comply with these instructions. Furthermore, a proposal may be deemed nonresponsive and disqualified from consideration if it does not follow the response format, is difficult to read or understand, or is missing required information.

### **Extraneous or Outside Information**

Selection and contract award will be based on the offeror's proposal and the evaluation of other information outlined in this RFP. Offeror responses may not include references to information located on Internet websites, in libraries, or at other external locations unless specifically requested in the RFP. Such information will not be considered, will have no bearing on any award, and may result in the offeror's disqualification from further consideration.

### **Copies Required and Deadline for Receipt of Proposals**

The proposal must be submitted to the DAA procurement officer by email, delivered to the Fair Office, or mailed to 650 Antelope Blvd. Red Bluff, CA 96080.

Proposals must be labeled with the proposal's name and received by the procurement officer by the due date and time. The offeror is solely responsible for assuring delivery by the deadline.

### **Late Proposals**

Regardless of cause, late proposals will not be accepted and will be automatically disqualified from consideration.

### **Preparation Costs**

The offeror is solely responsible for all costs incurred prior to contract execution.

## **SECTION 2 - RFP STANDARD INFORMATION**

### **AUTHORITY**

The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. Section 6 states the relative importance of all evaluation criteria, and only the evaluation criteria outlined in the RFP will be used.

## **OFFEROR COMPETITION**

The DAA encourages free and open competition to obtain quality, cost-effective services and products. The specifications contained in proposal requests are designed to accomplish this objective.

## **PUBLIC INSPECTION OF PROPOSALS**

### **Public Information**

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the proposal deadline. All requests for information must be made through California Department of Food and Agriculture's Legal Team.

Before the RFP is made available to the public, CDFA's Legal Team will remove the confidential information.

## **CLASSIFICATION AND EVALUATION OF PROPOSALS**

### **Classification of Proposals as Responsive or Non-responsive**

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP. A proposal may be found non-responsive if:

- Required information is not provided;
- The cost proposal is excessive or inadequate as measured by criteria stated in the RFP;
- The proposal does not conform to the specifications described and required in the RFP.

If a proposal is found to be non-responsive, it will receive no further consideration.

### **Determination of Offeror Responsibility**

The procurement officer and/or the selection committee will make a determination whether an offeror has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the offeror has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- A satisfactory record of integrity;
- The legal ability to contract with the DAA;
- Provided all information requested for use in the determination of responsibility; and
- A satisfactory record of past performance.

An offeror may be deemed "nonresponsible" at any time during the procurement process if information surfaces to support such a determination.

### **Evaluation of Proposals and Offeror Interviews/Product Demonstration**

The remaining proposals will be scored according to the evaluation criteria stated in Section 6. The selection committee may ask finalists to appear for interviews or product demonstrations or to provide written responses

to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the offeror.

### **DAA's Right to Investigate and Reject**

The DAA may make such investigations as are deemed necessary to determine the ability of the offeror to provide the product or services specified. The DAA reserves the right to reject any proposal if the evidence obtained fails to satisfy the DAA that the offeror is properly qualified to perform the obligations of the contract. This includes the DAA's ability to reject a proposal based on negative references.

### **Offeror Selection and Contract Execution**

After an evaluation of the offeror interviews and/or product demonstrations, the selection committee will recommend a contract award, which the procurement officer will communicate to the offeror selected. If the offeror does not accept all material terms of the DAA contract, the DAA may move to next ranked offeror or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

### **DAA'S RIGHTS RESERVED**

The RFP in no way constitutes a commitment by the DAA to award and execute a contract. If such actions are deemed in its best interests, the DAA, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP;
- If awarded, suspend contract execution; or terminate the resulting contract if the DAA deems necessary.

## **SECTION 3 - SCOPE OF PROJECT OF PRODUCT SPECIFICATIONS**

### **About the Winter Go Kart Series**

The Tehama District Fairgrounds Pauline Davis Pavilion has been home to a Winter Go Kart Racing series for decades. Typically, the racing points series starts in October and ends with a Finals Race in March. The Offeror must communicate with the Fair Office to finalize the weekends available.

The Offeror must rent the facility from the DAA to operate the races. Rented areas include the Pauline Davis Pavilion (including the arena, bleachers, office, and snack shack) the surrounding RV Spots, and parking lots. Because of the intensive track set-up, the DAA is unable to rent the Pauline Davis Pavilion when the track is set up, costing the DAA much needed revenue. The Offerors' ability to efficiently prepare and move the track will be crucial. The DAA does not supply any equipment for preparing or removing the track.

The Winter Go Kart Series causes wear and tear on the facility including dirt on the insulation and billboards, parking lot damage, loss of arena dirt material and marks on the arena wall. The Offerors ability and willingness to repair such damages will be considered.

For the season commencing in 2026 the DAA is required the Offeror to submit a plan that requires racers to enter from Trinity Avenue Gate #7 into the Fairgrounds to avoid disruption to other events on the facility.

The DAA will not be responsible for collecting from racers, spectators, or participants plugged into power at the Tehama District Fairgrounds, the Offeror must have a plan or solution to collect from those individuals using power. Promoter will be billed for anyone plugged into power.

### Production

As we look to the future, the DAA is seeking a promoter with a vision for continuous growth and excellence—someone eager to collaborate year after year in shaping, refining, and raising the bar for the racing series as a premier event series in Northern California.

We're seeking a promoter who will be a true partner, working alongside us year-round to promote the series, advise on production improvements, and ensure the Tehama District Fairgrounds continues to grow stronger each and every year.

### Contractor's Responsibilities

Contractor shall provide:

- All staff required to produce the racing series
- All equipment needed to produce the racing series
- All track and production needs
- All security

### Insurance

Contractor will be required to maintain general liability insurance in the amount of three million dollars listing the 30<sup>th</sup> District Agricultural Association as additionally insured.

### Other Responsibilities

The DAA values long-term partnerships built on professionalism, communication, and shared pride in our community. Our preference is for one designated onsite contractor/arena director to work consistently with DAA staff each year, ensuring seamless coordination, improved production quality, and continual growth of the event. The selected contractor will also be responsible for:

- Payment of rental fees to the DAA
- Actively recruiting participants
- Sharing marketing and social media assets for promotional use by DAA staff.
- Providing year-round consultation and advice to help DAA improve the racing series and promote the sport within the community.

### DAA's responsibilities:

- Provide dumpsters for event use at the promoters expense
- Cleaning service after each race
- Staff to restock the supplies after each race
- Toilet paper, hand soap, trash bags, etc.

## **SECTION 4 - OFFEROR QUALIFICATIONS**

To enable the DAA to evaluate the capabilities of the offeror and its ability to supply the product and/or services specified in this RFP, the offeror must provide the following:

## **Company Profile and Experience of Personnel**

- Introductory letter or statement of interest;
- Firm name, address, and principal contact for this RFP;
- Senior management of the firm;
- A general description of the firm including its primary source of business, organizational structure and size, number of employees, and years of experience producing events;
- A resume or summary of qualifications, work experience, education, certification, and skills for all key personnel, including any subcontractors, who will perform any aspect of this contract. Include each individual's anticipated role and years of experience providing services similar to those described in this RFP.

## **Proposal(s)**

- Provide a detailed proposal outlining your approach to producing a winter racing series.
- Include a proposed production schedule and timeline for each weekend's performance.
- You are welcome to submit multiple production concepts or formats for consideration.
- Describe your creative vision for ensuring maximum contestant participation and audience engagement throughout the week.
- Identify the individual(s) who will oversee the production each weekend and describe their experience and authority in guaranteeing that promised elements are delivered as proposed.
- Explain your plan to recruit and retain top contestants.

## **References**

- Provide a minimum of three (3) references that are using or have used the services/products of the type proposed in this RFP. At a minimum, provide the company name, location where the services/products were provided, contact person(s), contact telephone number, e-mail address, and a description of the services/products provided, and the dates of service.

## **Interviews or Product Demonstrations**

The DAA reserves the right to conduct interviews or observe product demonstrations. If the DAA chooses to exercise this option, the offeror's key personnel for this project must be available for an interview.

## **SECTION 5 – COST PROPOSAL**

- Provide a detailed financial proposal for producing a racing series.
- Include all anticipated revenue. Clearly identify which items are fixed versus variable.
- Present pricing for each contract year beginning in 2026 through 2028, inclusive. If proposing annual rate adjustments, specify the calculation method or escalation percentage.
- If submitting multiple production concepts, provide a separate cost breakdown for each concept, clearly identifying the pricing difference and associated deliverables.
- List any optional or add-on services, along with their unit pricing or estimated costs, that may enhance the production or fan experience.
- Provide detailed information on any improvements or trades that will be provided that are not monetary.



# 30<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION

## Standard Terms and Conditions

**By submitting a response to this invitation for bid, request for proposal, or limited solicitation, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

### **ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:**

The DAA reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the DAA. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the DAA, the DAA Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by DAA or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the DAA's solicitation document and a vendor's response, the language contained in the DAA's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the DAA.

**AUTHORITY:** The attached bid, request for proposal, limited solicitation, or contract is issued under the authority of the DAA Purchasing and Contracts Policy.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of DAA. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

**DEBARMENT:** The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the DAA.

**DISABILITY ACCOMMODATIONS:** The DAA does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations are invited to make their needs and preferences known to the DAA department issuing the solicitation. Interested parties should provide as much advance notice as possible.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder or offeror to whom a contract is awarded refuses to accept the award or fails to deliver in accordance with the contract terms and conditions, the DAA may, in its discretion, suspend the bidder or offeror for a period of time from entering into any contracts with DAA.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to protect, defend, and save the DAA, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the DAA, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the DAA of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the DAA may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

**UNAVAILABILITY OF FUNDING:** The contracting department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**WARRANTIES:** The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the DAA. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.