



**30TH DISTRICT AGRICULTURAL ASSOCIATION'S
INVITATION FOR BID PACKAGE**

May 2-5, 2024

IFB NUMBER 2024-01

Sound and Lights (4 Day Fair)

Due February 23, 2024

(530)527-5920 info@tehamadistrictfair.com

PO Box 70, Red Bluff, CA 96080

PART I

DEFINITIONS

BIDDER -

The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid

DAA -

Refers to the District Agricultural Association which is a State agency of the State of California and is not a local agency of government

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 fairs.

F & E is located at: 1010 Hurley Way - Suite 200
Sacramento, CA 95825

DGS -

Refers to the Department of General Services, State of California

DGS is located at: 707 Third Street
West Sacramento, CA 95605
Attention: Office of Legal Services

IFB -

Invitation for Bid

PART II:

GENERAL INFORMATION

A. PURPOSE

The Board of Directors of the 30th District Agricultural Association in releasing this IFB intends to award a contract for a period of 5 days for the purpose of providing Sound and Lights during the annual Tehama District Fair, May 2nd through May 5th, 2024.

B. BIDDER RESPONSIBILITY

Read the Invitation for Bid (IFB) very carefully, as the Fair shall not be responsible for errors and omissions on the part of the bidder. Carefully review final submittal as reviewers will not make interpretations or correct detected errors in calculations.

C. TENTATIVE SCHEDULE

IFB Released February 1, 2024

Bid Deadline February 23, 2024

Public Bid Opening February 28 at 10:30 a.m.

“Notice of Proposed Award” posted and mailed March 1, 2024

Contract Award Date March 6, 2024

(no protests may be filed after this time)

Posted Contract Commences May 1st, 2024

D. DELIVERY OF BIDS AND CONTRACT PERSON FOR INFORMATION

Pursuant to the law, no bids shall be considered which have not been received at the place, and prior to the closing time, stated in this IFB. Direct questions concerning the technical requirements of the IFB go to the person identified on the front page of this document.

DO NOT FAX THE BID - FAXED BIDS WILL NOT BE ACCEPTED

The envelope should have the bidding company’s name on the outside and be addressed as follows:

**IFB #2024-01 Sound and Lights
Tehama District Fair
PO Box 70
Red Bluff, CA 96080**

E. **INSTRUCTIONS TO BIDDERS**

This section details *mandatory* format instructions to the bidder. **Please note** that all bids submitted must follow the instructions; all information must be presented in the manner requested; all questions must be answered; and all requested data must be supplied. If the following information (listed below) is not submitted with the *technical proposal*, your bid may be deemed non-responsive and may be rejected.

Each bid must be placed in a sealed envelope and clearly labeled, as stated in D above, in response to the IFB.

The following items and all forms must be submitted, where applicable or mandatory.

- One (1) attached completed, dated and signed “Bidder/Contractor Status Form”; this is **mandatory**;
- Applicable DVBE documentation. **See Section O if this document;**
- Small Business Preference Documentation, if applicable, as follows:
One (1) copy of the small business certification letter, if bidder is claiming the Small Business Preference and has already received certification letter.
Or, if application for the preference has been submitted to OSDS a sheet of paper stating that the application has been submitted to OSDS and the date submitted.
Or, if claiming the preference as a non-small business subcontracting with certified SB/MB(s), a sheet of paper listing the small businesses you commit to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractors’:
 1. Name
 2. Address
 3. Phone Number
 4. Description of work to be performed
 5. Dollar amount or percentage per subcontractor

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

- One (1) copy of the insurance certificate(s) submitted in accordance with the CFSA Insurance Statement, and/or paragraph M of this IFB. A signed original certificate of insurance shall be submitted to the Fair **with the bid package by March 31st, 2023**. The only exception for submitting a certificate to the Fair is if it is on file with F&E and/or CFSA [**applicable** or **not applicable**].
- One (1) copy of licenses or any other certificates or any other specifications noted below that are required [**applicable** or **not applicable**].

- Certificate of Workers’ Compensation Insurance **with bid package by February 23, 2024**.
- One (1) original attached completed, dated and signed “Statement of Equipment Form”; this is **mandatory**
- The “Financial Proposal Bid Form” must be completed and signed; the bidder must submit 2 copies with original signatures (**mandatory**)

F. WORK STATEMENT AND TERMS AND CONDITIONS

The Work Statement describes the work to be performed by the bidder who is awarded this contract and the Terms and Conditions which shall be deemed to be incorporated and will become a part of any contract awarded pursuant to this IFB. The contract awarded pursuant to this IFB will also contain the General Terms and Conditions (GTC*SF - view at www.dgs.ca.gov/contracts/) and will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

The Contractor agrees to provide adequate sound for one (1) stage areas daily, two (2) judging areas daily, Miss Tehama County Scholarship Program, Little Miss Tehama County Program, and daily bands, and Paging Systems during the 30th District Agricultural Association, Tehama District Fair, May 2-5, 2024 as described below:

- **Wednesday – May 1st**
 - Load-In and Set Up to begin by 12:00 noon
 - Livestock Office paging system to be operable by 5:00 p.m.
 - Paging Systems **(see attached diagram)**

- **Thursday – May 2nd**
 - Miss Tehama County Scholarship Program - Midway Stage
 - Miscellaneous Acts – Midway Stage
 - Moto Cross Race – Main Grandstands
 - Paging Systems **(see attached diagram)**

- **Friday – May 3rd**
 - Miscellaneous Acts – Midway Stage
 - Paging Systems **(see attached diagram)**

- **Saturday – May 4th**
 - Miscellaneous Acts – Midway Stage
 - Destruction Derby – Main Grandstands
 - Paging Systems **(see attached diagram)**

- **Sunday – May 5th**
 - Miscellaneous Acts – Midway Stage
 - Tractor Pull – Main Grandstands
 - Paging Systems **(see attached diagram)**

- **SEE ATTACHED DIAGRAM FOR LAYOUT OF PAGING SYSTEMS**

F. WORK STATEMENT AND TERMS AND CONDITIONS - continued

The Contractor agrees to provide adequate lighting for dance bands, the Miss Tehama County Scholarship Program, and miscellaneous acts during the 30th District Agricultural Association, Tehama District Fair, May 2-5, 2024 as described below:

- **Wednesday – May 1st**
Load-In and Set Up to begin by 12:00 noon

- **Thursday – May 2nd**
Lighting system to be operable by 2:00 p.m.
Miss Tehama County Scholarship Program & Misc. Acts – Midway Stage
Lighting truss, 1 follow spot plus operator, 2 trees, distribution box - 16 lights, all cable for hook-up

- **Friday – May 3rd**
Misc. Acts – Midway Stage
Lighting truss, 1 follow spot plus operator, 2 trees, distribution box - 16 lights, all cable for hook-up

- **Saturday – May 4th**
Misc. Acts - Midway Stage
Lighting truss, 1 follow spot plus operator, 2 trees, distribution box - 16 lights, all cable for hook-up

- **Sunday – May 5th**
Misc. Acts - Midway Stage
Lighting truss, 1 follow spot plus operator, 2 trees, distribution box - 16 lights, all cable for hook-up

Contractor will provide a complete description of all sound and lighting equipment being used to ensure Contractor is following above requirements and attached diagram.

Contractor will provide references of prior sound and lighting engagements for stage shows, grandstand shows, livestock shows and paging systems comparable to the Fair industry.

- **Production Schedule:** Sound and Lights Load-In Wednesday, May 1st and Load-Out Monday, May 6th 2024 following close of Fair. Contractor will provide load-in and out labor.

G. CONTRACT AWARD

The contract must be awarded to the lowest *responsive* bidder or all bids must be rejected. DAA reserves the right to accept any or all of the lowest bid per item requested unless the bidder stipulates that their response is an “all or nothing” offer. If the lowest responsive bidder does not have the necessary quantity, the DAA may also award up to their specified needs in accordance to low bid (if applicable).

Upon selection of a proposed bidder, a “Notice of Award” will be posted, in public view, for five (5) working days at the DAA’s Administration Office. In addition, a copy of the “Notice of Award” will be mailed to each bidder.

H. BREAKING TIES

In the event that there is a tie, the tie will be broken by a toss of a coin by a DAA designee in the presence of authorized representatives of the tied bidders.

I. GROUNDS FOR REJECTION

1. A bid shall be rejected if:

- It is received at any time after the exact time and date set for receipt of bids as stated in paragraph C.
- It is not prepared in accordance with the required format or information is not submitted in the format required by this IFB.
- The firm has submitted multiple bids in response to this IFB without formally withdrawing other bids.

2. A bid may be rejected if:

- It contains false or misleading statements for references which do not support an attribute or condition contended by the competitor (the bid shall be rejected if, in the opinion of the DAA, such information was intended to erroneously and fallaciously mislead the State in its evaluation of the bid and the attribute, condition or capability of requirement of this IFB.)
- It is unsigned

3. All bids may be rejected in any case where it is determined that:

- The bids are not really competitive
- Where the cost is not reasonable, or
- If it is deemed to be in the best interests of the State

4. All bids may be rejected if the DAA determines, at its sole discretion, that any other reason exists to reject the bid.

J. RIGHT TO REJECT ANY OR ALL BIDS

It is the policy of the DAA not to solicit bids unless there is a bona fide intention to award a contract. In the rare case where solicitation for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the DAA reserves the right to reject any or all bids or to cancel the IFB at any time during process.

K. PROTESTS

A bidder may file a protest against the awarding of the contract. The protest must be filed with the:

Department of General Services
Attn: Legal Office
707 Third Street
West Sacramento, CA 95605

and with the DAA. The protest shall be filed prior to the expiration of five (5) working days from the notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth (5th) working day after notice for proposed award being posted in a public place at the DAA's Administration Office.

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

PLEASE NOTE: Failure to file (i) notice of the protest by the conclusion of the fifth (5th) working day after notice of intention to award a contract has been posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest being deemed untimely and grounds for protest waived.

L. SMALL BUSINESS PREFERENCE

State Law allows certified small business (SB) and micro business (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) to receive 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 contract awards directly or indirectly to SB/MB. The preference is only used for computational purposes to determine the winning bidder, the actual bid amount.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the 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 Section E of this IFB for instructions regarding what to submit with your bid in order to receive the preference.

Certification Application

To apply for Small Business Certification, go online to www.pd.dgs.ca.gov/smbus/getcertified.htm . To receive your hard copy form by mail, email osdchelp@dgs.ca.gov or call (800) 559.5529 or (916) 375.4940. Your complete certification application package must be received by the OSDS no later than 5 p.m. of the bid due date. Your certification effective date will be the date the application is properly received and deemed complete by the OSDS. Incomplete application submittals will delay your certification status and may result in the loss of your 5 percent preference eligibility. For more information, email osdchelp@dgs.ca.gov or call (916) 375.4940. You may mail, hand-deliver or express-mail your package to:

Office of Small Business and DVBE Services (OSDS)
Attn: BDD Unit
707 3rd Street, 1st Floor, Room 1-400, MS 210
West Sacramento, CA 95605

M. INSURANCE [APPLICABLE or NOT APPLICABLE]

If applicable, then if bid is accepted for award of the contract the bidder shall provide evidence of insurance as described on the attached CFSA Insurance Statement prior to entering into the contract.

N. FORMS SECTION

1. Forms to be completed and submitted by bidder
 - Bidder/Contractor Status Form, completed and signed (mandatory)
 - Statement of Equipment Form, completed and signed (mandatory)
 - Financial Proposal Bid Form, completed and signed (mandatory)
 - Proof of \$1,000,000.00 General Liability Insurance (mandatory)
 - Proof of Workers' Compensation Insurance (mandatory)
 - Applicable DVBE documentation as described in Section O of this document

2. Documents to be completed by DAA
 - Notice of Proposed Award, after proposed award is determined

3. Documents that are part of the contract to be awarded
 - Std. 210 Short Form Contract (Std. 213 Standard Agreement if over \$10,000.00)
 - Contractor Certification Clauses (CCC 307)
 - General Terms and Conditions (GTC 307)
 - CFSA Insurance Requirements and "Sample Copy For Insurance Company
 - Bidder/Contractor Status Form
 - Statement of Equipment Form
 - Financial Proposal Bid Form
 - Proof of \$1,000,000.00 General Liability Insurance
 - Proof of Workers' Compensation Insurance

O. **Disabled Veteran Business Enterprise (DVBE) Program Requirements**

Note to bidders: The DVBE contracting option for this solicitation is checked below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE “good faith effort” is not an option in meeting the DVBE contracting requirements for any bid.

Option 1 - No DVBE Program Requirements or Incentive

The Fair elects to waive the DVBE Program Requirements and Incentive for this solicitation

No DVBE requirement is made for this solicitation.

Option 2 - DVBE Program Requirements Only

The Fair elects to include the DVBE Program Requirements for this solicitation but not the incentive

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable.

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** for information on how to comply.

Option 3 - DVBE Incentive Only

The Fair elects to include the DVBE Incentive for this solicitation but waives the Program Requirements

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable.

See also attached **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

Option 4 - DVBE Program Requirements and DVBE Incentive

The Fair elects to include both the DVBE Program Requirements and Incentive for this solicitation

Bidders must complete and return the attached:
Bidder Declaration, GSPD-05-105 (08/09) and
DVBE Declarations, STD. 843 (05/06), as applicable

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** and **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

BIDDER/CONTRACTOR STATUS FORM

In Response to the Tehama District Fair

IFB Number 2024-01

Page 1 of 2

Contractor's Name: _____ County: _____
(Full Business Name)

Address: _____ City: _____

State: _____ Zip: _____ Federal Employer ID#: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS *Please Check One*

Individual Limited Partnership General Partnership Corporation

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

If a sole proprietorship, state the true full name of the sole proprietor:
(i.e., John Roe Smith; not J. Roe Smith or John R. Smith)

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

If a partnership, list each partner identifying whether limited partner(s), stating their true full name and their interest in the partnership:

Corporation

Location and date of Incorporation:

If not a California corporation in good standing, please state the date the corporation was authorized to do business in California: _____

CURRENT OFFICERS:

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

BIDDER/CONTRACTOR STATUS FORM

In Response to the Tehama District Fair

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All Must Answer (Please Check One)

Are you subject to Federal Backup Withholding? Yes No

Fictitious Name (Please Check One) Yes No

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

Small Business Preference (Please Check One)

Are you claiming preference as a small business in reference to this bid package? Yes No

If yes, the bidder is required to submit a copy of the "OSBCR's Small Business Certification Approval Letter"

Your Small Business ID Number: _____

Pending Litigation or Hearings (Please Check One)

Are any civil or criminal litigation or administrative hearings currently pending against the bidder's organization, owners, officers or employees? Yes No

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

The DAA reserves the right to verify the information provided on this form by the bidder during the bid process

I declare under the penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the bidder/contractor.

(Print Name)

(Signature)

(Date)

STATEMENT OF EQUIPMENT FORM

In Response to the Tehama District Fair
IFB Number 2024-01

I, _____ of _____
(Print Name and Title) (Company Name)

Make this statement:
(Check one of the following)

- My/Our company owns all of the sound systems and equipment necessary at this time to properly respond to this IFB.
- My/Our company has/have subcontracted some of the sound systems and equipment necessary at the time to properly respond to this IFB.

I have subcontracted with _____
(Print Name and Title)

of _____ for the following:
(Company Name)

Attach a list of all equipment valued over \$200.00, specifying by venue: common name, maker, and model)

I am willing to show proof of ownership or control of all sound systems and equipment needed to provide services for the IFB if so requested.

(Signature)

(Date)

Please Note: If there is more than one subcontract, supply a **Statement of Equipment Form** for each.

FINANCIAL PROPOSAL BID FORM

In Response to the Tehama District Fair
IFB Number 2024-01

INFORMATION: Each bid item must be broken down separately, however, the bid will be awarded to the lowest overall total proposal. Contractor agrees to provide a complete description of all sound and lighting equipment being used to ensure Contractor is following requirements as described in Work Statement and Terms and Conditions and the attached diagram for the paging system on May 2-5, 2024, for the following amounts.

FORMULA: \$ _____ Sound

\$ _____ Lights

PROPOSAL: Total Bid for Term of Contract \$ _____

Are you claiming preference as a small business? Yes No

If yes, the bidder must submit OSMB's Small Business Certification Approval Letter with the technical proposal package.

All bidder's must fill in the following information and sign this form in order for the Financial Proposal Bid Form to be considered.

(Firm Name)

(Telephone Number)

(Address)

(City, State & Zip Code)

(Taxpayer Identification Number)

Bidder certifies to the DAA that bidder has thoroughly familiarized self with the 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 IFB 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 DAA in any manner.

(Signature)

(Title)

(Date)