



January 23, 2020

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI#1, RFP TR-08-20

The purpose of this addendum is to transmit “Questions and Answers” regarding the components of the technical components of the Request for Proposal (RFP) for Event Tenting, Drapery & Furniture Rental Services. All terms and conditions of the original RFP remain unchanged.

Questions and Answers

Question: The day of the meeting you mentioned there was 2 addendums to the RFP. On the website we only see 1 but it has 2 updates. Is that what you were referring to?

Answer: On the day of the meeting, we mentioned Addendum #1 updates the RFP to include two (2) additional mandatory forms to be submitted: Form A-7 Iran Contracting Act Verification Form, and Form A-8 Darfur Contracting Act Attachment. As of 1/17/20, we have also released Addendum #2 to the website.

Question: Is the current contract public information? If so, how do we view it?

Answer: As mentioned at the mandatory site inspection meeting, record may be obtained by submitting a Public Records Request to CPRA@ocfair.com.

Question: Can the 120' x 60' structure be 115' x 66'?

Answer: No, we don't have the spacing to add another 6'.

Question: Is there a photograph of 8' x 100' structure?

Answer: Photo attached.



Question: Can the 8' structures be 10' instead?

Answer: No, we don't have the space.

Question: What is the vinyl wall shade cloth used for? Is it attached to a tent?

Answer: Not sure if you're referring to something specific, but vinyl wall is used for tent walls as well as covering chain link fencing in several areas.

Question: Regarding pipe & drape, Can you separate the 3' and 8' height quantities?

Answer: Please reference Addendum #3 for the revised Financial Proposal Bid Forms for separated height quantities.

Question: Is there an online portal/website we should upload a copy of the RFP to, or are we to submit it via email to RFP@OCFAIR.COM? If it is through a portal, can you please provide a link?

Answer: Instructions on preparing and submitting the RFP proposal can be found in Part II – General Information, Section C – Delivery of Proposals (page 4), as follows below.

- One (1) sealed package containing Four (4) copies of the proposal and one (1) electronic copy of the proposal.
- A minimum of one (1) of the four (4) hard copies must contain original signatures and shall be marked "Original." The remaining copies shall be marked "Copy."
- Electronic copy submitted must include a PDF of the entire proposal, including completed signature pages.
- Proposals must be submitted to the District's Administration Office, no later than Thursday, February 6, 2020, 11:00 a.m. Pursuant to the law, no proposals shall be considered which have not been received at the place, and prior to the closing time, stated in this RFP.

Clarification: (1) Electronic copy of the proposal is to be submitted through USB or CD-ROM.

Question: Lastly, with format in mind, should any of the documents include our company branding or do we need to keep it clean? (i.e. Company logo, header or footer branding, etc.)

Answer: Instructions for the basic format of the proposal may be found in Part VII – Mandatory Format and Content Requirements, Section B – Proposal Format and Content (page 25), as follows.

“The first page must be a signed cover letter on the letterhead of the Bidder and contain the following statement verbatim:...”

Any other stylistic additions (logos, themes, headers, etc.) are allowed as long as it does not interfere with said requirements, and are up to the bidder’s discretion.

-End RFI #1-