



October 17, 2023

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, IFB # BS-05-24

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB Banner and Sign Printing and Installation Services. All terms and conditions of the original IFB notice remain unchanged.

Questions and Answers

Questions:

1. Could you please clarify if sign companies with C45 (illuminated and non-illuminated signs) Contractor's license are eligible to submit proposals, or only those with qualified applicators license are eligible?

Answer: Bidder must possess a valid either D-42 or C-45 license. See addendum #1.

2. The 1st line items on the Financial Proposal Bid Form calls for 13oz mesh banner and as far as I know only 12oz, 10oz, 9oz, 8oz and 6oz are available, I have never seen or heard of a 13oz mesh banner. Do you know what company manufactures a 13oz mesh banner?

Answer: It's 10oz. See Addendum #1. Bidders must use the revised Financial Proposal Bid Form to submit their Proposal.

3. I reviewed the excel sheet, it's great what you provided with the overall square footage but what would be the quantity needed and sizes? Also, for the vinyl adhesive call out, are these simple decals or would majority of it be die-cut lettering?

Answer: For the number and size for banners and signs it varies from 22"x28" (sometimes even smaller) to 10'x80' and everything in between. There is no accurate way to provide the number and sizes of signs and banners we need in a given year. We order hundreds of signs and banners in all shapes and sizes in multiple quantities and quantities of 1. That's why we provide a total square foot amount that may be ordered.

For the vinyl adhesive it is for simple decals (sometimes cut to a circle or other shape). If we need something like die-cut lettering, we will ask for a quote from the contractor since it is not included in the contract pricing.

4. As we reviewed this we taken into consideration the year round events, can you identify the number of permits needed annually?

Answer: For now, the only permit needed is for installation and removal of the street light banners. We do not have street light banners for any event other than the OC Fair. Promoters that hold events on our property are not required to use our contracted sign/banner company and so typically make their own arrangements for street light banners.

5. What are next steps from submission and when can we expect a final determination?

Answer: After the bid opening, the District submit the award to the Board of Directors for approval. Once the Board approves the award, the District sends the contract to the Winning Bidder for signature.

6. Our company is a Limited Liability Company. Attachment 1 does not have that option. It only has Individual, Limited Partnership, General Partnership and Corporation. Could you please add LLC to it or advise how to proceed in this case.

Answer: A Limited Liability is either own by an individual or partnership. Check either Individual or Partnership.

7. Page 4 of IFB states that the bidder must submit "One (1) PDF copy of the entire proposal as well as one (1) Microsoft Word copy"
Does this mean that we need to submit one copy of PDF required forms and excel file for a financial proposal? Or you want us to save the excel sheet as a pdf document, and submit a single combined pdf file?

Answer: The paragraph read as follow: One (1) PDF copy of the entire proposal as well as one (1) Microsoft Word copy (Where applicable.) There's no Microsoft copy applicable for this bid.

8. Where is the geographical area of all installations?

Answer: The majority (98%) of the installations take place on the OC Fair & Event Center property, the exception is installation of the street light banners which are placed on street lights near South Coast Plaza in Costa Mesa. Typically, there are 60 banners placed on 60 light poles in Costa Mesa. The pole locations may vary per year depending on pole availability and Marketing decision.

9. What is the estimated height and width of installation per location or area?

Answer: For banners being installed on our property, the height of installation varies from ground to top of an 8' fence to the highest area being about 50'. The majority of installations are in the 10'-20' height range. For width, it varies from 3' wide to 80' wide but the majority of spaces are between 10' and 40' wide.

10. What is the general timeline of insulation and printing trenches?

Answer: 80% of printing is needed between May and July with the heaviest printing needed mid-June through mid-July. The remaining 20% of printing will be requested throughout the year with a small spike at the end of March/beginning of April. 90% of installation is required around the last week of June through July 19 (for 2024). Street light banners are typically installed in mid-June. There may be some special project installation requested throughout the year, but very little.

11. On page 31, Line 3 it says the maximum amount of this agreement is: \$00,000.00 which is technically no value. Can you provide an update or clarity on the number?

Answer: This is a sample of the contract. The winning bidder will be entering the Standard Agreement as shown in the sample. The amount of the contract would be the bid amount.

12. The document states that OC Fair & Event Center hosts more than 150 events each year. And the district requires the installation and/or removal of banners and signs approximately 6 times per year on District property as well as at off-site locations. However, it does not specify the number of events that will require the services per this agreement. Are we to assume it will be in range and approximation of that detail?

Answer: The only events that requires installation/removal of banners are District produced events. The primary events are:

- Imaginology (in April)
- OC Fair (installation starts in June. Removal, if needed, is August)
- Street light banners for OC Fair (offsite installation in June removal in August)

In addition, some smaller district-produced events that *may* require installation are:

- Heroes Hall exhibit install typically of title wall graphics 1 or 2 times per year (generally self-adhesive vinyl)
- Potential of install of updated property graphics – banners/signs/wraps – 1 time per year or less.

Events hosted at OCFEC but produced by outside entities are not included in the scope of work for banner/sign installation/removal.

13. Could you please have a look at the updated excel sheet provided with addendum 1. Starting from line 123 from table May 1,2026-April 30,2027, it does not automatically calculate the total cost and we are only able to put in the Rate per Square footage, because the file is locked. Is it ok to fill out only the Rate per Square Foot or you will provide an updated excel file, which will automatically calculate the total cost?

Answer: Please refer to revised Excel Spreadsheet. Bidders must use the revised spreadsheet as part of the Financial Proposal Bid Form.

14. Would you like both my company (the primary vendor) and my subcontractor to complete the Megan's Law Screening Certification? If allowed I plan to include an agreement with my subcontractor in the proposal, which will have them acknowledge and agree to all the terms and clauses. If you specifically require signatures from both parties for the Megan's Law Screening Certification, please let me know. Additionally if so, are there any other documents that require the same treatment?

Answer: Please refer to Part VIII of IFB, page 19 of 55, FORMS. Megan's Law screening is not required to be submitted with the bid proposal; however, it will be required at the time of the award is made to the Winning Bidder.

If you intend to submit a bid in response to this IFB, please send an email to ifb@ocfair.com to confirm that you have received this RFI No. 1.

-End RFI #1-