

32<sup>ND</sup> DISTRICT AGRICULTURAL ASSOCIATION

## **EVENT TENTING & FURNITURE RENTAL SERVICES**

# HIGH SCORE

## REQUEST FOR PROPOSAL

**RFP NUMBER: TR-09-24**

OC Fair & Event Center  
88 Fair Drive  
Costa Mesa, California 92626

**Date Issued: AUGUST 1, 2024**

**MANDATORY WALK-THROUGH – FRIDAY, AUGUST 16, 2024, at 9:00 am**

**Bids must be received no later than SEPTEMBER 20, 2024, 11:00 am**

### **Clearly marked with the following:**

**EVENT TENTING & FURNITURE RENTAL SERVICES**  
**RFP Number TR-09-24**

PROPOSALS MUST BE SUBMITTED BY EMAIL TO [RFP@OCFAIR.COM](mailto:RFP@OCFAIR.COM) via  
“WETRANSFER.COM”

Contact Person: Kelly Vu Email: RFP@ocfair.com

This person is the only authorized person designated by the District to receive communication concerning this RFP. Please do not attempt to contact any other person concerning this RFP. Oral communications of District officers and employees concerning the RFP shall not be binding on the District and shall in no way excuse the Bidder of the obligations set forth in the RFP. **Bidders should include the RFP Number referenced above in the subject line of all emails sent to RFP@ocfair.com.**

**Prospective bidders to send email request to [RFP@ocfair.com](mailto:RFP@ocfair.com) to receive notification/communication.**

**In conjunction with the information requested in Part VII – Mandatory Format and Content Requirements, all required documents and attachments listed in Section IX – Forms must be submitted as part of the bid proposal. Do not modify bid documents.**

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## PART I

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### DEFINITIONS

<b>BIDDER/PROPOSER:</b>	The individual, company, organization or business entity submitting the proposal in response to the Request for Proposal.
<b>CFSA:</b>	Refers to California Fairs Services Authority, a not-for-profit joint power authority (JPA) established to manage and administer workers' compensation, property and general liability self-insurance pools, related services and programs exclusively for California's fairs.
<b>CONTRACTOR:</b>	Refers to that Bidder selected by the District to provide the services set forth in this RFP. Terms can be used interchangeably.
<b>DGS:</b>	Refers to the "Department of General Services," State of California, located at:  707 Third Street, 7 <sup>th</sup> Floor West Sacramento, California 95605 Attention: Office of Legal Services
<b>DISTRICT:</b>	Refers to the 32 <sup>nd</sup> District Agricultural Association, which is an agency of the State of California within the Division of Fairs & Expositions under the Department of Food & Agriculture. The Association is located at:  88 Fair Drive Costa Mesa, California 92626
<b>F &amp; E:</b>	Refers to the Division of Fairs & Expositions, Department of Food & Agriculture, which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F&E is located at:  1010 Hurley Way, Suite 200 Sacramento, California 95825
<b>IMAGINOLOGY:</b>	Refers to the annual event held in April of each year.
<b>QUALIFIED:</b>	The term "qualified" as it is used in this document refers to the Bidders who submit their proposals according to the guidelines contained in the RFP and meet all other requirements listed herein.
<b>OC FAIR/FAIR TIME:</b>	Refers to the annual OC Fair held in July and August of each year. Terms can be used interchangeably.
<b>RFP:</b>	Request for Proposal.
<b>RESPONSIVE:</b>	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."
<b>YEAR-ROUND EVENT:</b>	Refers to any event held outside of the annual OC Fair and Imaginology.

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## PART II

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### GENERAL INFORMATION

#### A. FOR REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 32nd District Agricultural Association is releasing this RFP with the intent to award a contract for the purpose of obtaining **EVENT TENTING & FURNITURE RENTAL SERVICES** in accordance with the Scope of work listed in this RFP and as directed by the District, from January 1, 2025 – December 31, 2026, with three (3) 1-year options to renew. The agreement options are to be exercised independently and at the sole discretion of the District. Certification of satisfactory contract performance is required. Extensions may involve renegotiation of certain areas.

#### B. BIDDER RESPONSIBILITY

Bidders are urged to read all documents thoroughly as the District shall not be responsible for errors or omissions on the part of the Bidder. Careful review of final submittal is highly recommended as reviewers will not make interpretations or correct detected errors in calculations.

To be considered, qualified Bidders are required to attend a mandatory walk-through on **Friday, August 16, 2024, at 9:00 a.m.** Address: 88 Fair Drive, Costa Mesa, CA 92626. Meet in the Administration Building located near the Gate 4 entrance off of Arlington Drive. All Bidders must sign in at the walk-through. Proposals will be deemed non-responsive from Bidders who do not attend the meeting.

#### C. DELIVERY OF PROPOSALS

Proposals must be electronically submitted prior to the closing time and by email\* to [RFP@ocfair.com](mailto:RFP@ocfair.com) via [wetransfer.com](https://wetransfer.com).

Failure to meet these requirements will result in an unaccepted proposal.

#### D. CONTRACT AWARD

Each Bidder's financial proposal is evaluated and scored by the Committee who utilizes the score sheet. Small Business preference will be given where applicable. The lowest potential cost is awarded the maximum points, thirty (30). Other proposals are awarded cost points based on the following calculation:

Lowest Proposer's Cost divided by other proposal (factor) X maximum cost points = cost points for other proposer

*(Example: Lowest cost proposal of \$75,000 divided by other proposal of \$100,000 = ¾ (factor) x 30 = 22.5 points award to other proposal)*

If the contract is awarded, it shall be granted to the qualified responsible Bidder who receives the highest overall score. Prior to the Board of Directors of the 32<sup>nd</sup> District Agricultural Association awarding a contract, the District shall post a "Notice of Proposed Award" on the OC Fair & Event Center website for five (5) working days. In addition, an email containing a link to the notice will be emailed to each Bidder.

A contract award is not final until:

- The time for posting notice of award has expired;
- Protests filed, if any, have been withdrawn or rejected by the Department of General Services.
- It is approved by the District Board of Directors during a public meeting. The District Board of Directors, in its sole and absolute discretion, may decide not to approve any contract following the RFP process and the District shall have no obligation to reimburse any Bidder for any costs of fees incurred as a result of this RFP.

The District reserves the right to reject all proposals, to select without any discussion or interviews, to request additional information, and to negotiate any minor details, terms or conditions.

#### **E. TENTATIVE SCHEDULE**

RFP Released	Thursday, August 1, 2024
<b>*Job Walk- Mandatory – 9:00 a.m.</b>	<b>Friday, August 16, 2024 @ 9:00 a.m.</b>
**Questions Due via Email	Thursday, August 22, 2024
Answers Sent to All Bidders via Email	Monday, August 26, 2024
<b>Proposal Deadline</b>	<b>Friday, September 20, 2024 @ 11:00 a.m.</b>
Scoring	Monday, September 23, 2024
Notice of Proposed Award	Wednesday, September 25, 2024
Protest Deadline	Wednesday, October 2, 2024
Board Approval of RFP Award	Thursday, October 24, 2024
Proposed Contract Commences	January 1, 2025

The District reserves the right to change any dates of the above schedule. Bidders will be notified.

\* The mandatory walk-through is to give Bidders a further understanding of the venue and venue requirements. It is not a time for technical questions relating to the RFP. Plan at least two (2) hours for the walk-through. Comfortable walking shoes are recommended.

\*\* All questions are to be submitted in writing and email to [RFP@ocfair.com](mailto:RFP@ocfair.com) by the date and time specified above. All Bidders will be sent email notification when questions and answers are posted on the District's web site. No RFP related questions will be answered following 5:00 p.m. on **Thursday, August 22, 2024**.

#### **F. BIDDER/CONTRACTOR STATUS FORM**

All Bidders must complete, sign and submit the Bidder/Contractor Status Form in response to the RFP. Failure to comply will deem the Bidder non-responsive. The District reserves the right to verify the information on the Bidder/Contractor Status Form at the time of the bid. 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.

#### **G. DVBE REQUIREMENTS – BIDS TOTALING OVER \$10,000.00**

The District elects to include the DVBE incentive for this RFP.

1. The incentive amount will be based upon the percentage of DVBE participation as follows:

<b>Confirmed DVBE Participation of:</b>	<b>DVBE Incentive:</b>
5% or Over	5%
4% to 4.99%	Inclusive 4%
3% to 3.99%	Inclusive 3%
2% to 2.99%	Inclusive 2%
1% to 1.99%	Inclusive 1%

2. **ALL** Bidders must complete and submit the Bidder and Subcontractor Performance Declaration, GSPD-05-105 (Attachment 3) found at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/gspd05-105.pdf>

3. IF Bidder answered "yes" to any question on the GSPD-05-105, Bidder must submit Disabled Veteran Business Enterprise Declarations, DGS PD 843 found at

[https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf)

## **H. SMALL BUSINESS PREFERENCE**

Section 14835, et seq., of the California Government Code requires that a five percent (5%) preference be given to Bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request.

To claim the small business preference, which may not exceed \$50,000 for any proposal, Bidder's company must have its principal place of business located in California and have a complete application (including proof of annual receipts) on file with the State Office of Small Business and Disabled Veteran Business Enterprise (OSDS). Questions regarding the preference approval process should be directed to the OSDS, 707 Third Street, 1<sup>st</sup> Floor, Room 400, West Sacramento, California 95605, (916) 375-4940.

**If Bidder is claiming the 5% small business preference, a copy of Bidder's OSDS Small Business Certification should be submitted with the proposal (This certificate can be obtained here: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>**

Non-small business Bidders may be granted a five percent (5%) non-small business subcontractor preference on a bid evaluation when a responsible non-small business Bidder includes notification that it commits to subcontract at least twenty five percent (25%) of its net bid price with one or more small businesses. Bidder must submit a list of the small businesses it commits to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractor's name, address, phone number, description of work to be performed and dollar amount of percentage for each subcontractor.

Small business preference qualification information must be included in all bid documents. This must include procedures for claiming small business preference, microbusiness preference, and non-small business contractor/small business subcontractor preference processes. *Note: A non-small business, which qualifies for this preference, may not take an award away from a certified small business.*

## **I. INSURANCE**

The Bidder awarded the contract shall provide a signed, original Certificate of Insurance in the minimum amounts of commercial general liability coverage and automobile liability insurance per occurrence for bodily injury and property damage liability combined, as outlined in Section C, Exhibit E – Insurance Requirements. The Certificate of Insurance shall be furnished to the District fifteen (15) days prior to contract start date. The certificate must include the following, unless the Bidder is on the Division's or CDSA's Master Insurance Certificate List:

- Evidence of authorized insurance for the term of the contract, which includes setup and teardown;
- A 30-day cancellation notice;
- The District's name and address shown as the certificate holder; and
- The additional insured paragraph 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/ Sub lessor 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."**

Also, proof of Workers' Compensation Insurance is required by the Bidder awarded the contract.

**J. PRE-CONTRACTUAL EXPENSES**

Pre-contractual expenses are defined as expenses incurred by Bidder in: 1) Preparing the proposal in response to this request; 2) Submission of said proposal to the District; 3) Negotiating any matter related to this proposal; 4) Any travel expenses in conjunction with this proposal, and 5) Any other expenses incurred by Bidder prior to contract commencement date.

The District shall not, in any event, be liable for any pre-contractual expenses incurred by the Bidder. Bidder shall not include any such expenses as part of the price as proposed in response to this RFP.

**K. SIGNATURE**

The Proposal Forms, Certifications, Letters, and all Documents must be signed with the firm's name as indicated. A proposal by a corporation must be signed by a duly authorized officer, employee or agent.

**L. PRE-AWARD AUDIT**

Prior to contract award, the selected Bidder may be required to undergo an audit of their proposed costs and prices. The District will conduct the audit for the purpose of determining whether the Bidder's prices are fair and reasonable.

**M. SINGLE PROPOSAL RESPONSE**

If only one responsive proposal is received in response to this RFP and it is found by the District to be acceptable, additional detailed costs or financial data may be requested of the single Bidder. A cost or financial analysis, possibly including an audit, may be performed by or for the District in order to determine if the proposal is fair and reasonable. The Bidder has agreed to such analysis by submitting a proposal in response to this RFP.

A cost analysis is a more detailed evaluation of the cost elements in the Bidder's Financial Proposal Bid Forms. It is conducted to form an opinion as to the degree to which the proposed costs represent what the Bidder's performance should cost. A cost analysis is generally conducted to determine whether the Bidder is applying sound management in proposing the application of resources to the operation effort, and whether costs are allowable, allocable and reasonable. Any such analyses and the result there from shall not obligate the District to accept such a single proposal and the District may reject such proposal at its sole and exclusive discretion.

**N. NON-ASSIGNMENT**

Any attempt by Contractor to assign, subcontract or transfer all or part of this agreement shall be void and unenforceable without the District's prior written consent; which consent shall not be unreasonably withheld. Any such consent shall not relieve Contractor from full and direct responsibility for all services performed prior to the date of assigning, subcontracting or transferring this agreement.

**O. LOSS LEADER**

It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

**P. UNANTICIPATED TASKS, TIME OR DELIVERABLES**

In the event unanticipated deliverables, additional time or additional work must be performed that is not identified in this RFP, but in the District's opinion is necessary to successfully accomplish the statement of work or technical specifications, the District may initiate a contract amendment to add time, deliverables or tasks. Unless otherwise indicated, all stipulated terms and conditions appearing in the resulting contract including fixed costs, unit pricing, expenses or rate will apply to any additional work.

**Q. POST AWARD DISPUTES**

- If a post award dispute between the District and a Contractor arises, the District shall deal in good faith and attempt to resolve potential disputes informally.
- Contractor should state the dispute in writing, including all facts of the dispute, and submit it to the District Supervisor or designee.
- The District Supervisor or designee shall review the matter and render a final decision in a timely manner.
- If the Contractor is not satisfied with the final decision, the matter may be referred to the DGS/PD's Protest and Dispute Resolution unit for final resolution.

**R. EXPATRIATE CORPORATION:**

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**S. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**

- When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

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## PART III

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### RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

#### A. RFP REQUIREMENTS AND CONDITIONS

##### 1. Resulting Contract

The resulting contract between the District and the successful Bidder(s) shall incorporate the following documents and the execution of this Agreement will be required after an award is made (see Part X – Forms):

- a. The attached sample Standard Agreement; the RFP General Provisions including Additional Contract Terms and Conditions; Payee Data Record; Contractor Certification Clauses; General Contract Terms and Conditions, and Insurance Requirements.
- b. The Statement of Work to be Performed and/or work requirements set forth in this RFP.
- c. Addenda subsequent to the initial release of the RFP.
- d. The District's response to written questions and clarification to the RFP.
- e. Megan's Law Screening and Certification.
- f. OCFEC Uniform and Identification Procedures

##### 2. Errors and Requests for Additional Information

In the opinion of the District, this RFP is complete and without need of explanation:

If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, he/she shall immediately notify the District of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document.

Bidders that may have questions, or need any clarifying information or additional information, should submit in writing via email to the contact person listed on the cover sheet of this RFP. Bidders must submit questions by the date and time specified in the Tentative Schedule (see Part II – General Information). Modifications will be made in writing by way of an addendum issued pursuant to paragraph 3 (Addenda) below.

##### 3. Addenda (Changes to the RFP)

Prior to award of a contract, the General Provisions, Statement of Work to be Performed, Addenda and all forms and documents of this RFP constitute the potential contract. Any requests to change any of these documents must be submitted according to the instructions "Errors and Requests for Additional Information" above. All changes to this RFP will be made by written addendum. Clarifications will be provided by written notice to all parties to whom the District had sent notice of the RFP and to persons or entities who have requested to be provided notice of any modifications or notices. There will be no oral changes. Oral communications are not binding.

The effect of all addenda to the contract documents shall be considered in Bidder's proposal and the addenda shall be made a part of the contract documents. It is the Bidder's responsibility to review their final submittal and ensure it has addressed all components in the original RFP and any addenda.

**Important: It is the Bidder's responsibility to confirm in writing receipt of all addenda issued to this RFP before submitting a proposal. Failure to confirm in writing receipt of all addenda in any proposal will render the proposal non-responsive and result in its rejection.**

Acknowledgment of all addenda must be noted by the Bidder on each Financial Proposal Form in the space provided. The District reserves the right to change or cancel the RFP opening date for its own convenience and at its sole and absolute discretion.

#### **4. 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. In the Scope of Work, all mandatory requirements are indicated by an asterisk (\*), see Part V.

The words "should" or "may," indicate a desirable attribute or condition, but are permissive in nature and may affect the score the proposal receives.

#### **5. 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 proposals as stated in Part II – General Information, Sections 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 as listed in Part VII – Mandatory Format and Content Requirements.
- The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.
- The bidder is not eligible to do business in California.
- It is incomplete and/or unsigned.

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 the District determines, in its sole and absolute discretion, that the information was intended to mislead the District in its evaluation of the proposal and the attribute, condition or capability of this RFP.)
- Not using provided required forms and attachments.

#### **6. Right to Reject Any or All Proposals**

It is the policy of the District not to solicit proposals unless there is a bona fide intention to award a contract. However, the District may, at its sole and absolute discretion, reject any or all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process, or waive any irregularities in this RFP. The decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of the District.

#### **7. Protests**

A Bidder may file a protest against the awarding of the contract. The protest must be filed with both the District and the Department of General Services (DGS) at:

- Department of General Services  
Office of Legal Services  
Attention: Protest Coordinator  
707 Third Street, 7<sup>th</sup> Floor, Suite 7-330  
West Sacramento, California 95605  
FAX: (916) 376-5088
- 32<sup>nd</sup> District Agricultural Association dba OC Fair & Event Center  
Business Services Department  
Attention: Business Services Supervisor  
88 Fair Drive

Costa Mesa, CA 92626  
Email: [RFP@ocfair.com](mailto:RFP@ocfair.com)

Protests may be sent by regular mail, email, courier or personal delivery. Protestors should include their fax numbers when possible.

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 (5<sup>th</sup>) working day after notice of proposed award was posted in a public place at the District's Administration Office.

**IN ADDITION**, within five (5) days after filing the protest, the protesting Bidder shall file with the District and the Department of General Services, Legal Office, 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 (5<sup>th</sup>) 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 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. Dispositions of Proposals**

All materials submitted in response to this RFP will become the property of the District. All proposals, evaluation 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 District will assess a fee to cover duplicating costs. Documents may be returned only at the District's option and at the Bidder's expense. Two (2) copies of the proposal shall be retained for official District files.

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

The District 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. Bidder acknowledges that all materials submitted in response to this RFP, including proprietary materials, are subject to the California Public Records Act.

The materials may be used by the District to justify the awarding or not awarding of a contract if a protest is filed. The District will not be liable for inadvertently releasing confidential materials although the District will use the best efforts to prevent the release of said materials.

### **3. Modification or Withdrawal of Proposals**

Any proposal which is received by the District before the time and date set for receipt of proposals may be withdrawn or modified by written request of the Bidder. However, in order to be considered, the modified proposals must be received by the time and date set for receipt of proposals in Part II – General Information.

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 60 days," is non-responsive to the RFP.

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## PART IV

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### HISTORY & GENERAL INFORMATION

The OC Fair & Event Center is a 150-acre multi-use property owned and operated by the 32nd District Agricultural Association, a California state institution. The District is subject to the oversight of various state agencies, including the California Department of Food and Agriculture, Division of Fairs & Expositions. The District is used throughout the year for both public and private events, and educational and community activities. The District hosts over 150 events throughout the year and self-produces the annual OC Fair and Imaginology events, in addition to managing the Pacific Amphitheatre, an 8,200-seat outdoor amphitheater.

The District features 157,000 square feet of unique event space including exhibit buildings, meeting rooms and outdoor spaces – all available for rent throughout the year.

The property includes Centennial Farm, a three-acre working farm which educates the public, including over 100,000 school children through field trips, on the importance of agriculture in our daily lives. Centennial Farm features farm animals, California specialty crops and the “Table of Dignity” memorial honoring the work of Orange County agricultural workers.

Heroes Hall is a permanent museum and education center honoring the legacy of veterans through rotating exhibitions, performances and educational programs. It features a restored two-story World War II era barracks building and an impressive Medal of Honor Courtyard honoring those who serve our nation. In addition, an A-4M Skyhawk aircraft complements the Heroes Hall Foot print.

The OC Fair, one of the most anticipated community events in Orange County, is a 23-day event held over a period of 31 days during July and August, and is open Wednesday through Sunday. The very first Orange County Fair was held in 1890.

The Pacific Amphitheatre is used periodically throughout the year for live performances and events, and is home to a 23-day concert series during the annual OC Fair featuring headline musical acts and comedian performances. In recent years, the 23-day concert schedule has also included additional concerts before and after the annual OC Fair.

Imaginology takes place annually in April over a two-day period. The popular event features S.T.E.A.M. (Science, Technology, Engineering, Art & Math) workshops, demonstrations, competitions and hands-on activities, providing students with the resources needed to freely explore their imaginations. Professionals from various fields such as electronics, robotics, agriculture and creative arts are available to give participants a glimpse of future career paths.

The District manages and operates a seven-acre equestrian center (EQC) onsite that is used by private boarders and trainers. The EQC features barns, riding arenas and other facilities that support the equine community.

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## PART V

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### STATEMENT OF WORK (SOW) TO BE PERFORMED

The District is soliciting Bids for the **EVENT TENTING & FURNITURE RENTAL SERVICES** The Agreement term for these services shall be for January 1, 2025 – December 31, 2026, with three (3) 1-year options. This part describes the work to be performed by the Bidder who is awarded the contract and contains terms and conditions which will be deemed incorporated and become a part of any contract awarded pursuant to this RFP. All terms and conditions are fixed and non-negotiable.

#### **Executive Order N-6-22 – Russia Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

#### **Generative Artificial Intelligence (AI)**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

**Bidder / Offeror / Contractor must notify the State in writing if their solution or service includes, or makes available, any GenAI, including GenAI from third parties or subcontractors.**

The State has developed a [GenAI Reporting and Factsheet \(STD 1000\)](#) to be completed by the Bidder / Offeror / Contractor. See Form A-8

Failure to submit the GenAI Reporting and Factsheet (STD 1000) will result in disqualification of the Bidder / Offeror / Contractor.

Failure to report GenAI to the State may void any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon receipt of a Bidder / Offeror / Contractor GenAI Reporting and Factsheet (STD 1000), the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the state.

#### **A. Minimum Requirements:**

1. Minimum Five (5) years of relevant experience providing similar equipment (categories and volume) and installation/removal services for equivalent venues to the OC Fair & Event Center.
2. Minimum Five (5) years of experience providing similar equipment and installation/removal services for equivalent events (attendance, equipment quantities and duration) to the Annual OC Fair.
3. In-depth knowledge of and remaining fully compliant with California Fire Code and Title 19 of the California Code of Regulations.
4. Current Stamped California engineering drawings of structures, stages, and large tents (no more than 5 years old).

## **Scope of Work:**

### **A. GENERAL REQUIREMENTS**

1. Contractor provides all equipment and materials necessary to perform the required duties, at a contracted rate per item, as indicated herein and on the Financial Proposal Bid Form. All pricing should include labor, delivery/fuel charges, equipment, installation, teardown, hole patching, and engineering drawings.
2. Contractor shall be required to set up in buildings and outdoor areas, including the Pacific Amphitheatre and the Action Sports Arena/Grandstand Arena, as specified on District-provided layouts (see Part VIII – Exhibits A through E).
3. Contractor should own a substantial percentage of the equipment used in the service of this Agreement and be able to fulfill the District's requirements in their entirety. If additional equipment is required from suppliers, Contractor will need to properly tag such inventory, as required in Part V – Section B, Item 1, and deliver to the District. Under no circumstances will an entity outside the awarded Contractor interface with or deliver equipment to the District.
4. At teardown, Contractor will patch all holes made in the asphalt by rental equipment. Hole patching will be completed by filling hole(s) with sand or gravel to the top of soil substrate; filling remainder of the hole (depth of existing pavement) with cold patch asphalt and compacting to prevent sinking; and cleaning up all excess material.
5. All equipment and labor required for setup and teardown needs to be provided by Contractor. Subcontracting of labor will not be allowed. Contractor will supply a scissor lift(s) and/or other necessary forklift(s) for transportation, installation and removal of tents, awning, and exhibit décor. The cost associated for this equipment shall be included within the rental cost for each applicable item reflected on the Financial Proposal Bid Form.
6. Equipment categories (tent/canopy, pipe and drapery, and furniture), specifications (size, color), location, and tentative setup schedules will be provided to Contractor a minimum of **three (3)** weeks prior to the setup of Imaginology and up to **six (6)** weeks prior to setup of the OC Fair. The District reserves the right to change and/or add any equipment, specifications, and setup dates upon reasonable notification to Contractor. However, strict adherence to the schedule for purposes of this RFP will be implemented.
7. All dimensions, quantities, schedule, and other requirements have been estimated as close to final figures and layout as possible, but are subject to final requirements. Tent colors are subject to final approval by District Management.
8. All tents and canopies must be secured in a safe manner to prevent tipping or lifting due to wind or other influences. Staking may be used where approved by District Management. Base plates, weights, anchors, concrete blocks or other items used to secure tents must be included in the cost of the canopy where staking is not permitted. Contractor will be responsible for determining the appropriate method to secure tenting and will be held liable for any issues resulting from the unsafe installation of tents and canopies. No water barrels will be permitted to be used as anchors per The OFFICE OF THE STATE FIRE MARSHAL.
9. The final layout of tents and canopies may vary for each event from year to year. The location and position of the equipment will be identified by District Management. It is Contractor's responsibility to work with the OC Fair logistics team to ensure accurate placement.
10. The District cannot guarantee a minimum and/or maximum amount of any order. The actual final requirements will be contingent upon the term of the event, scheduling, exhibits, entertainment, available space, and varying theme established for each event.

11. The District may occasionally require items not called out in this RFP. The District is to be billed at a rate no greater than the amount charged for similar items listed in the RFP for the applicable event. Such rates will be determined and agreed upon by the District prior to the delivery and installation of items.
12. The contracted "per item" rate on the Financial Proposal Bid Form will cover the entire rental period for the applicable event, either Imaginology or the annual OC Fair. If the District requests to keep the items beyond the agreed upon rental period, a daily, weekly or monthly rental fee, as applicable, will apply per the Financial Proposal Bid Form.
13. Contractor will need to provide high-quality color photos, CAD drawings and/or specification sheets, as applicable, of equipment, structures, tents, etc., as requested by the District.
14. Upon contract approval, Contractor can immediately begin an analysis and development of structures for the 2025 OC Fair; the placement of which will coincide with existing infrastructure and/or utilities.

## **B. EQUIPMENT QUALITY AND REQUIREMENTS**

1. All equipment should be clearly marked and/or tagged with Contractor's company name and logo in order to differentiate between Contractor equipment and District equipment.
2. All equipment and materials used must meet industry standards for workmanship, construction, assembly, anchorage, and safety.
3. All equipment must be clean and in excellent condition. The District reserves the right to approve the color, condition and quality of all items and/or equipment supplied by Contractor. Any equipment deemed inappropriate or in poor condition by District Management must be replaced immediately and at no cost to the District.
4. All large tents or canopies should be clear span.
5. All chairs should be heavy-duty commercial grade with a certified static weight capacity of three hundred pounds (300 lbs.) or more.
6. Hardware for each category will need to convey a quality image: clean; brushed aluminum or rust-free steel for structures; no visible tape or tape residue or any other unsightly remnants.
7. All canvas or fabric for tents and canopies, and banjo cloth or velon for drapery should be in new or near new condition; free from fading, discoloration, or holes; and colors need to match consistently throughout applications and property locations.
8. Sidewalls, drops, tops, floor coverings and decorative materials must be composed of flame-resistant material or treated with a flame-retardant material in an approved manner. All materials used within the structures must comply with the flame propagation performance criteria of NFPA 701 and California Fire Code.
9. All materials should display a flame certificate. If a certificate is not displayed, Contractor will be required to present proof that material is flame resistant upon demand by District Management and/or the California State Fire Marshal.
10. Exit signs will need to be installed when occupant load is in excess of fifty (50) people and be of an approved self-luminous type supplied in the following manner:
  - a. For occupant loads of three hundred (300) or less, two (2) separate circuits, one (1) of which will be separated from all other circuits; **or**
  - b. For occupant loads of three hundred (300) or more, two (2) separate sources of power, one (1) of which shall be an approved emergency system, shall be provided. Emergency systems shall be supplied from

storage batteries or from the onsite generator set and system shall be installed in accordance with the California Electrical Code.

11. Exit doors shall swing in the direction of exit travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Openings force at the door edge shall not exceed fifteen (15) pounds.
12. Every room or space that is an "Assembly Occupancy" shall have the occupant load of the room or space posted in a conspicuous place near the main exit or exit access doorway from the room or space. **[CFC §1004.3]**
13. Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structure or tent and shall be located such that all points are one hundred feet (100') or less from an exit. **[CFC §2403.12.1]**
14. Exits shall be provided in accordance with government standards and guidelines for safety.
15. Contractor shall be in compliance with California Fire Code and California Code of Regulations.
16. All structures shall have, current, California approved fire extinguishers as required by California State Law.
17. All tents and structures shall have standard lighting installed in them. Additional needs will be noted in orders.
18. Damage to contractors equipment must be notified to the district immediately prior to leaving the property so the district can make a damage report, inspect and take photos.

## **C. EVENT SET-UP AND TEAR DOWN**

1. General Requirements
  - a. Labor
    - i. Labor shall include all delivery, installation, and removal services.
    - ii. Typically, installation will occur during regular business days, Monday through Friday. However, services may be performed on Saturday(s) and Sunday(s), as dictated by the District's scheduling needs. A detailed delivery and installation schedule will be provided to Contractor by the District, and Contractor will need to ensure the schedule is adhered to as specified. Contractor will ensure equipment can be unloaded from the delivery truck(s) in the order and per the times detailed in the schedule. Deliveries will occur in the order of the daily delivery schedule at or close to the scheduled delivery time. It is anticipated setup and teardown will take place between the hours of 7:00 a.m. and 7:00 p.m.; however, actual business hours will be determined based on the daily delivery and installation schedule. A schedule from the 2024 OC Fair has been provided in Part IX – Exhibit C to show Bidders an example of a high-volume installation day.
    - iii. The District will not be responsible for overtime charges. Contractor shall deploy sufficient labor resources to fulfill all delivery, installation and removal requirements. Contractor services performed outside of "regular" business hours or on Saturday(s) and Sunday(s) shall not result in additional charges of overtime to the District. There will be no exceptions.
  - b. Project/Site Manager
    - i. The Project/Site Manager shall be separate from the installation crew.

- ii. This individual shall be onsite for all delivery/installation days approximately two (2) weeks prior to the OC Fair as well as four (4) days following the close of the OC Fair to supervise setup and teardown, respectively. The District may also require the Project/Site Manager to be onsite for significant deliveries/installations/removals taking place during the OC Fair. The final schedule of required days onsite will be approved by the District prior to the arrival of the Project/Site Manager, and may be modified as determined necessary by the District.
- iii. The Project/Site Manager shall check in daily with appointed District personnel, and shall have knowledge of the daily project schedule and update District staff as appropriate.
- iv. District shall provide portable office space and a radio for the Project/Site Manager while onsite performing the services of this contract.
- v. The District shall be billed based upon a daily rate inclusive of all time and expenses per the Financial Proposal Bid Form. When the Project/Site Manager is onsite for installation or removal purposes, the District expects a full day's work and the District will pay a daily rate for these efforts. The District will also allow the Project/Site Manager to work half-day if the delivery schedule will allow. In this case, the District shall be charged one-half the daily rate.
- vi. Charges for the Project/Site Manager shall only be billed to the District for work performed onsite and in the direct capacity of supervising delivery, installation, and removal services. The District shall not be charged for pre or post-Fair meetings attended by the Project/Site Manager or any of Contractor's employees.
- vii. During the term of this Agreement, the District shall retain the right to modify the Project/Site Manager's existing duties and/or eliminate the role entirely.

c. Check-In and Check-Out

- i. All services, including, but not limited to, delivery, installation and removal shall be coordinated through the District's designated personnel. Specifically:
  1. The District will provide a list of personnel who are authorized to request services and/or provide instructions to Contractor. These authorized individuals shall be the only points of contact while drivers and/or installation crew are on District grounds. Contractor shall not accept instructions from or convey information to anyone not listed;
  2. Contractor's driver(s) shall sign in with the District personnel and present a copy of the dispatch ticket reflecting the driver's name prior to delivering any equipment;
  3. Delivery of equipment shall be visually examined by District personnel to confirm equipment has been clearly marked with Contractor's company name and/or logo, are in proper operating condition, and are maintained and cleaned in a professional, like-new/gently used condition. Photos provided by Contractor in response to this RFP shall be representative of all equipment used in the performance of these services for the duration of the contract term. Items not properly marked per Part V, Section B, Item 1 will be rejected by the District and shall be immediately tagged or replaced by Contractor;
  4. Contractor shall maintain delivery/pick-up log, or some other mutually agreed upon mechanism for accountability of inventory, which shall detail items and quantity delivered by Contractor. This log/mechanism shall be signed by the District representative who receives/accepts and/or returns the items;
  5. The District retains the right to audit Contractor for adherence to these procedures at any time during the term of the contract; and

6. The District retains the right to modify these procedures in any way during the term of the contract to ensure accuracy of the billing for services received.
- ii. When Project/Site Manager (Part V, Section B, General Requirements, Item b) is onsite, he/she shall be the sole point of contact for checking in and out with assigned District personnel.

## 2. Imaginology

Contractor will provide tenting, drapery and furniture rentals for the annual Imaginology event. Setup generally begins two (2) weeks prior to the event and teardown begins the day after the event closes. Contractor is allowed up to one (1) week for completion of teardown. Part IVIII Exhibit B has been provided to show the property utilized during Imaginology.

## 3. Annual OC Fair

Contractor will be required to provide tenting, drapery and furniture rentals for the annual OC Fair each July-August. Setup generally begins two (3-4) weeks prior to the event and teardown begins the day after the event closes. Contractor must supply a Project/Site Manager (Part V, Section C, Item b) for a minimum of two (2) weeks during setup or as specified by the District. Contractor is allowed up to one (1) week for completion of teardown or as communicated by the District. In addition, smaller events occur inside the OC Fair which require Contractor to setup and/or teardown rental equipment approximately fifteen (20) days or more during the OC Fair.

The 2024 OC Fair Equipment List and Schedule has been included in Part VIII – Exhibit D for the purposes of illustrating the size and scope of the typical annual OC Fair. It in no way obligates the District to request or secure each or any item in the quantities listed. The document also demonstrates examples of required timing of installation and removal. The schedules for the 2025 OC Fair and subsequent annual fairs will be developed annually and will change from year to year based on dates of the event, quantity, dimensions, and locations of equipment, etc.

- d. As/if required by Contractor during installation and removal periods, the District will provide temporary outdoor storage either onsite or at a nearby offsite location. The size of the requested temporary storage location will be mutually agreed to prior to the annual OC Fair based upon Contractor's anticipated space needs. Contractor is responsible for securing the storage area and/or facility by utilizing fencing, storage containers or a box truck. The District shall not be charged for any equipment utilized to set up and/or secure this area.

## **D. ORDER MANAGEMENT**

1. The District shall supply a schedule to Contractor in an Excel spreadsheet, or other such report, which contains equipment categories (tent/canopy, pipe and drapery, and furniture), specifications (size, color), location, and tentative setup. The 2024 OC Fair Equipment List and Schedule has been provided in Part VIII – Exhibit D to give Bidders an understanding of the typical information supplied at the time of order.
2. Contractor shall generate order sheets based upon the information contained in the District's schedule and input their corresponding order number into said spreadsheet, or other such report, for each line item. Contractor shall supply the District with a binder containing all order sheets separated and tabbed by date of delivery.
3. Contractor shall attend at a mutually agreeable time a Pre-Imaginology/Pre-Fair meeting with District personnel to review an order in its entirety. Contractor shall also attend a Post-Imaginology/Post-Fair meeting to discuss opportunities and expectations for the following year.
4. The District will provide a list of personnel who are authorized to request changes, corrections and/or additions to the scheduled order. These authorized individuals shall be the only points of contact, and Contractor shall

not accept instructions from or convey information to anyone not listed. The District and Contractor shall establish the process for change orders after award of the contract and prior to the first event.

## **E. EQUIPMENT DEFINITIONS AND BIDDING INSTRUCTIONS**

The below equipment list identifies the items most commonly utilized by the District. The District does not guarantee the minimum or maximum amount of equipment that will be used at each event.

All costs for labor, transportation, and materials used to deliver, install, maintain and remove the equipment described in this RFP must be included in the rental/installation pricing submitted in Bidder's Financial Proposal Bid Form, as applicable. Contractor's services include any labor or materials not mentioned, but required to make the installation and removal whole, complete, safe, secure and compliant to all Federal, State, local government and OSHA regulations. Requirements including, but not limited to, California State approved fire extinguishers for tents, all anchoring mechanisms, or any other items necessary to secure pipe/drapery to prevent tipping or collapse and to secure tents where staking is not permitted, must be included in the cost of the equipment. All costs shall include California sales and any other taxes or fee (explain in detail), if applicable.

Bidders must factor in inflation, wage increase or any other potential costs.

All equipment must be supplied per District specifications. Colors may not be substituted without the express approval of the District personnel authorized to make such changes as noted in Part V, Section D, Item 4.

Bidders should read the following carefully to gain a better understanding of the bid requirements for each item:

1. **Canopies/Tents** – Canopies shall be available in eight-foot (8') and ten-foot (10') heights and in a variety of dimensions and colors. Typical color requirements include red/white, blue/white, green/white, yellow/white and white. On occasion, mesh canopies are requested. All canopies/tents must be secured in a safe manner to prevent tipping or lifting due to wind or other influences. In many areas staking may be used. In areas that cannot be staked, Contractor shall provide base plates, weights, anchors or other items used to secure tents and must be included in the cost of the canopy where staking is not permitted. Water barrels are no longer permitted as anchors.

**Bid:** Bid a "per unit" cost on all canopies/tents where sizes are indicated.

2. **Structures** – The District typically utilizes square or rectangular structures; however, octagonal and round structures are required on occasion based on the needs of the event. Please note that a structure is different than a canopy or tent in that its construction consists of steel beams and skins. Skins are pulled taut between each beam. All structures shall be clear span. Part VIII, Exhibit E has been provided to show Bidders an example of a structure utilized during the 2024 OC Fair and should be used for reference purposes only.

**Bid:** Bid a "per square foot" cost, which shall include side filler panels and end panels.

3. **Vinyl/Mesh Wall** – The District requires wall installation on canopies, fencing, and as freestanding wall. Some canopy and freestanding wall types will be installed "fixed" back or side walls and some will be installed such that they can slide open and closed. Wall types need to be available in three-foot (3'), six-foot (6'), eight-foot (8') and ten-foot (10') heights, as well as in a variety of colors. Typical color requirements include red/white, blue/white, green/white, yellow/white and white. The majority of the wall requested will be vinyl; however, the District may request mesh/screen wall on occasion.

**Bid:** Bid a "per linear foot" cost for each type of wall and sliding cable.

4. **Drapery ("Pipe & Drape")** – The District utilizes velon and banjo cloth pipe and drape. Pipe and drape may be setup/configured in L-shapes, straight runs, and standard and custom booth configurations.

Pipe and drape booths are typically configured with eight-foot (8') high rear walls and three-foot (3') high sidewalls. On occasion, pipe and drape booths are requested with eight-foot (8') high rear walls and eight-foot (8') high side walls.

Drapery must consistently fall at the same length for all applications.

Contractor is responsible for ensuring pipe and drape is secured in a safe manner to prevent tipping or collapse and will be held liable for any issues resulting from the unsafe installation of pipe and drape.

**Bid:** Bid a “per unit” cost for pipe and drape booths. Bid a per linear foot cost for L-shapes, straight runs, and other custom configurations A fully enclosed booth will be considered a “custom configuration.”

5. **Seating** – The District requires Samsonite-type plastic folding chairs in a variety of colors, including, but not limited to, black, blue, sand, and white. Bar stools need to be black, upholstered and contain a backrest. Wood chairs need to be available in black and white and have padded seats. Banquet chairs should be stackable and available in a variety of colors, including, but not limited to, black.

**Bid:** Bid a “per unit” cost for each type of seat indicated.

6. **Lighting** – Lighting shall be available in LED lighting (i.e. 60-200 watt LEDs) for all tents and High Bay lighting(100-300 watt LEDs) for larger structures. All tents and structures must have lighting for safety unless specified. Fixtures shall be consistent in both product and appearance. Fluorescent lighting is not acceptable. Note: Contractor responsible to supply cords for lighting and drop to ground only after confirming with the district on correct location. If contractor fails to confirm with district prior to installing lighting cables and they are in the wrong location, contractor is responsible for correcting. The District is responsible for hook-up.

**Bid:** Bid a “per unit” cost for each type of lighting indicated.

7. **Floor Covering** – Astroturf will need to be available in a variety of colors, including, but not limited to, blue, black, green, red and tan. Carpeting shall be available in a variety of colors including, but not limited to, black and charcoal gray.

**Bid:** Bid a “per square foot” cost on floor covering.

8. **Tables and Table Covers** – The District orders rectangular tables, rectangular conference tables, round tables, quarter round tables, and half round tables. Rectangular tables are most commonly ordered in four-foot (4'), six-foot (6'), and eight-foot (8') lengths. Tables shall be constructed of a durable wood material. Rectangular tables shall be 30" wide and trestle tables shall be 15" wide.

Table covers shall be available in a variety of colors, including, but not limited to blue, black, green, red and white. Table covers are ordered in velon, heavy-duty vinyl, and cloth material. Table covers are expected to reach the floor on all sides unless otherwise specified.

**Bid:** Bid a “per unit” cost for each type of table indicated. Bid a “per set” (four (4) per set) cost for extension legs. Bid a “per unit” purchase price for velon and vinyl material table covers. Bid a “per unit” rental cost for cloth material table covers.

9. **Stanchions** – Stanchions may be requested in retractable, plastic or chrome with a plastic chain or a velour rope.

**Bid:** Bid a “per unit” cost on each stanchion base, chrome and plastic. Bid a “per linear foot” cost on the plastic chain and velour rope.

10. **Chrome Garment Racks** – Chrome garment racks must be sturdy and contain wheels for easy portability.

**Bid:** Bid a “per unit” cost for this item.

**11. Picket Fencing** – Picket fencing must be provided in three-foot (3') high x eight-foot (8') long sections, constructed of wood and painted white.

**Bid:** Bid a “per unit” cost for this item.

**B. OTHER SERVICES**

Should it be determined that additional services are needed beyond the scope of this RFP, but related to Contractor's performance areas, Contractor shall provide those services at the fixed hourly rate provided on the Financial Proposal Bid Form for the personnel utilized to perform the work. The 32<sup>nd</sup> District Agricultural Association, OC Fair & Event Center, reserves the right to decline services for any event or part of an event.

**C. PREVAILING WAGE (If applicable)**

Bidders must comply with prevailing wage compliance.

In accordance with the provisions of Section 1773 of the Labor Code, the general prevailing rates of wages applicable in the county in which the work is to be done are those rates established and published by the Director of the Department of Industrial Relations. Rates can be viewed at

<https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>

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## PART VI

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### EVALUATION, SELECTION & SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the District's needs as described in this RFP. This part describes the process the District 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

1. Following the deadline for receipt of proposals as stated in Part II, each proposal will be examined to determine if:
  - submittal (receipt) was by the deadline time and date, and
  - the physical format requirements were met.

*This is not a public review.*

2. Proposals that meet the submittal format requirements, as stated in the previous paragraph, will be submitted to the Committee for:
  - review of the proposal,
  - confirmation the information is presented in the format required by the RFP, and
  - that all required documentation is included and correct.

Proposals that do not present the information in the format required may be rejected as non-responsive.

*This is not a public review.*

3. The District 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 each proposal that meets the format requirements of preceding paragraph two, and assign points for the proposal.

*This is not a public review.*

5. The Committee may request interviews of the Bidders for clarification of proposals. Following any interviews, the proposals may be re-scored.

*This is not a public review.*

6. Small Business Bidders, who have included in their proposal a copy of their Small Business Certification, shall be granted a preference of five percent (5%) and SB/DVBE Incentive will be given, where applicable and up to 5%. The "Financial Proposal Bid Forms" will be used to determine the not to exceed amount of the contract.
7. To obtain the average score for each proposal, the total points of all reviewers will be added and divided by the number of Committee members.
8. 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.
9. All Bidders will be notified of the results.

## B. SCORING PROCESS

All responsive proposals will be evaluated using the following weighted scoring method. A maximum of one hundred (100) total points is possible. The proposal will be scored according to the quality of the response, both physical and interpretive, for the following criteria. The Bidder who receives the highest score will be awarded the contract.

The Committee reserves the right to visit a qualified Bidder's place of business for an onsite inspection of the operation before the final scoring process is completed. The Committee reserves the right to visit a site presently being serviced by qualified Bidder before final scoring process is completed.

Scoring categories correlate to the items found in Part VII – Mandatory Format and Content Requirements, Sections C and D. Scoring shall be based upon the quality and applicability of the response for each category.

	<b>MAXIMUM POINTS</b>
<b>1. Company History and Personnel .....</b>	<b>20</b>
a. History and scale of Bidder's organization .....	6
b. Background and relevance of professional experience of Bidder and Bidder's management .....	6
c. Organization chart and ability to meet scheduling requirements for supervisors, key staff and personnel .....	4
d. Describe personnel policies and training materials, including safety programs; Employee Handbook and Grooming Standards .....	4
<b>2. Equipment and Supplies .....</b>	<b>20</b>
a. Complete, detailed list of all equipment; indication of quality and condition of proposed key equipment, and ownership of equipment .....	10
b. Submit photos of specified equipment .....	10
<b>3. Experience and Ability to Perform .....</b>	<b>30</b>
a. Description of prior experience; list projects Bidder has completed within the past two (2) years that meet all required criteria .....	7
b. Four (4) Letters of Recommendation from clients serviced by Bidder. Letters must not be more than one (2) year old .....	5
c. Operations plan describing how Bidder will manage the District's deadlines, scheduling needs and expectations .....	9
d. Describe Bidder's experience and ability to design, build and install custom clear span structures specifically made to coincide with existing infrastructure such as anchors and utilities .....	5
e. List of potential suppliers and how bidder has worked with them in the past .....	2
f.- g. Statement describing the source and amount of financing required by the Bidder to fulfill the terms of the agreement. If all financing is to be funded solely by the Bidder, this shall be stated; reference letters from financial institutions .....	1
h. Insurance coverage and ability to obtain required coverage .....	1
	<b>30</b>
<b>(FINANCIAL MUST BE MINIMUM OF 30% OF TOTAL SCORES)</b>	
<b>4. Financial Proposal Bid Form .....</b>	
a. Bidder will complete three (3) Financial Proposal Bid Forms, all required forms in Part X - Forms and include a print and electronic copy with the proposal.....	30
<b><u>GRAND TOTAL OF POSSIBLE POINTS</u></b>	<b><u>100</u></b>

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## PART VII

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### 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 one (1) document. It is recommended that Bidder keep to 3 attachments.

Information in the 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 8½ x 11 inch paper, and all narrative portions of the proposal should be typed.

The first page 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 #: TR-09-24 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 should 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.

#### C. TECHNICAL PROPOSAL

Each Bidder shall submit, for the purposes of proposal evaluation, all of the following information, as available, in the order listed below. All information submitted may pertain to the proposing company itself or to principal officers of the company. If any subcontractors are to be used to fulfill this contract, submit applicable information as well.

Bidder must submit sufficient documentation to determine that their company can meet the contract requirements. All responses must be provided in narrative detail, except as requested differently.

##### **1. Company History and Personnel**

- a. Provide an overview of the Bidder’s company history, including years in business, location(s), total number of staff and other key elements of business operations.
- b. Describe background and professional experience of Bidder’s management team.

- c. Attach an organization chart of the proposing company, including the personnel that would be assigned to this contract. Provide a listing of the key staff who will supervise the contract, detailing the qualifications and responsibilities of those key members.
- d. Describe and include any applicable personnel policies and training materials, including safety programs and customer service education. Provide commentary on safety record and programs. Submit Employee Handbook and Grooming Standards.

## **2. Equipment and Supplies**

- a. List all equipment, which Bidder will utilize in the implementation of this contract. Provide a description as to the condition and quality of the equipment. State if the equipment is owned and/or maintained by the Bidder. Note: Ownership of equipment is preferred and will receive higher scoring.
- b. Submit photos of various tents requested. Photos shall be representative of the quality the District can expect to receive and hold Contractor accountable to for non-District owned containers utilized in the performance of this contract.

## **3. Experience and Ability to Perform**

- a. Describe prior experience providing event tenting services. List all clients that the Bidder has serviced within the last two (2) years that are comparable in scope to District's requirements in terms of size and frequency, and for whom Bidder has contracted for a continuous period of no less than two (2) consecutive years. Provide the following information for each client listed:
  - i. Name, address, phone number and email address of client;
  - ii. Total number of event services per year;
  - iii. Schedule and frequency of service;
  - iv. Dates and number of years of service to the client; and
  - v. Any additional information to justify the relevance of this experience to the requirements contained in this RFP.
- b. Describe in detail any incident(s) where the Bidder has been terminated during the performance of contracted services. If none, it shall be so stated.
- c. Describe the source and amount of financing required, if any, by the Bidder to fulfill the terms of the agreement. If all financing is to be funded solely by the Bidder, this shall be so stated.
- d. Attach letters from at least three (3) different financial references (banks, subcontractors, major suppliers, etc.) that Bidder has done business with during the last two (2) years. Ensure full contact information for the references is listed in the letter, including name and title of the author, address, and phone number.
- e. Include an operations plan of how Bidder will complete work, meeting the District's deadlines and scheduling needs and expectations.
- f. List all subcontractors/suppliers (name, address and phone number) who may be utilized by Contractor to fulfill the District's requirements, and describe in what manner/relationship Bidder has worked with them in the past. Provide an overview of the subcontractor/supplier's company history, including years in business, location(s), total number of staff and other key elements of their business operations.
- g. Attach four (4) letters of recommendation, written within the last twelve (24) months, from facility managers who have contracted Bidder's event tenting and furniture services within the last two (2) years. Provide detailed information regarding the services provided for the clients which indicate:
  - i. Beginning and end dates of services;
  - ii. Scope, size and nature of services;
  - iii. Level of completion of contracted duties;
  - iv. Personnel reliability, quality, performance of duties;

- v. Quality and performance of equipment;
- vi. Ability to meet deadlines and maintain schedules;

h. Attach proof of insurance coverage in the form of a Certificate of Insurance for Bidder's current business operations. Also, provide a commitment from Bidder's insurance carrier stating Bidder's ability to provide the additional insured endorsement upon award of contract (see Part X – Forms, Section C, Exhibit E – Insurance Requirements).

#### **D. FINANCIAL PROPOSAL**

The Financial Proposal Bid Forms are located in Part IX – Forms and will be used to determine the "not to exceed" amount of the contract. Each Bidder shall submit a completed and signed form and include it as specified – Proposal Format and Content above. Bidders to use Mandatory Financial Proposal Bid Form provided by the District, failure to do so will be resulted in disqualification.

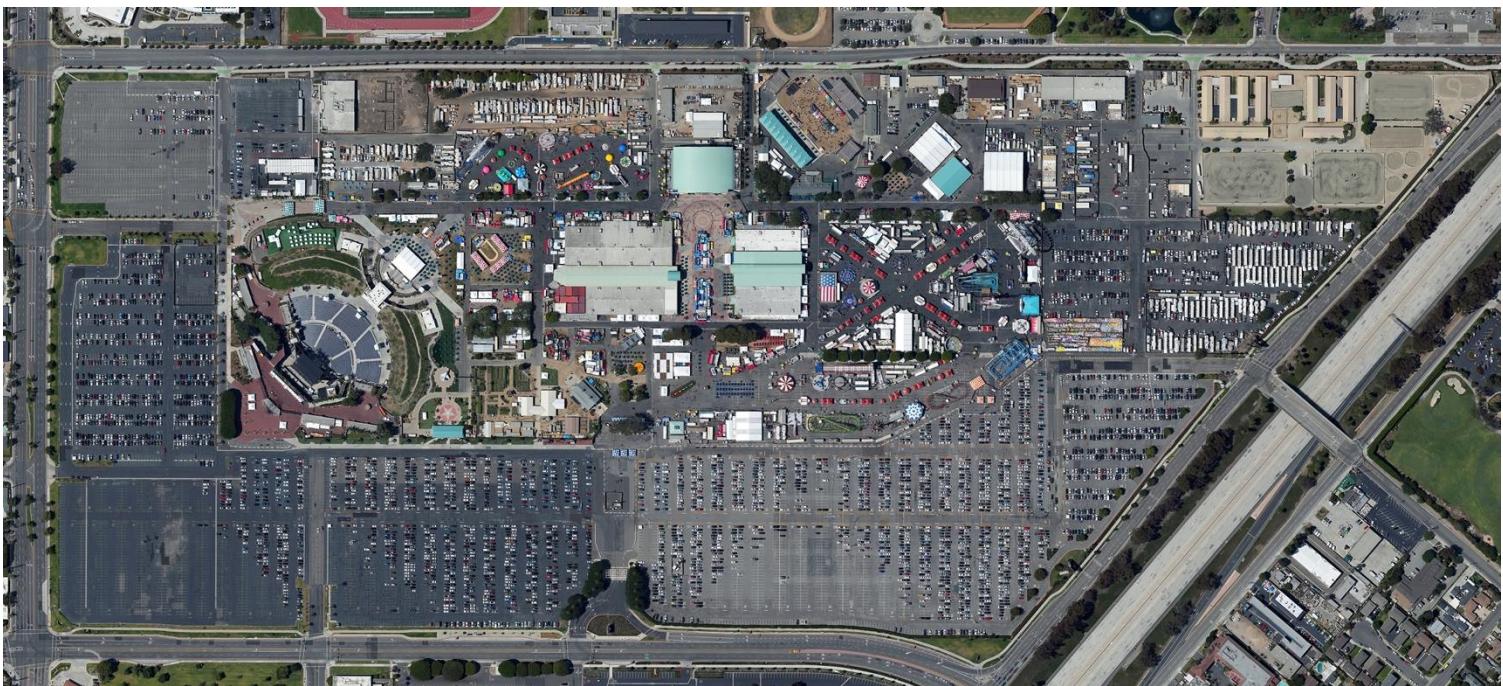
Bidder shall complete Form A-3, Financial Proposal Bid Form, page 2, and complete the Excel Spreadsheet and return them with the Bid Proposal. The Excel spreadsheet is posted along with this RFP on the District's website in an editable Microsoft Excel spreadsheet format. Any Bidder that does not use and submit the provided and completed Microsoft Excel spreadsheet shall be deemed non-responsive.

---

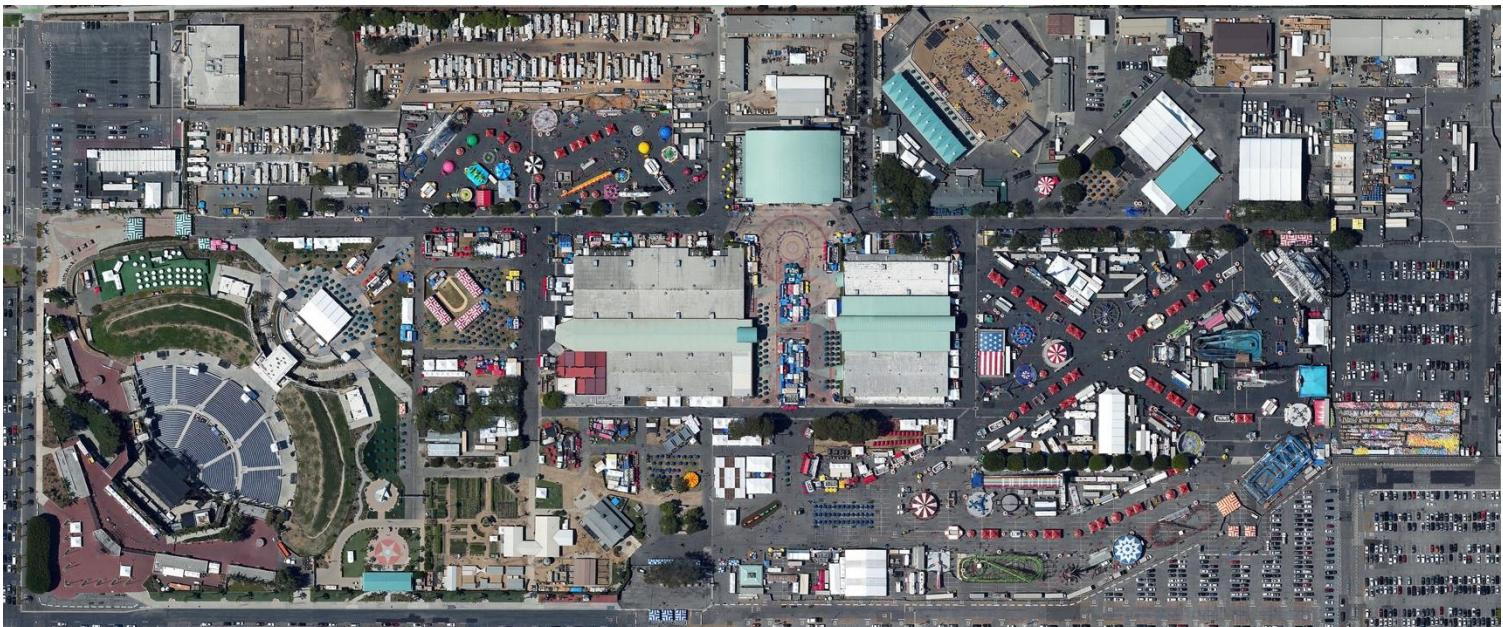
**PART VIII**  
**EXHIBITS A THROUGH E**

**Exhibit A**

**2024 OC Fair & Event Center Property Image**



**2024 OC Fair Aerial Image – OC Fair footprint**



## Exhibit B

### OC Fair & Event Center Property Map



#### LEGEND

##### EXHIBIT HALLS

- 1 Costa Mesa Building
- 2 Santa Ana Pavilion
- 3 Huntington Beach Building
- 4 Anaheim Building
- 5 OC Promenade
- 6 Los Alamitos Building
- 7 Livestock

##### OUTDOOR SPACES

- 8 Action Sports Arena
- 9 Main Mall
- 10 Park Plaza
- 11 Festival Fields
- 12 Serenity Walk
- 13 Crafters Village
- 14 Campground

##### MEETING & MULTIPURPOSE AREAS

- 15 Courtyard
- 16 Country Meadows
- 17 Pacific Amphitheatre
- 18 Centennial Farm
- 19 Heroes Hall
- 20 Table of Dignity

##### OFFICE BUILDINGS

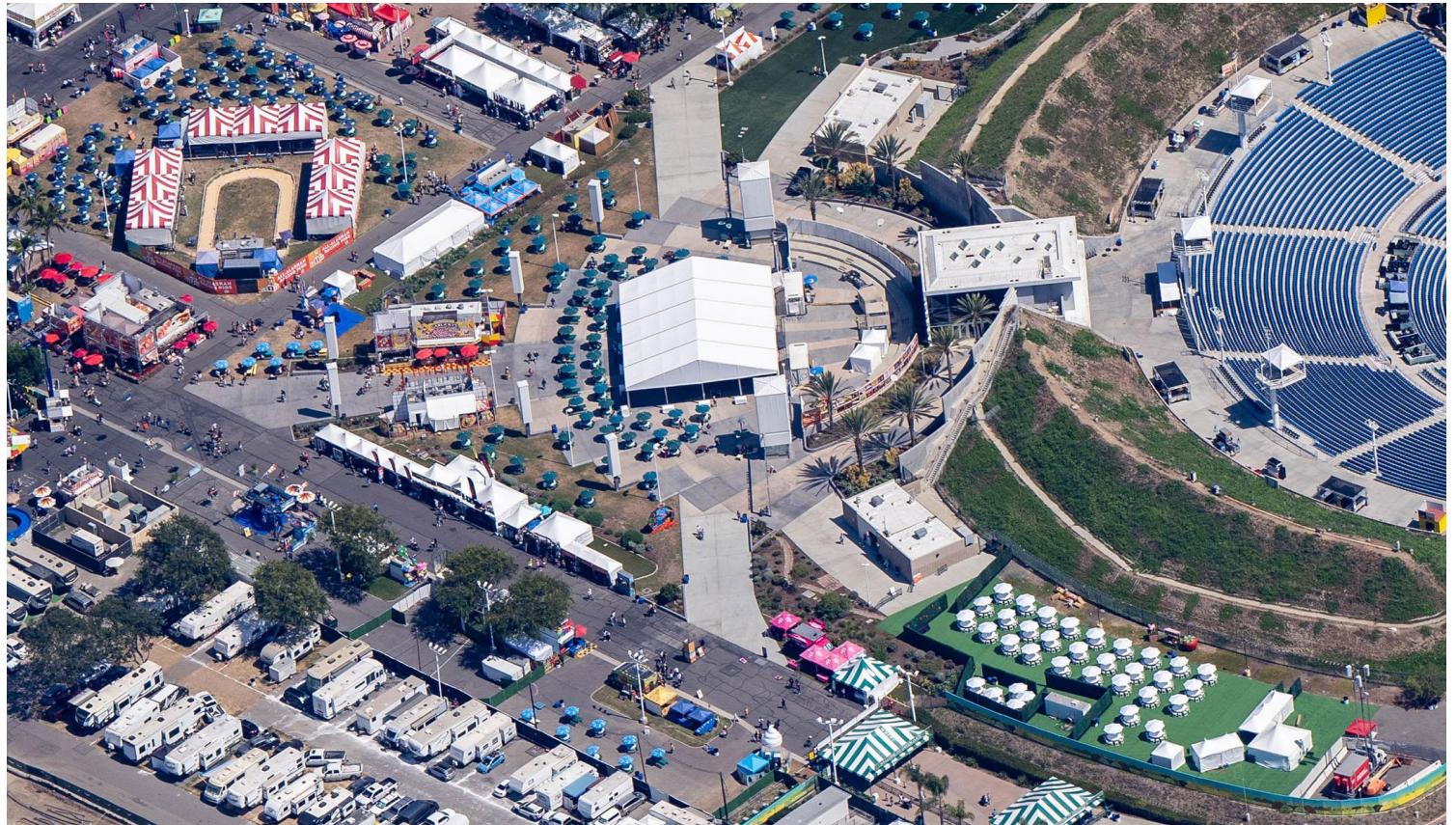
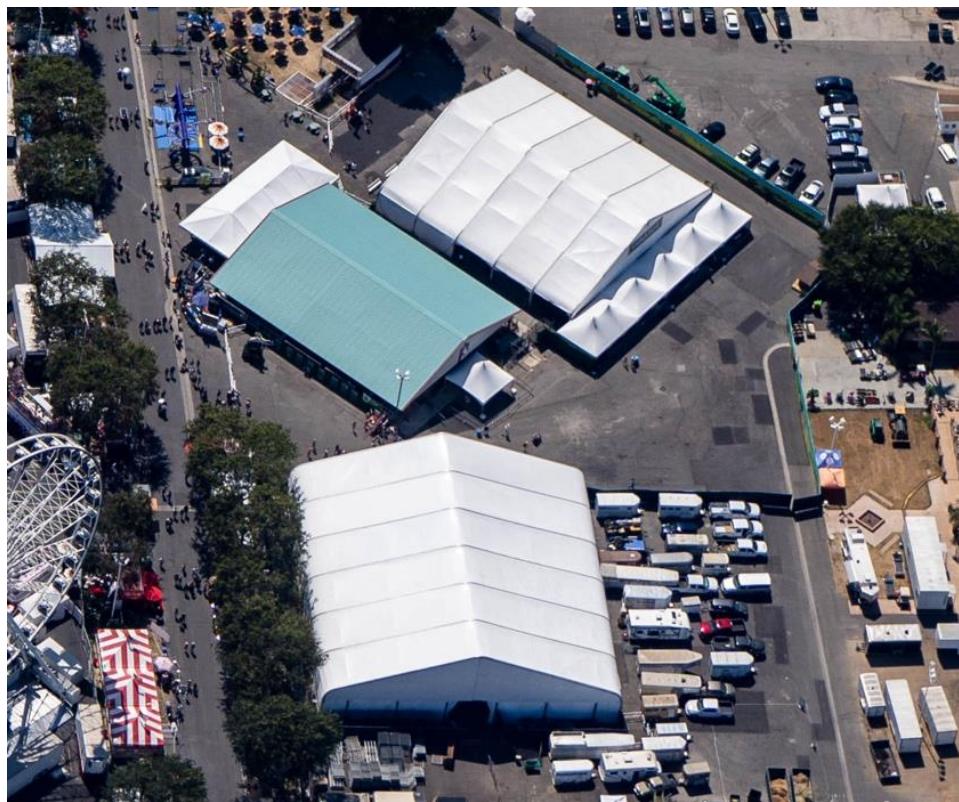
- 21 Plaza Pacifica Lobby
- 22 Millennium Barn
- 23 Baja Bar & Grill
- 24 The Hangar
- 25 Security
- 26 Box Office
- 27 Administration
- 28 Event Operations
- 29 Equestrian Center
- 30 OVG
- 31 Silo Building

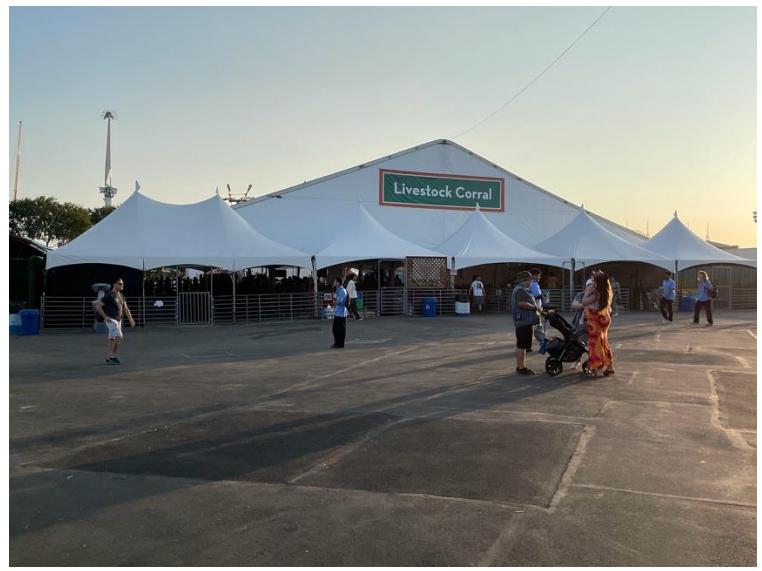
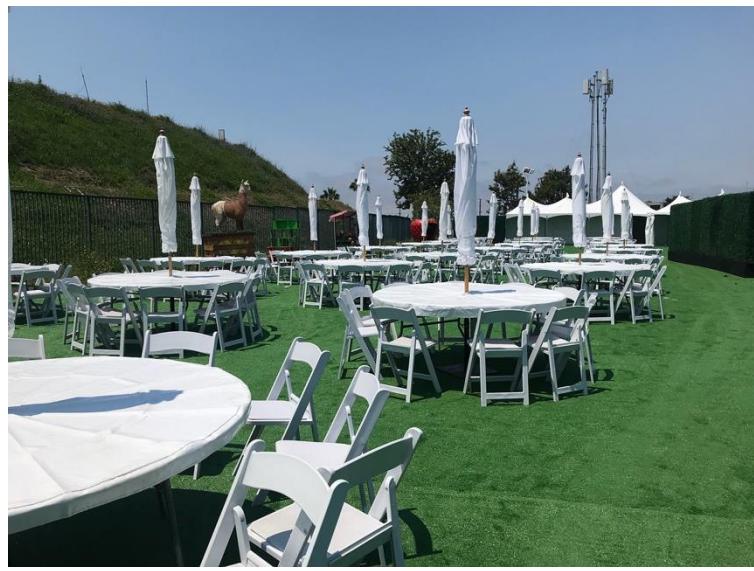
##### OTHER

- R Restrooms

## Exhibit C

### OC Fair Tents & Event Sample Images





## Exhibit D

### Order & Delivery Sample

#### 2024 OC Fair Equipment Rental

Quantity	Unit	Category	Equipment Name	Description	Location	Deliver	Pick-Up
1	ea.	Tent & Structures	100' x 100 Structure	100' x 100' x 20' White Maxi Beam Structure Lights: 30 Industrial Hanging Fans: 12 Walls on all sides	Livestock - adjacent to show ring	5/1/24	8/21/24
8	ea.	Table	Rectangular Table	8' Wood Table	Admissions Compound Tent	5/2/24	8/19/24
10	ea.	Chairs	Samsonite Chairs	white samsonite folding chairs	Livestock Swine Tent	5/2/24	6/11/24
12	ea.	Table	Rectangular Table	6' Wood Table	Livestock Swine Tent	5/2/24	6/11/24
1	ea.	Tent & Structures	30x50 Festival/Pagoda	30 x 50 Installed With: Blocks & Covers or Staked	Admin Compound - Carnival / parking sales break area	5/2/24	9/16/24
1	ea.	Tent & Structures	20x30 Festival/Pagoda	20 x 30 Installed With: Blocks & Covers or Staked	Maintenance Yard	5/31/24	9/1/24
1	ea.	Tent & Structures	15x20 Festival/Pagoda	15 x 20 Installed With: Blocks & Covers or Staked	Admin Compound - Command Center break area	6/4/24	8/23/24
152	ea.	Chairs	White Wood With Padded Seat	white padded wooden folding chair	Bldg #12	6/6/24	6/14/24
60	ft.	Pipe & Drape	Banjo Cloth	8' Heights	Bldg #12	6/6/24	6/14/24
60	ea.	Table	Rectangular Table	6' Wood Table	Bldg #12	6/6/24	6/14/24
18	ea.	Chairs	White Wood With Padded Seat	white padded wooden folding chair	Courtyard	6/6/24	6/14/24
16	ea.	Table	Rectangular Table	8' Wood Table	Courtyard	6/6/24	6/14/24
16	ea.	Table Cover	Rectangular - Velon Top & Skirt (Purchase)	8' Table Cover - Top & Skirt	Courtyard	6/6/24	6/14/24
20	ea.	Chairs	White Wood With Padded Seat	white padded wooden folding chair	Anaheim - #16	6/11/24	8/22/24
5	ea.	Chairs	Banquet Chairs (Stackable)	black banquet chairs	Anaheim - #16	6/11/24	8/22/24
10	ea.	Table	Rectangular Table	8' Wood Table	Anaheim - #16	6/11/24	8/22/24
120	ft.	Pipe & Drape	Banjo Cloth	8' Heights	Anaheim - #16	6/11/24	8/22/24
12	ea.	Hedges	Box Wood Hedges	4' x 8'	Promenade	6/11/24	8/19/24
30	ea.	Hedges	Box Wood Hedges	4' x 4'	Promenade	6/11/24	8/19/24
25	ea.	Sandbags	Sandbags	N/A	Anaheim - #16	6/11/24	8/22/24
60	ea.	Hedges	Single Sided Hedges	4' x 8'	Promenade	6/11/24	8/19/24
8	ea.	Chairs	Samsonite Chairs	white samsonite folding chairs	Promenade	6/18/24	8/19/24

## Exhibit E

### 2024 OC FAIR EQUIPMENT LIST AND QUANTITY SAMPLE

The 2024 OC Fair Equipment List and Schedule has been included to illustrate the size and scope of the District's requirements. It in no way obligates the District to request or secure each or any item in the quantities listed. The document also demonstrates examples of required timing of installation and removal. The schedules for the 2025 OC Fair and subsequent annual fairs shall be developed annually and will change from year to year based on dates of the event, quantity, dimensions, and locations of equipment, etc.

Item Type	Quantity	
Arch - wooden	2	
Astroturf	20,000 sqft	
Carpet	4,900 sqft.	
Banquet Chairs	316	
Barstools	10	
Samsonite folding chars - white	2500	
Wood folding chairs	750	
Single Side Hedges	30	
Industrial Fans	10	
Picket Fence	673 Ft.	
Garment Racks	22	
Boxwood Hedges	115	
Pallet Ottoman	6	
Pipe and Drape	4000 Ft.	
Sandbags	50	
Retractable Stanchions	8	
Chain Link Stanchions	100	
Chrome Stanchions	16	
24" Round Cocktail Tables	55	
30" Round Cocktail Tables	86	
36" Round Cocktail Tables	50	
48" Round Cocktail Tables	60	
60" Round Tables	2	
66" Round Tables	24	
72" Round Tables	35	
4' Tables	35	
6' Conference Tables	50	
6' Tables	275	
6' Serpentine Tables	15	
8' Tables	400	
8' Conference Tables	66	
8' Serpentine Tables	20	
Wooden Picnic Tables	30	
10x10x10 (festival)	40	
10x10x10 (frame)	7	

10x10x10 (pagoda)	10	
10x10x8 (festival)	20	
10x15x10 (festival)	15	
10x15x10 (pagoda)	1	
10x15x8 (frame)	1	
10x20x10 (festival)	30	
10x20x10 (flat top)	1	
10x20x8 (festival)	4	
10x20x8 (frame)	2	
10x25x10 (festival)	1	
10x30x10 (festival)	6	
10x40x8 (festival)	1	
100x100x20 (festival)	2	
120x120 (maxi beam structure)	1	
15x10x10 (festival)	1	
15x15x10 (festival)	8	
15x20x10 (festival)	5	
15x30x10 (festival)	4	
15x30x10 (frame)	1	
160x160 (structure)	1	
20x10x10 (festival)	2	
20x10x8 (festival)	1	
20x20x10 (festival)	35	
20x20x10 (frame)	1	
20x20x10 (flat top)	1	
20x20x8 (festival)	1	
20x30x10 (festival)	10	
20x35x10 (festival)	1	
20x40x10 (festival)	1	
20x60x8 (festival)	3	
25x25x10 (festival)	1	
3x15x8 (flat top)	2	
30x30x10 (canopy)	1	
30x40x10 (canopy)	1	
30x40x10 (festival)	1	
30x40x10 (pagoda)	4	
30x50x10 (festival)	2	
30x60x10 (canopy)	2	
30x70x10 (festival)	1	
40x40x10 (festival)	1	
5x30x10 (festival)	1	
50x50x10 (festival)	1	
7x7x10 (flat)	1	
7x7x8 (frame)	1	
8x100x8 (canopy)	1	

8x200x8 (canopy)	1	
8x8x10 (festival)	7	
80x120x20	1	
80x60x20 (structure)	2	
sound barrier	30 ft.	
fire extinguisher	TBD	
no smoking sign	TBD	
illuminated exit sign	TBD	
Leopard Print 3' X 2' Lounge Bench SKU: 5273	4	
Vineyard 2' x 8' Communal Cocktail Table SKU: 5352	2	
Vineyard Crossback Bar Stool SKU:6090	8	
Vineyard Cross Back Chair SKU:6087	16	
Vineyard Sweetheart Table 2' x 4' 30" height SKU: 7260	4	
60" Round Vinyl Covers - WHITE	1	
72" Round Vinyl Covers - WHITE	33	
4' Table Linen - BLACK	1	
6' Table Linen - BLACK	13	
8' Table Linen - BLACK	50	
Round 102" Linen Table Covers	1	
Round 108" Linen Table Covers	1	
48" Round Vinyl Table Covers - WHITE	6	
36" Round Vinyl Table Covers - WHITE	2	
66" Round Vinyl Table Covers - WHITE	1	
30" Round Kwick Table Cover	160	
120' Round Burlap Table Cover	8	
6' Burlap Table Cover	40	
8' Burlap Table Cover	25	
9' Tall Umbrella only - no base	60	
10'x20' Black Freestanding Wall	100 ft.	
100' x 100' white maxi beam structure	1	
7' x 20' x 10' Festival Canopy FLAT TOP	1	
8' (Tall) Fence Wall - WHITE	5100 ft.	
8' (Tall) Fence Wall - BLUE/WHITE	640 ft.	
8' (Tall) Fence Wall - YELLOW/WHITE	500 ft.	
8' (Tall) Fence Wall - GREEN/WHITE	500 ft.	
8' (Tall) Fence Wall - ORANGE/WHITE	675 ft.	
4'x8'x24" Deck BIL - JAX	1	
30' Octagon Tent with Mesh Top	1	
Pipe and Drape – Silver Satin 8'	40 ft.	
Pipe and Drape 10' Heights	1	
120' x 120' white maxi beam structure	1	

## Exhibit B

### 2023 Imaginology Aerial & Event Sample Images



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## PART IX

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### FORMS SECTION

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#### Overview Checklist

##### **A. FORMS MUST BE COMPLETED AND SUBMITTED BY BIDDER (MANDATORY)**

1. Cover Letter (With required verbiage) - Must Be Submitted
2. Technical Proposal - Must Be Submitted
3. Financial Proposal Bid Forms (Completed, signed, and dated) – Must Be Submitted.
4. Bidder/Contractor Status Form (Completed, signed, and dated) – Must Be Submitted.  
(If Bidder is a Corporate, Corporate Resolution may be Submitted Before the Award)
5. Bidder Declaration GSPD-05-105 (Completed, signed, and dated) – Must Be Submitted
6. Darfur Contracting Act Attachment (Completed) – Must Be Submitted
7. Iran Contracting Act Attachment (Completed, signed and dated) (Must Submitted if bid estimate over 1 mil \$)
8. STD1000 – Generative Artificial Intelligence (Gen AI) Reporting and Factsheet (Must be Submitted)
9. OSDS Small Business Certification (If applicable) (Certification print from and include the form  
<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx> )
10. DGS PD 843 If Bidder is claiming DVBE Incentive, Complete the DVBE documentation form(s) and include, Disabled Veteran Business Enterprise Declarations, DGS PD 843, (See Part II) – If applicable  
[https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf)

##### **B. DOCUMENTS TO BE COMPLETED BY DISTRICT**

- Notice of Proposed Award, after proposed awardee is determined

##### **C. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED**

- Std. 213, Standard Agreement
- Scope of Work
- Payment Provision
- GTC 4/17 General Terms and Conditions
- CCC-4/17 Certification, Special Terms and Conditions
- Insurance Requirements
- Megan's Law Screening
- OCFEC Uniform and ID Procedures
- Additional Terms and Conditions
- Requests for Information (RFI) Addendum

## SECTION A – TO BE COMPLETED BY BIDDER

### Form A-1: COVER LETTER

The first page 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 #: TR-09-24 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.”*

## **Form A-2: TECHNICAL PROPOSAL**

**Form A-3: FINANCIAL PROPOSAL BID FORM**

**RFP NUMBER TR-09-24**

Page 1 of 2

**BIDDERS MUST USE FINANCIAL PROPOSAL BID FORM PROVIDED BY THE DISTRICT,  
FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION**

**BIDDERS MUST COMPLETE AND SIGN SIGNAGE  
PAGE BELOW (PAGE 2 OF 2) AND THREE EXCEL  
SPREADSHEETS, EACH SHEET HAS MULTIPLE TABS.  
FAILURE TO SO DO WILL RESULT IN  
DISQUALIFICATION**

**Form, A-3: FINANCIAL PROPOSAL BID FORM****RFP NUMBER TR-09-24**

Page 2 of 2

The price quote shall be inclusive of all wages, allowances, supervision, insurance(s), material, labor, supervision, taxes, emission, certificate, license, travel, meal reimbursements, hotel accommodation, equipment, transportation, fuel, uniforms, or any other related services required. The District shall not be billed for any costs that were not included in the contract.

"By submitting a Bid for Event Tenting & Furniture Rental Services , I understand and agree to the terms, conditions and scope of work as set forth in this Bid Request. Furthermore, I certify I am legally authorized to bind the organization to the terms outlined herein."

**BIDDER MUST SIGN BELOW. FAILURE TO SIGN WILL RESULT IN DISQUALIFICATION**

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

Contractor's Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARE YOU CLAIMING SMALL BUSINESS PREFERENCE?**

As a California Certified Small Business? YES \_\_\_\_\_ NO \_\_\_\_\_

If Yes, Certification # \_\_\_\_\_

Are you a non-small business claiming at least 25% small business subcontractor reference?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Certification # \_\_\_\_\_

**ARE YOU CLAIMING DVBE INCENTIVE?**

Are you a primary California Certified DVBE? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, refer to Attachments 3, 4 for documents to be submitted

If no, do you commit to meeting DVBE participation of 1% up to 5% to a California certified DVBE? YES \_\_\_\_\_ NO \_\_\_\_\_

**Form A-4: BIDDER/CONTRACTOR STATUS FORM**  
**RFP NUMBER TR-09-24**  
**PAGE 1 OF 2**

Contractor's Name \_\_\_\_\_ Federal Employer ID # \_\_\_\_\_  
(Full business name)  
Address \_\_\_\_\_ County \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Principal place of business)

**STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS (PLEASE CHECK ONE)**

**Individual**    **Limited Partnership**    **General Partnership**    **Corporation (Number)** \_\_\_\_\_

**Individual** (Please check one)    Resident    Non-Resident

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

---

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**Corporation**

***A copy of the corporate resolution authorizing the signing of this form may be attached with proposal or before the award***

**Place 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:** \_\_\_\_\_

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

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**All must answer:** Are you subject to Federal Backup Withholding?    Yes    No

**Form A-4: BIDDER/CONTRACTOR STATUS FORM**  
**RFP NUMBER TR-09-24**  
**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 Preference**

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

If yes, the bidder is required to submit a copy of the OSDS's Small Business Certification Approval Letter with the technical proposal package.

Your small business ID number: \_\_\_\_\_

**Pending Litigation or Hearings**

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 and agency or court where pending and status of litigation or hearing:

---

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**The District reserves the right to verify the information provided on this form by the bidder under RFP process.**

**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.**

---

(Print Name & Title)

---

(Signature)

---

(Date)

**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.**

## Form A-5: BIDDER DECLARATION

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):
  - a. Identify current California certification(s) (MB, SB, SB/NVSA, DVBE): \_\_\_\_\_ or None \_\_\_\_ (If "None", go to Item #2)
  - b. Will subcontractors be used for this contract? Yes \_\_\_\_ No \_\_\_\_ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.  
\_\_\_\_\_  
\_\_\_\_\_
  - c. If you are a California certified DVBE:(1) Are you a broker or agent? Yes \_\_\_\_ No \_\_\_\_  
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

**CERTIFICATION:** By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Form A-5: BIDDER DECLARATION Instructions

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

**1.a.** Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Small Business Nonprofit Veteran Service Agency (SB/NVSA)
- Disabled Veteran Business Enterprise (DVBE)

**1.b.** Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No", proceed to Item #1.c. If "Yes", enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, SB/NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999(e)(2)(A) for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses. For questions regarding commercially useful function determinations made in conjunction with certification approval, contact the Department of General Services, Procurement Division, Office of Small Business and DVBE Certification (OSDC), OSDC Certification and Compliance Unit via email at: [osdchelp@dgs.ca.gov](mailto:osdchelp@dgs.ca.gov)

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.

**1.c.** This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No". The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark "N/A" for "not applicable."

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page \_\_\_\_ of \_\_\_\_" on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page \_\_\_\_ of \_\_\_\_" accordingly.

### 2. (continued) Column Labels

**Subcontractor Name, Contact Person, Phone Number & Fax Number**—List each element for all subcontractors.

**Subcontractor Address & Email Address**—Enter the address and if available, an Email address.

**CA Certification (MB, SB, DVBE or None)**—If the subcontractor possesses a current State of California certification(s), verify on the OSDC website ([www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus)) that it is still valid and list all current certifications here. Otherwise, enter "None". [Note: A SB/NVSA should not be participating as a subcontractor]

**Work performed or goods provided for this contract**—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

**Corresponding % of bid price**—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

**Good Standing?**—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, and/or DVBE status
- Is **not** listed on the OSDC website as ineligible to transact business with the State

**51% Rental?**—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "**N/A**" if the:

- Subcontractor is **NOT** a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is **NOT** providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "**Yes**" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "**No**" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does **NOT** own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the "Page 1 of 2" accordingly.

**Form A-6: DARFUR CONTRACTING ACT ATTACHMENT**  
**RFP NUMBER TR-09-24**  
**PAGE 1 OF 1**

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1.                    Initials We do not currently have, or we have not had within the previous three years, business activities or other operations outside of the United States.

**OR**

2.                    Initials We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

**OR**

3.                    Initials + certification below We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

**CERTIFICATION For # 3.**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

**Form A-7: IRAN CONTRACTING ACT VERIFICATION FORM (Non Applicable if bid under \$1,000,000)**  
**(Public Contract Code sections 2202-2208)**  
**RFP NUMBER TR-09-24**  
Page 1 of 2

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d). The DGS list of entities prohibited from contracting with public entities in California per the Iranian Contracting Act, 2010, can be found at:

[Department of General Services Procurement Division Iran Contracting Act List](#)

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete one of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three- year ineligibility to bid on contracts. (Public Contract Code section 2205.)

**OPTION #1 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

**Form A-7: IRAN CONTRACTING ACT VERIFICATION FORM**

(Public Contract Code sections 2202-2208)

**RFP NUMBER TR-09-24**

Page 2 of 2

**OPTION #2 – EXEMPTION**

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

# FORM A-8: GENERATIVE ARTIFICIAL INTELLIGENCE (GEN AI) REPORTING AND FACTSHEET, RFP #: TR-09-24

STATE OF CALIFORNIA  
GENAI REPORTING AND FACTSHEET  
STD 1000 (REV. 07/2024)

DEPARTMENT OF GENERAL SERVICES  
PROCUREMENT DIVISION

## Generative Artificial Intelligence (GenAI) Reporting and Factsheet

### Section 1: Bidder / Offeror / Contractor Information

<b>Solicitation / Contract</b>	<b>Number Bidder ID / Vendor ID (optional)</b>		
<b>Business Name</b>	<b>Business Telephone Number</b>		
<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contract / Description of Purchase</b>			

### Section 2: Disclosure and Factsheet

Will you and/or your subcontractor(s) be using or offering GenAI technology, model, service, or system (collectively, "product")?  **Yes**    **No** (If no, skip to Signature section of this form.)

If yes, provide details regarding the GenAI system. See *GenAI Reporting and Factsheet Instructions* at the end of this form for more information.

Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

<b>1. GenAI Model</b> <b>Name, LLM Version (including number of parameters) &amp; list ALL model names/owners for the solution or offering</b>	
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<b>2. (GenAI powered, or driven), applications / product owner</b>	
<b>3. Product Description</b>	
<b>4. Use Case(s)</b>	
<b>5. Intended Information Domain</b>	
<b>6. Explain how the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.</b>	

**Signature**

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated STD 1000.

---

**Signature**

**Date**

Submit completed form to the awarding department

## GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. GenAI Model Name, LLM Version (including number of parameters) & list ALL model names/owners for the solution or offering
  - a. Definition: The unique identifier or name assigned to the specific GenAI model or service.
  - b. Purpose: Allows users to refer to and distinguish between different GenAI models.
2. (GenAI powered, or driven), applications/product owner:
  - a. Definition: The name of the organization or entity responsible for creating or deploying the GenAI model or service.
  - b. Purpose: Helps identify the source and accountability for the GenAI system.
3. Product Description:
  - a. Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
  - b. Purpose: Provides a high-level understanding for users and stakeholders.
4. Use Case(s):
  - a. Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
  - b. Purpose: Helps users assess whether the GenAI model aligns with their needs.
5. Intended Information Domain:
  - a. Definition: The context, subject matter, or domain for which the GenAI model is designed to operate effectively.
  - b. Purpose: Helps users determine if the GenAI model is suitable for their specific use case.
6. Adverse Impact:
  - a. Explain below how you are ensuring the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.
7. Signature:
  - a. The signatory for the Contract shall also sign the STD 1000

**Forms: Section B**

Documents to be completed by District

## **NOTICE OF PROPOSED AWARD**

**TR-09-24**

**SEPTEMBER 25, 2024**

**THE 32ND DISTRICT AGRICULTURAL ASSOCIATION**

**ANNOUNCES**

**PROPOSED AWARD OF THE**

**EVENT TENTING & FURNITURE RENTAL SERVICES**

**AT THE OC FAIR & EVENT CENTER TO:**

**(ENTER AWARDEE COMPANY NAME)**

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**IF NO PROTEST IS FILED WITH THE DEPARTMENT OF GENERAL SERVICES, LEGAL OFFICE AND THE DISTRICT BY 5:00 P.M. By OCTOBER 2, 2024, THE AWARD WILL BE FINAL.**

## Forms: Section C

## Documents That Are Part of the Contract to Be Awarded

**NOTE: TERMS AND CONDITIONS IN THE SAMPLE OF CONTRACT ARE NON-NEGOTIABLE. OC FAIR & EVENT CENTER IS UNABLE TO ACCEPT PROPOSED ALTERNATE TERMS AND CONDITIONS FROM THE BIDDERS.**

THE BIBBER  
STATE OF CALIFORNIA

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**

STD 213 (Rev. 03/2019)

R A

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**AGREEMENT NUMBER**

**PURCHASING NUMBER (if applicable)**

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

**CONTRACTING AGENCY NAME**

32<sup>ND</sup> DISTRICT AGRICULTURAL ASSOCIATION / OC FAIR & EVENT CENTER

---

**CONTRACTOR NAME**

2. The term of this Agreement is: through **FED ID:**

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work –	Pages
Exhibit B – Budget Detail and Payment Provisions (Attached hereto as part of this agreement)	Page
Exhibit C – General Terms and Conditions (Attached hereto as part of this agreement)	Pages
Exhibit D – Special Terms and Conditions – CCC (Attached hereto as part of this agreement)	Pages
Exhibit E – Insurance Requirements (Attached hereto as part of this agreement)	Pages
Exhibit F – OCFEC Megan's Law Screening & Certification Form (Attached hereto as part of this agreement)	Pages
Exhibit G – OCFEC Procedures (Attached hereto as part of this agreement)	Pages
Exhibit H – Additional Contract Terms & Conditions (Attached hereto as part of this agreement)	Pages
Exhibit I – Contracted Financial Proposal Bid Form (Attached hereto as part of this agreement)	Pages
Exhibit J – Requests for Information (RFI) Addendum	Pages

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<i>California Department of General Services Use Only</i>	
CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)			
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		
PRINTED NAME AND TITLE OF PERSON SIGNING			
CONTRACTOR BUSINESS ADDRESS			
<b>STATE OF CALIFORNIA</b>			
CONTRACTING AGENCY NAME			
AUTHORIZED SIGNATURE	DATE SIGNED	<input type="checkbox"/> Exempt per:	
PRINTED NAME AND TITLE OF PERSON SIGNING			
CONTRACTING AGENCY ADDRESS			
<b>88 Fair Drive, Costa Mesa, CA 92626</b>			

## **EXHIBIT A – SCOPE OF WORK**

### **CONTRACT REPRESENTATIVES**

32<sup>ND</sup> DISTRICT AGRICULTURAL ASSOCIATION / OC FAIR & EVENT CENTER

### **CONTRACTOR NAME:**

Contractor contact information

The District's Request For Proposal (RFP) (Project Name) released (RFP release date) is on file in the Office of the 32nd District Agricultural Association, and is incorporated herein by reference and made a part of this agreement.

The Contractor proposal for (Project Name), dated (Proposal signed date), is on file in the Office of the 32nd District Agricultural Association, and is incorporated herein by reference and made part of this agreement.

The District reserves the right to terminate any contract with or without cause at any time by giving the Contractor notice in writing at least thirty (30) days prior to the date when such termination shall become effective. Such termination shall relieve the District of further payment, obligations and/or performances required in the terms of the contract.

### **Executive Order N-6-22 – Russia Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

### **Covid 19 Infection Mitigation Protocol & Procedure Guidelines**

Contractor agrees to abide by COVID related health directives, if any, in place during the contract period.

### **GenAI Technology Use & Reporting**

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief it may be entitled to as a result of such non-disclosure.

**The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.**

## **EXHIBIT B – BUDGET DETAIL & PAYMENT PROVISIONS**

### **BUDGET DETAIL:**

District Account #:

### **PAYMENT PROVISIONS:**

Payment will be made Net 30 upon satisfactory completion of services herein required and upon receipt of proper itemized invoice and disputes are resolved.

Invoice shall be itemized and contain the District's Purchase Order number. Invoice may be sent via email to [AP@ocfair.com](mailto:AP@ocfair.com) or mailed as follows:

OC Fair & Event Center  
Attn: Accounts Payable  
88 Fair Drive  
Costa Mesa, CA 92626

-End Exhibit B-

## **EXHIBIT C – GENERAL TERMS AND CONDITIONS**

Page 1 of 4

**GTC 04/2017**

**1. APPROVAL:**

This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.

**2. AMENDMENT:**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

**3. ASSIGNMENT:**

This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.

**4. AUDIT:**

Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

**5. INDEMNIFICATION:**

Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

**6. DISPUTES:**

Contractor shall continue with the responsibilities under this Agreement during any dispute.

**7. TERMINATION FOR CAUSE:**

The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

**EXHIBIT C – GENERAL TERMS AND CONDITIONS (CONT.)**

Page 2 of 4

**8. INDEPENDENT CONTRACTOR:**

Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

**9. RECYCLING CERTIFICATION:**

The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

**10. NON-DISCRIMINATION CLAUSE:**

During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11. CERTIFICATION CLAUSES:**

The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

**12. TIMELINESS:**

Time is of the essence in this Agreement.

**13. COMPENSATION:**

The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**14. GOVERNING LAW:**

This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**EXHIBIT C – GENERAL TERMS AND CONDITIONS (CONT.)**

Page 3 of 4

**15. ANTITRUST CLAIMS:**

The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
  - i. "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
  - ii. "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. Government Code Section 4552.
- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:**

For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**EXHIBIT C – GENERAL TERMS AND CONDITIONS (CONT.)**

Page 4 of 4

**17. UNENFORCEABLE PROVISION:**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:**

If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:**

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

-End Exhibit C-

## EXHIBIT D – SPECIAL TERMS AND CONDITIONS

Page 1 of 4

### **CCC-04/2017 CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County of</i>

### **CONTRACTOR CERTIFICATION CLAUSES**

#### **1. STATEMENT OF COMPLIANCE:**

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

#### **2. DRUG-FREE WORKPLACE REQUIREMENTS:**

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - i. the dangers of drug abuse in the workplace;
  - ii. the person's or organization's policy of maintaining a drug-free workplace;
  - iii. any available counseling, rehabilitation and employee assistance programs; and,
  - iv. penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
  - i. receive a copy of the company's drug-free workplace policy statement; and,
  - ii. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

**EXHIBIT D – SPECIAL TERMS AND CONDITIONS (CONT.)**

Page 2 of 4

**3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:**

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

**4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:**

Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

**5. EXPATRIATE CORPORATIONS:**

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**6. SWEATFREE CODE OF CONDUCT:**

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.
- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

**7. DOMESTIC PARTNERS:**

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

## **EXHIBIT D – SPECIAL TERMS AND CONDITIONS (CONT.)**

Page 3 of 4

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

#### **1. CONFLICT OF INTEREST:**

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

##### **Current State Employees (Pub. Contract Code §10410):**

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

##### **Former State Employees (Pub. Contract Code §10411):**

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

#### **2. LABOR CODE/WORKERS' COMPENSATION:**

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

#### **3. AMERICANS WITH DISABILITIES ACT:**

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

#### **4. CONTRACTOR NAME CHANGE:**

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

**EXHIBIT D – SPECIAL TERMS AND CONDITIONS (CONT.)**

Page 4 of 4

**5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

**6. RESOLUTION:**

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**7. AIR OR WATER POLLUTION VIOLATION:**

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**8. PAYEE DATA RECORD FORM STD. 204:**

This form must be completed by all contractors that are not another state agency or other governmental entity.

-End Exhibit D-

## **EXHIBIT E – INSURANCE REQUIREMENTS**

Page 1 of 3

### **California Fair Services Authority #23-01-01**

#### **I. Evidence of Coverage**

The contractor/renter shall provide a signed original evidence of coverage form for the term of the contract or agreement (hereinafter "contract") protecting the legal liability of the State of California, the California Fair Services Authority, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

- A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "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."
2. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**
3. Coverages:

- a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 00-01. Limits shall not be less than for the limits in the CFSAs Hazardous/Nonhazardous Activities List which includes, but is not limited to, the following: \$5,000,000 per occurrence for Carnival Rides and for Freefall Attractions (elevated jumps involving airbags); \$5,000,000 per occurrence for the following types of Motorized Events: Automobile races, drifting exhibitions, burnout contests/competitions, truck rodeos, tractor/truck pulls, destruction derbies, RV destruction derbies, mud bogs, mud racing, car crunches, monster truck shows, automobile thrill shows, figure 8 racing, stock car racing, tuff trucks, boat races, autocross, dirt racing, oval track, sprint cars/410 sprints, modified, super stock, mini-stock, dwarf cars, micro lights, endure, pro stock. \$3,000,000 per occurrence for the following types of Motorized Events: motorcycle racing, flat track motorcycle racing, arena-cross, freestyle motocross, motorcycle thrill shows and stunt teams, ATV, sand drags, go karts, snowmobile races, quarter midget races, golf cart races, Redneck Roundup (ATVs), lawnmower races. \$3,000,000 per occurrence for Rodeo Events all types with a paid gate and any Rough Stock Events such as Bull Riding, Bareback, Saddle Bronc, or Mutton Busting; \$2,000,000 per occurrence for the following: Concerts: 2,000 and more attendees; Extreme Attractions\*: All Types, including but not limited to bungee attractions, ejection seats, sky scrapers, Trampoline Things/quad jumpers, zip line or similar attractions requiring a Cal/OSHA permit to operate; Fair time Kiddie Carnival Rides: Up to 6 kiddie rides (includes book-in rides); Interim Carnival Rides; Extreme Attractions; Law Enforcement: All types, including but not limited to city police, county sheriff, California Highway Patrol, county probation, California Department of Corrections, state or federal military. Mutual indemnification in the contract may substitute for coverage with written approval from CFSAs. Mechanical Bulls; Motorized Events: Car jumping contests/demonstrations of hydraulic modifications to automobiles; Rave Type Events: Any dance or concert which extends beyond midnight; Rodeo Events: All Types without a paid gate and with any Rough Stock Events such as Bull Riding, Bareback, Saddle Bronc, or Mutton Busting; Simulators; **\$1,000,000 per occurrence** for Rodeo Events All Types **without** any Rough Stock Events but including barrel racing, penning, and roping; **\$1,000,000 per occurrence** for all other contracts for which liability insurance (and liquor liability, if applicable) is required.

The Certificate of Insurance shall list the applicable policy forms, including endorsements. Any exclusions or coverage limitations, including sub-limits, that apply to the contractor/renter's activities, or business to be conducted under the contract or rental agreement/lease, must be listed in the Certificate of Insurance. If there is a self-insured retention or deductible in the contractor/renter's coverage equal to or in excess of \$100,000, the self-insured retention/deductible amount shall be

## **EXHIBIT E – INSURANCE REQUIREMENTS (CONT.)**

included as part of the Certificate of Insurance. A copy of the contractor/renter's policy declaration page containing this information as an attachment/exhibit to the Certificate of Insurance will be acceptable, provided it contains all the aforementioned information.

- b. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 00-01, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
- c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
- d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
- e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.

4. Cancellation Notice: Notice of cancellation of the listed policy or policies shall be sent to the Certificate Holder in accordance with policy provisions.
5. Certificate Holder:
  - For Individual Events Only - Fair, along with fair's address, is listed as the certificate holder.
  - For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.
6. Insurance Company: The company providing insurance coverage must be acceptable to the California Department of Insurance.
7. Insured: The contractor/renter must be specifically listed as the Insured.

**OR**

- B. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

**OR**

- C. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

**OR**

- D. Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

## **II. General Provisions**

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.

## **EXHIBIT E – INSURANCE REQUIREMENTS (CONT.)**

2. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.
3. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations. **The contractor/renter indemnity obligations shall survive the expiration, termination or assignment of this contract.**
4. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CDSA).

### **III. Participant Waivers**

1. For hazardous participant events (see subsection 4. below), the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CDSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter.
2. Contractor/renter shall ensure that any party renting space from the contractor/renter with, or for, hazardous participant events (see subsection 4. below) obtains a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CDSA Release and Waiver Form) from each participant prior to his/her participation in the events and provides a copy to the contractor/renter.
3. The contractor/renter shall provide copies of all executed release and waiver of liability agreements required under subsections 1. and 2. above to the Fair at the end of the rental agreement.
4. Hazardous participant events include, but are not limited to, any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Extreme Attractions; Freefall Attractions; Mechanical Bulls; Simulators; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority, Risk Management Department at (916) 921-2213 for further information and for CDSA Release and Waiver Form.

-End Exhibit E-

**EXHIBIT F – OCFEC MEGAN’S LAW SCREENING & CERTIFICATION FORM**

Page 1 of 3

The District is committed to the public safety of all who attend the OC Fair and Imaginology.

In accordance with District policy, all entities conducting business on District property will be required to conduct screening of each of that entity's employees, agents, servants, volunteers, and/or independent contractors who will be performing job-related duties on District premises. This screening must, at a minimum, includes searches for sex offender registration. Entities will certify in writing that they have conducted the required screening, and will indemnify District for any negligence arising out of or connected with their obligations pertaining to the required screening.

Any individual who is a registered sex offender and/or whose name appears on the California Department of Justice's Megan's Law database will not be eligible to work or volunteer on District premises.

For additional information on California's Megan's Law database, please refer to: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). This is a free service provided by the California Department of Justice.

The following background screening services offer employment criminal background screening services on a fee basis. Inclusion of service providers does not constitute endorsement by District.

- ApScreen (800) 277-2733
- HireRight (800) 400-2761
- Intelius (877) 974-1500
- Screening One (888) 327-6511
- USIS (866) 405-USIS
- Verifications, Inc. (866) 455-0779

**EXHIBIT F – OCFEC MEGAN’S LAW SCREENING & CERTIFICATION FORM (CONT.)**

Page 2 of 3

**This form must be completed legibly, with all information requested. Typewritten or computer-generated forms or reports may be substituted provided that: all required information is included in columnar form, and the listing report is attached to this form. The certification section must be signed by an authorized representative of the contractor.**

**Company/Organization Name:** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Contact Telephone:** \_\_\_\_\_

**Type of Company/Organization  
(Circle one):**  **Contractor**  **Consultant**  **Concessionaire**  
 **Entertainer**  **Exhibitor**  **Volunteer**

**Other/Explanation if Needed:** \_\_\_\_\_

The undersigned represents and warrants that attached to this Megan’s Law Screening Certification and Listing is a full, true, correct, complete, and accurate listing of all persons scheduled to work or volunteer for the company/organization identified above (“Contractor”) during the annual OC Fair or Imaginology. If any other or additional individuals will be performing work, labor, or services, I understand that my company/organization is required to submit a supplemental listing(s) identifying those individuals.

The undersigned represents and warrants that all persons and individuals performing services on behalf of Contractor, including, but not limited to, its agents, employees, subcontractors, and volunteers have been screened for sex offender registration before each individual commenced work, services, and/or was present at the OCFEC facility. The undersigned represents and warrants that no individual who is a registered sex offender will be assigned or permitted to perform services on behalf of Contractor at or on OCFEC premises.

To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless OCFEC from and against all claims, damages, losses, and expenses, of every kind, nature and description (including, but not limited to, attorney’s fees, expert fees, and costs of suit), directly or indirectly arising from, or in any way related to the performance or nonperformance of Contractor’s obligations under this Megan’s Law Screening Certification and Listing, regardless of responsibility of negligence; by reason of death, injury, property damage, however caused or alleged to have been caused, and even though claimed to be due to the negligence of the OCFEC. Provided, however, that in no event shall Contractor be obligated to defend or indemnify the OCFEC with respect to the sole negligence or willful misconduct of the OCFEC, its employees, or agents (excluding the Contractor, or any of its employees or agents).

The undersigned represents and warrants that he/she is fully authorized to execute this Megan’s Law Screening Certification and Listing on behalf of Contractor.

---

Company/Organization Representative’s Signature

---

Title of Representative

---

Printed Name

---

Date

**EXHIBIT F – OCFEC MEGAN’S LAW SCREENING & CERTIFICATION FORM (CONT.)**

Page 3 of 3

## Megan's Law Screening Listing

Full Name (Last, First Middle)	Full Name (Last, First Middle)

**Please duplicate this listing sheet if additional space is required**

\*\*\*OC Fair & Event Center Staff - Please submit completed forms to the Human Resources Department\*\*\*

## **EXHIBIT G – UNIFORM AND ID PROCEDURES & CERTIFICATION**

Page 1 of 1

**Procedure: OCFEC employees, contractors and contractor employees wearing identification while on OCFEC property in a working capacity. OCFEC employees wearing proper uniform.**

**Purpose: To ensure all OCFEC employees, contractors and contractor employees are wearing required photo identification and uniforms.**

### **Procedure 0001**

1. All OCFEC employees, contractors and contractor employees must wear the approved OCFEC identification badge at all times while working onsite. Identification badges must be worn around the neck using a breakaway lanyard or in some other clearly visible area using a clip.
2. An OCFEC employee/contractor badge does not provide access to the backstage areas of Pacific Amphitheatre, The Hangar or Action Sports Arena. In order to access these areas, employees, contractors and/or contractor employees must secure an authorized backstage pass. Only employees, contractors and/or contractor employees with a specific role/function requiring them to be in the backstage area may enter.
3. Backstage passes to Pacific Amphitheatre, The Hangar and/or Action Sports Arena may be requested by the Director or the Vice President overseeing an employee's/contractor's department. Requests will be forwarded to the Entertainment Director for fulfillment. Approved backstage passes must be worn around the neck using a breakaway lanyard or in some clearly visible area using a clip.
4. All OCFEC employees shall wear their respective department's approved uniform/attire at all times when working on OCFEC premises during year-round events and the annual OC Fair.

By signing this form, the bidder has read and understood OCFEC's policies above, and is agreeing to follow all procedures.

---

(Print Name & Title)

---

(Signature)

---

(Date)

-End Exhibit G-

## **EXHIBIT H – ADDITIONAL CONTRACT TERMS AND CONDITIONS**

Page 1 of 5

### **1. AUTHORIZED REPRESENTATIVE**

Contractor must maintain one (1) or more English-speaking representatives who are authorized to take immediate action and make requested adjustments and/or changes as required by District Management. This person must be identified to the District as the Contractor's authorized representative.

### **2. LICENSES, PERMITS AND CERTIFICATIONS**

Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s), permits(s) and certification(s) required by law or as part of this contract for accomplishing any work required in connection with this agreement. In the event any license(s), permit(s) or certification(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s), permit(s) or certification(s) within thirty (30) days following the expiration date

In the event the Contractor fails to keep in effect at all times all required license(s), permit(s), and certification(s), the District may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

### **3. SITE ACCESS**

District shall allow Contractor access to the District's property as needed. If access is required during annual OC Fair hours, the District will provide necessary admission and parking credentials for the employees performing in service of the contract.

### **4. INSURANCE**

Proof of insurance, meeting the requirements of the State (see Exhibit E) must be made available to the District within fifteen (15) days of contract award. Failure to do so could result in termination of said contract.

### **5. WORK PERMIT LAW**

If Contractor employs youth under the age of eighteen (18) years, he/she is required by law to see that each such employee holds a valid work permit. Contractor is further required to adhere to all applicable child labor laws.

### **6. PERSONNEL**

All Contractor employees are employees of the Contractor and not the District. No agent, servant or employee of the Contractor will under any circumstances be deemed an agent, servant or employee of the District.

The District reserves the sole absolute right to determine, at its discretion, that any person or agent used by Contractor in the performance of the contract shall be excluded from such performance on the grounds that his or her appearance or conduct is detrimental to the District's operation. Determination of these matters by District Management shall be final.

### **7. POTENTIAL SUBCONTRACTORS/INDEPENDENT CONTRACTORS**

Nothing contained in the ensuing Agreement or otherwise shall create any contractual relation between the District and any subcontractors/independent contractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations contained herein. The Contractor agrees to be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor's obligation to pay its subcontractors/independent contractors is an independent obligation from the District's obligation to make payments to the Contractor. As a result, the District shall have no obligation to pay or to enforce the payment of any monies to any subcontractor/independent contractor.

Subcontracting of goods or services must be approved in writing by the District.

## **ADDITIONAL CONTRACT TERMS & CONDITIONS (CONT.)**

Page 2 of 5

### **8. SUPPLIERS**

Nothing contained in the ensuing Agreement or otherwise shall create any contractual relation between the District and any suppliers.

The Contractor agrees to be as fully responsible to the District for the acts and omissions of its suppliers and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its suppliers is an independent obligation from the District's obligation to make payments to the Contractor. As a result, the District shall have no obligation to pay or to enforce the payment of any monies to any supplier.

### **9. TRAVEL, TRANSPORTATION AND ACCOMMODATIONS**

Contractor is responsible for all necessary travel, fuel, transportation and housing accommodations.

### **10. INVOICES**

Invoices shall be submitted upon completion of services rendered to the District.

All invoices must contain Contractor's invoice number, District-issued Purchase Order (PO) number, detailed work logs and hours by Service Type for the labor required to fulfill these services.

Contractor shall send invoices and any supporting documentation via email to [AP@ocfair.com](mailto:AP@ocfair.com) (the District's preferred mechanism) or mail to OC Fair & Event Center, Attn: Accounts Payable, 88 Fair Drive, Costa Mesa, CA 92626.

Upon contract award and throughout the duration of the contract, Contractor shall work with the District to ensure invoicing needs are continually met.

### **11. PAYMENT**

Payments to the Contractor will be made by the 32<sup>nd</sup> District Agricultural Association and paid in full within 30 days upon satisfactory completion of each event and receipt of proper invoice.

### **12. PRICING/FINANCIAL PROPOSAL BID FORM**

The Financial Proposal Bid Form will be used to develop the "not to exceed" amount of the contract. The estimated quantities provided are based upon historical experience and anticipated future needs, and may change depending upon actual needs/usage. Billing/invoicing will be determined by multiplying actual usage by the Service Type rate as entered on the Financial Proposal Bid Form.

The District may elect to add a contingency line item to accommodate specifications within the scope of the effort, if approved by the District, during the implementation of this contract.

### **13. MEGAN'S LAW SCREENING**

All of Contractor's employees, agents, servants, volunteers, independent contractors and/or employees, agents, servants, volunteers, independent contractors of Contractor's subcontractors who will be performing job related duties on District premises must pass background checks under "Megan's Law" as required by the District's current Megan's Law policy (and as that policy may be amended by the District from time to time), and any other reasonable background checks that may be required by the District as a result of policies adopted by the District's Board of Directors. Contractor will certify in writing that they have conducted the required screening and will indemnify the District for any negligence arising out of or connected with their obligations pertaining to the required screening. Contractor shall not be held liable for the lack of or inaccuracies in reporting made available by the states. A full, true and correct copy of the District's current Megan's Law policy is attached.

## **ADDITIONAL CONTRACT TERMS & CONDITIONS (CONT.)**

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### **14. RIGHT TO REPLACE/DISMISS**

Contractor's onsite personnel are subject to approval of the District during the entire term of contracted services. The District has the right, in accordance with applicable law, to require replacement of Contractor's onsite personnel or any member of Contractor's onsite personnel.

If at any time the District determines that any employee, agent or officer of Contractor or of Contractor's permitted subcontractors, is in violation of District policies regarding harassment, discrimination or offensive behavior or Megan's Law, or fails to meet the District's safety and customer service standards, the District may notify Contractor verbally and/or in writing. Contractor will promptly correct the behavior, performance or condition giving rise to the notification described herein to the satisfaction of the District. If Contractor fails to correct the behavior, performance or condition giving rise to the notification described herein, the District may demand that Contractor (or Contractor's subcontractor, as the case may be) cease using said employee at the District's facilities and Contractor (or Contractor's subcontractor, as the case may be) will promptly comply with such request. If the District requests replacement of onsite personnel or any of its members, Contractor must furnish a replacement immediately or as otherwise determined necessary by the District. Nothing contained in this paragraph shall obligate the District to monitor the behavior of Contractor's employees or of Contractor's subcontractor's employees. The District retains the right to review the resumes of all Contractor personnel and confirm compliance.

### **15. GRATUITIES**

Contractor is prohibited from offering any gift or gratuity to employees and/or officers of the 32<sup>nd</sup> District Agricultural Association, as employees and officers are not permitted to accept them under any circumstances. Contractor and/or Contractor's employees shall not solicit or accept any gifts. This includes cash, tickets, food, drinks, merchandise or any other items from District staff, promoters and/or vendors to perform the functions detailed in this agreement. Any violations of this policy may result in the dismissal of the employee and a performance violation notice issued to the Contractor.

### **16. EVALUATION OF CONTRACTOR PERFORMANCE**

Contractor will be evaluated on their performance, including, but not limited to, Contractor's record of conforming to contract requirements and to standards of good workmanship; Contractor's record of forecasting and controlling costs; Contractor's adherence to contract schedules, including the administrative aspects of performance; Contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction; Contractor's record of integrity and business ethics, and generally, Contractor's business-like concern for the interest of the District and its customers.

Contractor shall work with District staff to ensure contract compliance, whether by phone, email or in-person meetings, as determined necessary by the District. The District retains the right to notify Contractor of any performance issues at any time for the duration of the contract term. Notification will be provided in writing to Contractor, whereupon Contractor shall have five (5) days to respond to the District's request for compliance. Unless mutually agreed upon otherwise, performance issues shall be corrected within fifteen (15) days of District's notification to Contractor.

Failure to supply equipment and/or personnel as required may result in a notice of default and/or an adjustment to the fees charged for equipment and/or labor.

Contractor may be disqualified from potential bidding opportunities if the District deems Contractor as unresponsive to repeated requests for corrective action.

### **17. NON-EXCLUSIVE AGREEMENT**

Contractor understands and agrees that this is a non-exclusive agreement. The District may hire other contractors for work of a similar or identical nature.

## **ADDITIONAL CONTRACT TERMS & CONDITIONS (CONT.)**

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### **18. TERMINATION**

The District reserves the right to terminate any contract at any time with or without cause by giving the Contractor notice in writing at least thirty (30) days prior to the date when such termination shall become effective. Such termination shall relieve the District of further payment, obligations and/or performances required in the terms of the contract.

### **19. FORCE MAJEURE**

If as a result of any Act of God, war, epidemic, accident, fire, violent weather or weather related disaster, strike, lock-out, or other labor controversy, riot, civil disturbance, act of Public enemy, law enactment, rule, restraint, order, or act of any governmental instrumentality or military authority, failure of technical facilities, failure, delay or reduction in transportation services, fire, explosion, or other cause not reasonably within either Party's control and which renders either party's performance impossible, infeasible, or unsafe ("Force Majeure Event"), then either party may cancel this agreement and neither party shall have any further liabilities and/or obligations in connection with this agreement.

### **20. PHONE NUMBERS**

Contractor shall provide the District with phone numbers for their authorized representative(s) and with a 24-hour "On Call" phone number for emergencies.

### **21. VEHICLES, EQUIPMENT AND SUPPLIES**

All vehicles and equipment such as utility carts, trucks, trailers, vans, boom lifts, scissor lifts, pressure washers, back pack blowers, hand trucks, brooms, hoses and pickers and all cleaning supplies such as stripper, detergents, sanitizers, air fresheners and other chemicals shall be owned and/or provided by Contractor. The District will provide consumable paper products, waste receptacles and plastic waste receptacle liners. All vehicles and equipment will be clearly marked with Contractor's company name and/or logo. Equipment shall be in proper operating condition with all guards in place. No equipment shall be left unattended. Equipment and supplies must be stored in designated areas agreed upon by the District. All Safety Data Sheets (SDS) for all chemical-cleaning products used must be on-site accessible by the District, per Global Harmonization System (GHS). Contractor shall take all necessary safety precautions when using vehicles, equipment and cleaning products. Drivers of all vehicles and equipment shall possess a valid driver license and be 18 years of age or older. Street sweepers should be South Coast Air Quality Management District Rule 1186 certified and Rule 1186.1 compliant and no older than 2 years. Contractor shall furnish all necessary labor, supervision, equipment, tools, materials (excluding dumpsters), permits, transportation and insurance in the performance of these specifications.

### **22. VEHICLE UTILITY CARTS**

Contractor may provide utility carts for employees, if necessary, to complete Scope of Work. Carts are not permitted to park in front of buildings or in pathways blocking pedestrian access points. Drivers shall possess a valid driver's license and be 18 years of age or older and abide by all applicable local, State and Federal laws related to cart safety. Weather protection of equipment is the responsibility of the Contractor.

### **23. VENUE CLEAN-UP**

- a. Contractor is to keep job site clean daily and upon project completion.
- b. Contractor shall sweep and blow all debris daily and upon project completion.
- c. Contractor will dump all green waste in the provided 40 yard dumpster on OCFEC grounds.
- d. Do not dispose of any construction material or project waste on OCFEC grounds or in OCFEC containers.
- e. Contractor is to keep all compound and chemicals out of storm drains & sewers.
- f. Contractor will protect ground surfaces from oil and other leaks that may come from service trucks.

## **ADDITIONAL CONTRACT TERMS & CONDITIONS (CONT.)**

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### **24. PERSONNEL POLICY**

All Contractor employees must receive an orientation on the duties they will be required to perform, safety training to ensure employees working with chemicals are familiar with SDS per GHS and harassment training (prior to working). In addition, ongoing customer service training will be required during the term of this contract to educate current employees and new hires. Contractor is required to supply all required training and a schedule of planned training shall be provided to the District at the beginning of every quarter in January, April, July and October. All employees will be issued an OC Fair & Event Center "Contractor" photo identification badge annually. Identification badges must be worn at all times while on the property; when entering and while working on the grounds. Badges will have the name visible and worn on the upper right or left torso. All badges must be returned from terminated employees. All other employee badges must be returned on Friday following the end of the OC Fair. All employees must abide by the rules and regulations stated in the Employee Handbook provided by the District.

### **26. UNIFORMS AND BADGES**

Contractor's employees shall be at all times neatly and cleanly uniformed and must meet reasonable prescribed grooming guidelines and appearance standards.

The District requires Contractor's employees to wear badges, identification cards, and/or credentials in a clearly visible location (per attached procedure) while Contractor's employees are on the District's premises.

Contractor personnel will be issued an OC Fair & Event Center "Contractor" photo identification badge annually. Identification badges must be worn at all times while on the property, when entering and while working on the grounds. Badges shall have the name visible and worn on the upper right or left torso. Badges are specific to each person and are non-transferable. All badges must be returned from terminated employees. All employees must abide by the rules and regulations stated in the Employee Handbook provided by the District.

### **27. SUBCONTRACTING**

Subcontracting of goods or services must be approved in writing, by the District.

### **28. FIRE REGULATIONS**

All fire regulations as prescribed by the State Fire Marshal must be strictly adhered to.

-End Exhibit H-

**END OF RFP – TR-09-24**