



October 31, 2024

To: All Potential Bidders
From: Kelly Vu, Business Services Supervisor
Re: RFI #1, Q & A, IFB # PS-02-24

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

Questions and Answers

Questions:

1. **Question:** For the quantities: do you want me to estimate different quantities up to the quantity listed, or only the quantity listed?

Answer: Please only provide a quote for the quantities listed.

2. **Question:** Regarding note cards: "Notecards – Design 2" if the 2" tall pocket is a glued pocket or just a folded pocket?

Answer: Folded pocket should be glued.

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

3. Question: Our staff has over combined 40 years of packaging experience including printing services. Although we are setup as a consulting agency, may we partner up with one of our established connections within the printing services industry to compete for this bid?

The printing services company we partner with would meet all Minimum Qualification Requirements posted on page 14 of 58 of the IFB document.

Also all three (3) references of similar services provided for the purposes of bid evaluations would be from the printing services company we will partner with.

Answer: Please refer to the attached IFB, pages 14, and 15.

Minimum Qualification Requirements:

- a. Primary Bidder must have a minimum of three (3) years of relevant experience providing printing services.

- b. Primary Bidder's business office is located within 50-mile radius of 88 Fair Drive, Costa Mesa, CA.
- c. Primary Bidder has to perform the majority of the work (85%) to ensure consistency in quality of materials.
- d. Bidder must be able to meet all Workers' Compensation, Commercial General Liability, and Motor Vehicle insurance requirements as outlined in the attached Section X, Exhibit E - Insurance Requirements. Proof of insurance and other requirements must be provided to the District within five (5) days of contract award. Failure to do so could result in termination of said contract.
- e. Bidder must have a minimum of three (3) satisfactory references. References must be similar in scope of work. References will be verified upon awarding the contract.

-End RFI #1-