



Ventura County FAIRGROUNDS

"A Country Fair with Ocean Air"

10 W. Harbor Blvd. • Ventura, CA 93001
(805) 648-3376 • Fax (805) 648-1012

31st DISTRICT AGRICULTURAL ASSOCIATION'S INVITATION FOR BID (IFB) PACKAGE

IFB #25-03

ONE YEAR EQUIPMENT RENTAL AND SERVICE

Contact Person: Jennifer Lindsay, Maintenance Office Manager
805-648-3376 ext. 115 or mtcel@venturacountyfair.org

This person is the only authorized person designated by the DAA to receive communication concerning this IFB. **Please do not attempt to contact any other person concerning this IFB.** Oral communication from DAA officers and employees concerning the IFB shall not be binding on the DAA, and shall in no way excuse the bidder of obligations as set forth in the IFB. Only questions concerning the technical requirements of the IFB will be answered.

Date Issued: December 12th, 2024

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PART I:

DEFINITIONS

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

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

F&E - Refers to the *Division of Fairs and Expositions*, Department of Food and Agriculture, which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fairs. F&E is located at:

1220 N Street
Sacramento, CA 95814

DGS - Refers to the *Department of General Services*, State of California, located at:

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

IFB – Invitation for Bid

PART II:
GENERAL INFORMATION

A. Purpose

The Board of Directors of the 31st District Agricultural Association in releasing this IFB intends to award a contract for a period of One-Year Equipment Rental and Service for the annual Ventura County Fair for the year 2024. The annual Ventura County Fair is for 12-days. The dates of the annual Fair are July 31st – August 11th, 2024. The proposed contract will be from June 1st, 2024 through September 30th, 2024.

B. Bidder Responsibility

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

C. Tentative Schedule

IFB Released	<u>Thursday, December 12th, 2024</u>
Bid Deadline	<u>Thursday, January 9th by 2:00 PM</u>
Public bid Opening	<u>Thursday, January 9th at 3:00 PM</u>
“Notice of Proposed Award” posted & mailed	<u>Thursday, January 9th by 5:00 PM</u>
Contract Award Date – no protest may be filed after this time:	<u>Friday, January 17th, 2025 after 5:00 PM</u>
Posted Contract Commences	<u>February 3rd, 2025</u>

D. Delivery of Bids and Contact Person for Information

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

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

IFB# 25-03
Ventura County Fairgrounds
Attn: Jennifer Lindsay
10 West Harbor Blvd.
Ventura, CA 93001

E. Instructions to Bidders

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

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

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

- One (1) attached completed, dated and signed “Bidder/Contractor Status Form”; this is mandatory;
- Applicable DVBE documentation. See section O of this document;
- Small Business Preference Documentation, if applicable, as follows;

One (1) copy of the small business certification letter, if bidder is claiming the Small Business Preference and has already received certification letter.

Or, if application for the preference has been submitted to OSDS a sheet of paper stating that the application has been submitted to OSDS and the date submitted.

Or, if claiming the preference as a non-small business subcontracting with the certified SB/MB(s), a sheet of paper listing the small businesses you commit to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractors’:

1. Name
2. Address
3. Phone Number
4. Description of work to be performed
5. Dollar amount or percentage per subcontractor

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

- One (1) copy of the insurance certificate(s) submitted in accordance with the CFSA, Insurance Statement, and/or paragraph M of this IFB. A signed original certificate of insurance shall be submitted to the fair within 10 days. The only exception for submitting a certificate to the fair is if it is on file with F&E and /or CFSA (applicable or not applicable).
- One (1) copy of licenses or any other certificates or any other specifications noted below that are required (applicable or not applicable).
- The “Financial Proposal Bid Form” must be completed and signed; the bidder must submit one (1) copy with original signatures (**Mandatory**).

F. Work Statement and Terms and Conditions

The Work Statement describes the work to be performed by the bidder who is awarded this contract and the Terms and Conditions which shall be deemed to be incorporated and will become part of any contract awarded pursuant to this IFB. The contract awarded pursuant to this IFB will also contain the Standard Contract Terms and Conditions and will be incorporated and made part of the contract. All terms and conditions are fixed and non-negotiable.

1. The bid requested will be for the 2025 Fair season, the pricing will be in effect from June 1st, 2025 through September 30th, 2025.
2. All equipment shall be delivered in good working condition and meet all Cal OSHA and ANSI Standards.
3. The list of equipment and length of rental period is based on the Fair's past experience. Not all equipment may be needed and other equipment may be needed for longer periods of time. So all bidders agree that all equipment will be billed at the bid price that is submitted.
4. Bidder agrees to supply 24 hour contact information and service and repair on their equipment at no additional charge.
5. Bidder shall be required to respond to all emergency calls within 2 hours of time of notification. If equipment cannot be repaired within 6 hours of notification bidder agrees to replace equipment with equivalent equipment.
6. Bidder agrees to notify Fair 72 hours in advance if any equipment is not available.
7. Bidder agrees that all equipment deliveries will be between 5:00 am and 9:00 am unless prior arrangements were authorized by Fair's Maintenance Supervisor.

G. Contract Award

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

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

H. Breaking Ties

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

I. Grounds for Rejection

1. A bid shall be rejected if:
 - It is received at any time after the exact date and time set for the receipt of bids as stated in paragraph C.
 - It is not prepared in accordance with the required format or information is not submitted in the format required by this IFB.
 - The firm has submitted multiple bids in response to this IFB without formally withdrawing other bids.
2. A bid may be rejected if:
 - It contains false or misleading statements for references which do not support an attribute or condition contended by the competitor (the bid shall be rejected if, in the opinion of the DAA, such information was intended to erroneously and fallaciously mislead the State in evaluation of the bid and the attribute, condition or capability of requirement of this IFB).
 - It is unsigned.
3. All bids may be rejected in any case where it is determined that:
 - The bids are not really competitive.
 - Where the cost is not reasonable, or
 - If it is deemed to be in the best interests of the State.
4. All bids may be rejected if the DAA determines, at its sole discretion, that any other reason exists to reject the bid.

J. Right to Reject Any or All Bids

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

K. Protests

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

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

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

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

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

L. Small Business Preference

State law allows certified small business (SB) and micro business (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) to receive a 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB's/MB's be more competitive in the bid process, thereby enhancing state contract awards directly or indirectly to SB/MB. The preference is only used for computational purposes to determine the winning bidder, the actual bid amount remains the same.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB(s), see Section E of this IFB for instructions regarding what to submit with your bid in order to receive the preference.

Certification Application

To apply for Small Business Certification, go online to www.pd.dgs.ca.gov/smbus/getcertified.htm.

To receive your hard copy form by mail, email osdchelp@dgs.ca.gov or call (800) 559-5529 or (916) 375-4940.

Your complete certification application package must be received by the OSDS no later than 5 p.m. of the bid due date. Your certification effective date will be the date the application is properly received and deemed complete by the OSDS. Incomplete application submittals will delay your certification status and may result in the loss of your 5 percent preference eligibility. For more information, email osdchelp@dgs.ca.gov or call (916) 375-4940.

You may mail, hand-deliver or express-mail your package to:

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

M. Insurance (Application)

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance for \$1,000,000 in commercial general liability coverage, \$1,000,000 in automobile liability insurance, per occurrence for bodily injury and property damage liability combined prior to the time of entering into a contract to be let pursuant to this IFB.

The certificate must include the following, unless the bidder is on the F&E's or CFSA's Master Insurance Certificate List:

- Evidence of authorized insurance coverage for the term of the contract which includes set up and tear down days,
- A 30 day cancellation notice,
- The DAA's name and address shown as certificate holder, and
- The additional insured language 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/ 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."

If applicable, the insurance certificate must be included with the bid package.

N. DVBE Requirements – Bids Totaling Over \$10,000 (Applicable)

This is mandatory unless stated in the document by the DAA that this requirement is waived for the IFB.

Option 1 – No DVBE Program Requirements or Incentive

The fair elects to waive both the DVBE program requirement and incentive for this solicitation

No DVBE requirement is made for this solicitation.

Option 2 – DVBE Program Requirements Only

The fair elects to include the DVBE program requirement for this solicitation but not the incentive

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

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

Option 3 – DVBE Incentive Only

The fair elects to include the DVBE Incentive for this solicitation but waives the program requirement

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

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

Option 4 – DVBE Program Requirements and DVBE Incentive

The fair elects to include both the DVBE program requirements and incentive for this solicitation

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

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

Part III:

FORMS SECTION

A. Forms to be completed and submitted by bidder:

- Bidder/Contractor Status Form (mandatory)
- Financial Proposal Bid Form, 1 completed and signed (mandatory)
- Bid Worksheet (mandatory)
- Applicable DVBE documentation as described in Section N of this document (Since the Fair elects Option 1 no DVBE requirement is made for this solicitation).

B. Documents to be completed by DAA:

- Notice of Proposed Award, after proposed award is determined.

C. Documents that are part of the contract to be awarded:

- Standard Agreement, STD 213
- Work Statement and Terms and Conditions
- Payment Provisions
- Insurance Requirements
- Workers Compensation Statement
- Contractor Certification Clause 307
- Payee Data Record
- Agreement Summary, STD 215
- Financial Proposal Bid Form
- Financial Proposal Bid Worksheet

**FINANCIAL PROPOSAL BID FORM
ONE YEAR EQUIPMENT RENTAL SERVICE**

Bidder agrees that the bid pricing is to be in affect from June 1st through September 30th of 2025 for the following amounts:

TOTAL BID “2025” \$ _____

Total bid for term of contract: \$ _____

Are you claiming preference as a small business? Yes No

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

All bidders must fill in the following information and sign this form in order for the “Financial Proposal Bid Form” to be considered.

Firm Name

Telephone Number

Address

City/Zip Code

Taxpayer Identification Number

Bidder certifies to the DAA that bidder has thoroughly familiarized self with the DAA facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the bidder certifies that he/she has read and understood the IFB package including the information regarding bid protests. Further, bidder certifies that the information provided by the bidder is accurate, true and correct, and not intended to mislead the DAA in any manner.

Signature

Title

Date

BIDDER/CONTRACTOR STATUS FORM

Contractor's Name: _____ **County:** _____
(Full business name)

Address: _____ **Fed Employer ID No.:** _____

City: _____ **Zip Code:** _____
(Principal location of business)

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS (Please Check One)

Individual Limited Partnership General Partnership Corporation

Individual (Please Check One) Resident Non Resident

If a sole proprietorship, state the true full name of 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:

Corporation

Location and date of Incorporation:

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

CURRENT OFFICERS

President: _____ Vice President: _____

Secretary: _____ Treasure: _____

BIDDER/CONTRACTOR STATUS FORM (CONT'D)

All Must Answer *(Please Check One)*

Are you subject to Federal Backup Withholding? Yes No

Fictitious Name *(Please Check One)* Yes No

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

Small Business Preference *(Please Check One)*

Are you claiming preference as a small business in reference to this bid package?

Yes No

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

Your small business ID number: _____

Pending Litigation or Hearings *(Please Check One)*

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

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

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

Date

Signature

Ventura County Fair Equipment Bid Form 2025

Company awarded contract shall confirm all equipment and delivery dates with the Maintenance Manager prior to delivery.

QT	Description of Equipment	Date in	Date out	Length of Rental	Weekly Rate	Monthly Rate	Total Rental
1	22' to 24' Stake bed truck	7/9/2025	8/20/2025	6 weeks			
1	Water Truck	7/18/2025	9/15/2025	2 Months			
1	5000 lb. Warehouse Forklift , Propane , Pneumatic tires	7/23/2025	8/20/2025	1 Month			
2	5000 lb. Warehouse Forklift , Propane , Pneumatic tires	7/2/2025	8/27/2025	2 Months			
1	6000 lb. All-terrain Forklift	7/2/2025	8/27/2025	2 Months			
1	8000 lb. Warehouse Forklift , Propane , Pneumatic tires	7/16/2025	8/27/2025	6 weeks			
1	9000LB 12' DF, Yard Forklift Wide tires	7/9/2025	10/1/2025	3 Months			
1	Skip Loader 4 wheel Drive (John Deere 210K or equal)	7/9/2025	10/1/2025	3 Months			
1	Skip Loader 4 wheel Drive (John Deere 210K or equal)	7/9/2025	9/3/2025	2 Month			
50	Light Towers	7/23/2025	8/20/2025	4 Weeks			
1	Single Smooth drum roller 72 to 90 inches Wide	7/23/2025	8/6/2025	2 Weeks			
1	Boom, Telescoping 60'	7/23/2025	8/6/2025	2 Weeks			
1	Telehandler/ Reach forklift 36' 6000lb	7/23/2025	8/20/2025	1 Month			
3	22' Scissor Lift	7/9/2025	9/3/2025	2 Months			
1	Telehandler/ Reach forklift 20' 5000lb	7/9/2025	8/30/2025	2 Months			

<p style="color: red; font-size: small;">Bidder Note: The fair would like you to include both weekly and monthly pricing. Your bid should be based on the length of time listed for each piece of equipment listed. If you have any questions contact Jennifer Lindsay at (805) 648-3376 ext. 115 or email mtce1@venturacountyfair.org</p>	Total of Equipment Bid	
	Total Pickup and Delivery Fees	

Bidder Signature

Total Bid for 2025