



# Ventura County FAIRGROUNDS

"A Country Fair with Ocean Air"

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

## 31<sup>st</sup> DISTRICT AGRICULTURAL ASSOCIATION

INVITATION FOR BID (IFB)  
PACKAGE

**IFB #25-01**

THREE YEAR SHUTTLE BUS SERVICE

**Contact Person:** Chris Garmon, Office Assistant  
805-648-3376  
[cgarmon@venturacountyfair.org](mailto:cgarmon@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 10<sup>th</sup>, 2024**

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## PART I

### DEFINITIONS

<b>BIDDER</b>	The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid.
<b>CFSA</b>	Refers to California Fairs Service 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 IFB. Terms can be used interchangeably.
<b>DAA</b>	Refers to the 31 <sup>st</sup> District Agricultural Association, which is a State agency of the State of California and is not a local agency of government.
<b>DGS</b>	Refers to the <i>Department of General Services</i> , State of California, located at:  707 Third Street, 7 <sup>th</sup> Floor West Sacramento, CA 95605 Attention: Office of Legal Services
<b>F&amp;E</b>	Refers to the <i>Division of Fairs and Expositions</i> , 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 Fruit Fairs. F&E is located at:  1220 N Street Sacramento, CA 95814
<b>IFB</b>	Invitation for Bid

**A. PURPOSE**

The Board of Directors of the 31st District Agricultural Association, Ventura County Fairgrounds in releasing this IFB, intends to award a contract for the purpose of shuttle bus services for a three-year period beginning June 1, 2025 through December 31, 2027. Services include substantial needs for the 12-day, 2025, 2026 and 2027 Ventura County Fairs (held July 30, 2025 through August 10, 2025, and on similar dates in 2026 and 2027) and year-round events, as needed, for the Facilities Rental Program.

**B. BIDDER RESPONSIBILITY**

Read the Invitation for Bid (IFB) very carefully as the State 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**

- |    |   |                                       |
|----|---|---------------------------------------|
| 1. | IFB released  | <u>December 10<sup>th</sup>, 2024</u> |
| 2. | <b>Bid due at DAA’s Administration Office<br/>no later than 2:00 p.m.</b> | <u>January 7<sup>th</sup>, 2025</u>   |
| 3. | Public Bid Opening at 3:00 p.m.   | <u>January 7<sup>th</sup>, 2025</u>   |
| 4. | <b>Notice of Proposed Award</b> posted and mailed.                        | <u>January 7<sup>th</sup>, 2025</u>   |
| 5. | Contract Award Date   | <u>January 15<sup>th</sup>, 2025</u>  |
| 6. | Posted contract commences   | <u>February 3<sup>rd</sup>, 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 this IFB. Direct questions concerning the technical requirements of the IFB go to:

Chris Garmon, Office Assistant  
[cgarmon@venturacountyfair.org](mailto:cgarmon@venturacountyfair.org) or (805) 648-3376

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

IFB #25-01  
Ventura County Fairgrounds  
10 West Harbor Blvd.  
Ventura, CA 93001-2706

## 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 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 subcontractors 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**).
- One (1) copy of licenses or any other certificates or any other specifications noted below that are required (**Not applicable**).
- The “Financial Proposal Bid Form” must be completed and signed; the bidder must submit two (2) signed copies 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 a 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.

Pertaining to **Fair** related services, the Contractor agrees to:

1. Provide Fair Shuttle Bus Transportation services for the general public and/or other non-public transportation (e.g., volunteers, employees, contractors) for the 12-day, 2025 through 2027 annual Ventura County Fairs, (held July 30, 2025 through August 10, 2025 and on similar dates in 2026 and 2027).
2. Provide buses (school buses, commercially licensed, are acceptable) with seated capacity of 40 passengers or greater (except for specified wheelchair capable buses required). Wheelchair capable buses may be reduced in capacity by the number necessary to transport two (2) wheelchair passengers. Storage of all buses will be permitted either at the Ventura County Fairgrounds or at designated local lots.
3. Provide the number of buses as per the IFB specification schedule. This schedule is an estimate of Fair event needs and is subject to change as required by the volume of usage and other requirements, as well as, the schedule for the 2025 through 2027 Fairs. Contract payment will be based on the actual hours of bus service performed at the hourly rate contracted for by the IFB.
4. Mileage round-trip from the off-site parking lots to the Ventura County Fairgrounds ranges from 3 miles to approximately twenty (20) miles round-trip.
5. Buses will use the bus stop area on Harbor Boulevard near the main entrance to the Ventura County Fairgrounds. All passengers using the shuttle system will be dropped off and picked up from the same location at the Ventura County Fairgrounds and the same designated location, as determined, at each off-site location.
6. There shall be no charge for dead time to and from the Contractor's bus depot to the pick-up site. In addition, the Contractor shall not charge for cancelled services except for minimum hours as may be required by their labor agreement.
7. If extra buses are needed they must be on a thirty (30) minute arrival time to the designated site.
8. Attend daily coordination meetings and report, in writing, on previous day service levels. Said report must include, at a minimum: (1) number of passengers delivered from and returned to each site; (2) the total of all sites for number of passengers delivered and returned; (3) total number of buses and hours used.
9. During all hours of operation, except for emergency needs, a Busing Supervisor will be available at the Ventura County Fairgrounds location.

10. Subject to daily review by the Ventura County Fairgrounds staff, the Busing Supervisor will have the authority to increase or decrease the number of buses needed based on demonstrated needs.
11. Buses may pick-up and/or return passengers to more than one site during slow periods to facilitate a reduction in service capacity commensurate with the demonstrated needs. At least one bus must remain in service until all passengers are returned or the Busing Services are dismissed by the Ventura County Fairgrounds staff.
12. Notwithstanding the above, the Ventura County Fairgrounds reserves the right to modify levels of service and locations, as needed, to best serve and protect our interests.
13. Two-way radio communications will be provided by the Contractor between the Ventura County Fairgrounds and the Busing Supervisor. Additionally, the Busing Supervisor will have two-way radio or other communication capability with all buses that are in local service.

Pertaining to **Facility Rental** related services, the Contractor agrees to:

1. Provide services on a non-exclusive, as needed and as requested basis.
2. Provide buses (school buses, commercially licensed, are acceptable) with seated capacity of 40 passengers or greater (except for specified wheelchair capable buses required). Wheelchair capable buses may be reduced in capacity by the number necessary to transport two (2) wheelchair passengers. Storage of all buses will be permitted either at the Ventura County Fairgrounds or at designated local lots.
3. There shall be no charge for dead time to and from the Contractor's bus depot to the pick-up site. In addition, the Contractor shall not charge for cancelled services except for minimum hours as may be required by their labor agreement.
4. Requested services must be provided under a written and approved (signed) Expenditure/Authorization from the District to be eligible for payment.

## **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 or 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 time and date 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, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

**and** with the DAA. The protest shall be filed prior to the expiration of 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 (5<sup>th</sup>) working day after notice of proposed award was 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 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 (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 businesses (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](http://www.pd.dgs.ca.gov/smbus/getcertified.htm). To receive your hard copy form by mail, email [osdchelp@dgs.ca.gov](mailto: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](mailto: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 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, Room 1-400, MS 210  
West Sacramento, CA 95605

### M. INSURANCE (Applicable)

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance \$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. BIDDER/CONTRACTOR STATUS FORM (MANDATORY)

A completed, dated, and signed "Bidder/Contractor Status Form" must be included with the bid package.

**O. Disabled Veteran Business Enterprise (DVBE) Program Requirements**

Note to bidders: The DVBE contracting option for this solicitation is checked below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE "good faith effort" is not an option in meeting the DVBE contracting requirements for any bid.

**X 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 Bidders must complete and return the attached:**

Bidder Declaration. GSPD-05-105 (08109) and  
DVBE Declarations. STD. 843 (05106), 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 Bidders must complete and return the attached:**

Bidder Declaration, GSPD-05-105 (08109) and  
DVBE Declarations, STD. 843 (05106), as applicable.

See also attached Exhibit B- California DVBE Bid Incentive Instructions (09109) 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 Bidders must complete and return the attached:**

Bidder Declaration. GSPD-05-105 (08109) and  
DVBE Declarations, STD. 843 (05106), as applicable.

See also attached Exhibit A -California Disabled Veterans Business Enterprise Requirements and Exhibit B- California DVBE Bid Incentive Instructions (09109) for information on how to comply.

## **FORMS SECTION**

- A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER**
- Bidder/Contractor Status Form, completed and signed (mandatory)
  - Financial Proposal Bid Form Worksheet (mandatory)
  - Financial Proposal Bid Form, 2 completed and signed originals (mandatory)
  - Applicable DVBE documentation as described in section O of this document
- 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
- D. ADDITIONAL DOCUMENTS**
- Sample Notice of Proposed Award and Contract

**BIDDER/CONTRACTOR STATUS FORM**

Page 1 of 2

Contractor's Name \_\_\_\_\_ County \_\_\_\_\_  
(Full business name)

Address \_\_\_\_\_ Federal Employer ID # \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Principle place 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**

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BIDDER/CONTRACTOR STATUS FORM**

Page 2 of 2

**All must answer:**

Are you subject to Federal Backup Withholding? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Fictitious Name**

If contractor is doing business under a fictitious 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 IFB? \_\_\_\_\_ 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**

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

\_\_\_\_\_  
\_\_\_\_\_

DAA reserves the right to verify the information provided on the form by the bidder during the IFB 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)

\_\_\_\_\_  
(Signature)

*If this status form is not completely filled out, signed and submitted with bidder’s response to the IFB, the bid will be rejected as non-responsive.*

**WORKSHEET**  
**Page 1 of 4**  
**FAIR SERVICES**

Reference: Lot #1 San Buenaventura State Beach Parking Lot, Ventura  
 Lot #2 Ventura County Government Center, Lots E & F (or similar location), Ventura  
 Lot #3 Pacific View Mall, Ventura  
 Lot #4 Ventura High School, Poli Street Lot, Ventura  
 Lot #5 Oxnard PAL Teen Center, Oxnard  
 Lot #6 DeAnza Middle School, Ventura  
 Lot #7 Regal Edwards Cinema, Camarillo

**Day #1 (Wednesday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 23 TOTAL HOURS 269.5 COST: \_\_\_\_\_

**Day #2 (Thursday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 23 TOTAL HOURS 269.5 COST: \_\_\_\_\_

**Day #3 (Friday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 23 TOTAL HOURS 269.5 COST: \_\_\_\_\_

**WORK SHEET**  
**Page 2 of 4**  
**FAIR SERVICES**

**Day #4 (Saturday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #2	6 Buses *	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses *	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 23 TOTAL HOURS 269.5 COST: \_\_\_\_\_

**Day #5 (Sunday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #2	6 Buses *	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses *	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 23 TOTAL HOURS 269.5 COST: \_\_\_\_\_

**Day #6 (Monday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses *	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses *	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses *	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24 TOTAL HOURS 275 COST: \_\_\_\_\_

**Day #7 (Tuesday - Senior/Disabilities Day)**

Lot #1	3 Buses*	10:30 a.m. – 11:30 p.m.	39 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses *	10:30 a.m. – 11:30 p.m.	78 Hours
Lot #3	4 Buses *	10:30 a.m. – 11:30 p.m.	52 Hours
Lot #4	2 Buses *	10:30 a.m. – 11:30 p.m.	26 Hours
Lot #5	2 Buses *	10:30 a.m. – 11:30 p.m.	26 Hours
Lot #6	3 Buses*	10:30 a.m. – 11:30 p.m.	39 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	10:30 a.m. – 11:30 p.m.	26 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24 TOTAL HOURS 297 COST: \_\_\_\_\_



**WORK SHEET**  
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**FAIR SERVICES**

**Day #8 (Wednesday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 p.m.	5.5 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 a.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 p.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24 TOTAL HOURS 275 COST: \_\_\_\_\_

**Day #9 (Thursday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24 TOTAL HOURS 275 COST: \_\_\_\_\_

**Day #10 (Friday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24 TOTAL HOURS 275 COST: \_\_\_\_\_

**WORK SHEET**  
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**FAIR SERVICES**

**Day #11 (Saturday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24                                  TOTAL HOURS 275                          COST: \_\_\_\_\_

**Day #12 (Sunday)**

Lot #1	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #2	6 Buses*	11:30 a.m. – 11:30 p.m.	72 Hours
Lot #3	4 Buses*	11:30 a.m. – 11:30 p.m.	48 Hours
Lot #4	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #5	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours
Lot #6	3 Buses*	11:30 a.m. – 11:30 p.m.	36 Hours
	1 Bus*	6:00 a.m. – 11:30 a.m.	5.5 Hours
Lot #7	2 Buses*	11:30 a.m. – 11:30 p.m.	24 Hours

\* One (1) bus must be capable of transporting 2 wheelchair passengers.

TOTAL BUSES 24                                  TOTAL HOURS 275                          COST: \_\_\_\_\_

12 DAY TOTAL ESTIMATED HOURS:                  3,294.50  
12 DAY TOTAL ESTIMATED BUSES:                  283

**12 DAY TOTAL COST:** \_\_\_\_\_

USE THIS WORKSHEET TO ASSIST IN COMPUTING YOUR BID.  
SUBMIT YOUR BID USING THE FINANCIAL PROPOSAL BID FORM ON THE NEXT PAGE AS WELL AS THE  
WORKSHEETS.

**2025 Ventura County Fair – July 30<sup>th</sup> – August 10<sup>th</sup>**  
**2026 & 2027 Fair Dates will be similar to 2025. Dates will be announced at a later date**

**FINANCIAL PROPOSAL BID FORM**

**FAIR SERVICES**

**SUB-TOTALS**

2025 Cost per Bus Hour	\$ _____	X	3,294.50 hrs. =	\$ _____
2026 Cost per Bus Hour	\$ _____	X	3,294.50 hrs. =	\$ _____
2027 Cost per Bus Hour	\$ _____	X	3,294.50 hrs. =	\$ _____

**FACILITY RENTAL SERVICES**

2025 Cost per Bus Hour	\$ _____	X	150 hrs. =	\$ _____
2026 Cost per Bus Hour	\$ _____	X	150 hrs. =	\$ _____
2027 Cost per Bus Hour	\$ _____	X	150 hrs. =	\$ _____

**TOTAL BID:** \$ \_\_\_\_\_

Hours are an estimate and could vary annually.

Are you claiming preference as a small business?                     Yes                     No  
If yes, the bidder must submit OSDC Small Business & Disabled Veteran Business Enterprise 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.

COMPANY NAME	(    ) TELEPHONE NUMBER
ADDRESS	CITY/ZIP CODE
TAXPAYER IDENTIFICATION NUMBER	

The undersigned, as an authorized representative, understands and agrees that the above hours are estimates solely for the purpose of selection under the IFB. Payments will be based on the actual hours of bus service. Facilities Rental Services requested must be provided under a written and approved (signed) Expenditure Request/Authorization from the 31st District Agricultural Association.

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: \_\_\_\_\_