

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

IFB #25-14

TWO YEAR FENCING & BARRICADE RENTAL AND SERVICE

Contact Person: Jason Amelio
805-648-3376 ext. 112 or jamelio@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: November 4th, 2025

DEFINITIONS

BIDDER	The individual, company, 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 Fruit 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: 707 Third Street, 2nd Floor West Sacramento, CA 95605 Attention: Legal Office
IFB	Invitation for Bid

TECHNICAL INFORMATION

A. 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.

B. PURPOSE

The Board of Directors of the 31st District Agricultural Association in releasing this IFB intends to award a contract for the rental of fencing and barricades for a two-year period beginning July 1st, 2026. Services include substantial needs for the 12-day, 2026 - 2027 annual Ventura County Fairs (held July 29th – August 9th, 2026, and on similar dates in 2027).

C. TENTATIVE SCHEDULE

- | | | |
|----|---|---|
| 1. | IFB released | November 4 th , 2025 |
| 2. | Bid due at DAA's Administration Office
no later than 2:00 p.m. | December 8th, 2025 |
| 3. | Public bid opening at 3:00 p.m. | December 8th, 2025 |
| 4. | Notice of proposed award posted and mailed | December 8th, 2025 |
| 5. | Protest deadline date | December 15 th , 2025, by 5 p.m. |
| 6. | Proposed contract commences | July 1 st , 2026 |

D. DELIVERY OF BIDS AND CONTACT PERSON(S) 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 of the IFB to:

Jason Amelio, Deputy Manager (805) 648-3376 ext. 112 or jamelio@venturacountyfair.org

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

IFB # 25-14
Ventura County Fairgrounds
10 W. 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 (if any). See section N 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 an original signature. **(Mandatory)**

WORK STATEMENT / TERMS AND CONDITIONS

1. Bidder agrees to invoice the State at rates per the accepted bid price only for the actual amount of equipment and/or services received.
2. Bidder agrees that should the 31st DAA request equipment and/or services above the contract level, the contractor must invoice additional services and/or equipment under all requirements and provisions of the contract.
3. Bidder agrees additional equipment requested must be invoiced per Expenditure Request Authorization (Purchase Order) at the established contract price. Additional services shall be under all requirements and provisions of the contract.
4. Bidder agrees that all equipment furnished during the contract period shall be under ownership or lease of the company.
5. Bidder agrees to furnish all equipment, related materials and labor for the installation of equipment needed.
6. Bidder agrees that installation and removal of all equipment shall be as stated in the Invitation for Bid (IFB) Financial Proposal Bid Form.
7. Bidder agrees all equipment will be maintained in good clean condition and painted as needed for suitable viewing of the general public and the 31st DAA, Ventura County Fairgrounds.
8. Bidder agrees that all blanks on the Invitation for Bid Form "Financial Bid Form" must be completed. Should bidder quote "no charge" for listed item, bidder must record "N/C" in blank.
9. Bidder agrees to contact the 31st DAA, Deputy Manager no less than fourteen (14) days and no more than thirty (30) days prior to the first date of installation of equipment listed in the IFB to obtain a more accurate count of equipment needed.
10. Bidder agrees to use the formula provided on the IFB Financial Proposal Bid Form to provide the total bid amount.
11. Bidder agrees to provide all safety related equipment for the installation (i.e., hardware, emergency exit lights and tie downs).
12. Bidder agrees to quote on minimum quantity of equipment listed on the IFB Financial Proposal Bid Form.
13. Bidder agrees to bid on the minimum amount listed for calculation of the total bid amount for each year. Bidder also agrees that blanks must be completed. If bidder quotes "no charge" for equipment, bidder must record "N/C" in blank.
14. Bidder agrees to furnish delivery slips to the 31st DAA upon daily installation of equipment. Delivery and installation slips must reflect the location where equipment was dropped.

15. Bidder agrees that billing will be per unit cost inclusive of all equipment.
(Example 10 – 10 x 10 @ \$ 75.00 = \$750.00. Excel spreadsheet preferred)
16. Delivery & Pick-up must be charged as a flat rate. Not per load.
17. Bidder agrees to be on-call and available if needed during set-up (day before the fair opens)

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 time and date set for 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 conditions 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 its evaluation of the bid and the attribute, condition 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 interest 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 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 process.

K. PROTESTS (State Administrative Manual, Section 1241 and Public Contract Code, Section 10343)

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

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

and with the DAA. The protest shall be filed prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth working day after notice of proposed award was posted in a public place at the DAA's Administrative 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 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 will result in the protester's protest being deemed untimely and grounds for protest waived.*

L. SMALL BUSINESS PREFERENCE (SAM 1261)

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% 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

If you are claiming the 5% small business preference, a copy of your OSMB Small Business Certification Approval Letter must be submitted with bid package.

M. INSURANCE

If the bid is accepted or awarding of the contract, the bidder shall provide a Certificate of Insurance \$1,000,000.00 in commercial general liability coverage, \$1,000,000.00 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 Division's or CFSA's Master Insurance Certificate List:

- Evidence of authorized insurance for the term of the contract, including set up and tear-down days,
- A 30-day cancellation notice,
- The DAA's name and address shown as the 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."

Also required is a Certificate of Worker's Compensation to provide proof of coverage.

N. DVBE REQUIREMENTS – Bids Totaling Over \$10,000 (if 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.

FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Bidder/Contractor Status Form (**Mandatory**)
- Financial Bid Form, completed and signed (**Mandatory**)
- Financial Bid Worksheet (**Mandatory**)

B. DOCUMENTS TO BE COMPLETED BY DAA

- Notice of Proposed Award

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

- Standard 213 Agreement
- Exhibits A, B and D
- CFSA Insurance Requirements
- Worker's Compensation Statement
- Contractor Certification Clause (CCC 307)
- Payee Data Record

BIDDER/CONTRACTOR STATUS FORM

Page 1 of 2

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

Address _____ Federal Employer ID # _____

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: _____ 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 bid process.

I declare under penalty of perjury that the above information is true and correct and that I am authorized to sign and date this status form on behalf of the bidder/contractor.

(Print Name)

(Signature)

(Date)

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.

FINANCIAL PROPOSAL BID FORM

TWO YEARS – FENCING AND BARRICADES RENTAL – IFB

2026 \$ _____

2027 \$ _____

TOTAL BID \$ _____

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.

COMPANY 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: _____

FINANCIAL BID WORKSHEET

RENTAL PERIOD: JULY 24, 2026 THROUGH AUGUST 11, 2026

(Setup and removal exact dates to be confirmed by Designated Management Staff.

(Equipment set in Concert Arena must be removed on 8/6/26 at direction of staff)

INSTALLATION DATE: JULY 24, 2026

INSTALLATION COMPLETION DATE: JULY 27, 2026

REMOVAL BEGINNING: AUGUST 6, 2026 (Partial)

REMOVAL OF EQUIPMENT: AUGUST 11, 2026

CALCULATION FORMULA: MULTIPLY UNIT COST TIMES (X) QUANTITY = EXTENSION.

SUM OF EXTENSION COLUMN FOR THE TOTAL BID AMOUNT.

<u>QUANTITY</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u> (Per each)	<u>EXTENSION</u> (Unit x Quantity)
1405 Feet	8'	Fence Panels	_____	_____
1405 Feet	8'	Black Shade Cloth	_____	_____
692 Feet	6'	Fence Panels	_____	_____
660 Feet	6'	Black Shade Cloth	_____	_____
100		Base Weight Covers	_____	_____
400	4' x 8'	Metal Bike Barricade Rails	_____	_____
50	4' x 6'	White Vinyl Barricade	_____	_____

2026 TOTAL BID AMOUNT \$ _____

Delivery/Pick-up \$ _____

***Quantities are for bid purposes only; actual amounts may increase or decrease.**

FINANCIAL BID WORKSHEET

RENTAL PERIOD: 2027 dates will be similar to 2026. Dates to be set at a later time.
(Setup and removal exact dates to be confirmed by Fair Management)

2027 Ventura County Fair – Similar to 2026 Fair Dates. Dates to be set at a later time

CALCULATION FORMULA: MULTIPLY UNIT COST TIMES (X) QUANTITY = EXTENSION.
SUM OF EXTENSION COLUMN FOR THE TOTAL BID AMOUNT.

<u>QUANTITY</u>	<u>SIZE</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u> (Per each)	<u>EXTENSION</u> (Unit x Quantity)
1405 Feet	8'	Fence Panels	_____	_____
1405 Feet	8'	Black Shade Cloth	_____	_____
692 Feet	6'	Fence Panels	_____	_____
660 Feet	6'	Black Shade Cloth	_____	_____
100		Base Weight Covers	_____	_____
400	4' x 8'	Metal Bike Barricade Rails	_____	_____
50	4' x 6'	White Vinyl Barricade	_____	_____

2027 TOTAL BID AMOUNT \$ _____

Delivery/Pick-up \$ _____

***Quantities are for bid purposes only; actual amounts may increase or decrease.**

Ventura County Fair Fencing and Barricade Bid Form 2026

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
1405 Feet	8' Fence Panels	7/24/2026	8/6/2026	2 weeks			
1405 Feet	8' Black Shade Cloth	7/24/2026	8/6/2026	2 weeks			
692 Feet	6' Fence Panels	7/24/2026	8/11/2026	3 Weeks			
660 Feet	6" Black Shade Cloth	7/24/2026	8/11/2026	3 Weeks			
100	Base Cover Weights	7/24/2026	8/11/2026	3 Weeks			
400	4'X8' Bike Barricade	7/24/2026	8/11/2026	3 Weeks			
50	White Vinyl Barricade	7/24/2026	8/11/2026	3 Weeks			
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				Total of Equipment Bid			
				Total Pickup and Delivery Fees			

Bidder Signature

Total Bid for 2026