

31ST DISTRICT AGRICULTURAL ASSOCIATION

SPECIFICATIONS FOR GRANDSTAND SOUND EQUIPMENT RENTAL AND SERVICE FOR THE VENTURA COUNTY FAIR FOR A THREE-YEAR PERIOD 2023, 2024, 2025

RFP NUMBER #25-03

TWO TIER RFP PACKAGE

Contact Person: Heidi Ortiz

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

Contact Info: (805) 648-3376 or hortiz@venturacountyfair.org

Date Issued: November 3rd, 2025

PART I DEFINITIONS

<u>BIDDER</u>	The individual, company, organization, or business entity submitting the proposal in response to the Request for Proposal.
<u>EVALUATION & SELECTION COMMITTEE</u>	Hereinafter referred to as “committee” chosen by the Fair to evaluate and score proposals received.
<u>F&E</u>	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 fairs. F&E is located at: Physical: 2399 Gateway Oaks Dr., Ste. 210 Sacramento, CA 95833 Mailing: 1220 N Street Sacramento, CA 95814
<u>DGS</u>	Refers to the <i>Department of General Services</i>, State of California, located at: 707 3rd Street West Sacramento, CA 95605 Attention: Office of Legal Services
<u>FORMAT</u>	Refers to both the arrangement of requested information and statements, as well as the packaging and labeling of the proposal. Failure to use the requested format required for submittal of the proposals will be deemed not responsive. Use of the requested format is the proposer=s first chance to demonstrate the ability to follow directions.
<u>PASSING BIDDER</u>	The term “ <i>passing bidder</i> ” as it is used in this document refers to the bidders who has been awarded at least the minimum number of points by the committee on Tier One, the Technical Portion of the proposal. No bidder’s financial proposal will be opened and considered if they have not received sufficient points to be deemed a passing bidder
<u>RFP</u>	Request For Proposal
<u>RESPONSIVE</u>	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”.
<u>TIER 1</u>	The Technical Portion of the Proposal: Document 1, Technical Proposal.
<u>TIER 2</u>	The Financial Portion of the Proposal: Document 2, Financial Proposal Bid Form.

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 31st District Agricultural Association, Ventura County Fairgrounds in releasing this RFP, intends to award a contract for a period of three years, 2026, 2027 and 2028, for the purpose of the Ventura County Fair Grandstand Sound Services and Equipment for the 31st District Agricultural Association, Ventura County Fairgrounds, and services would begin after approval by the Board of Directors. *(For multi-year contracts, certification of satisfactory performance is required at the end of each year as a justification for continuance of the contract).*

B. BIDDER RESPONSIBILITY

Read the documents very carefully as the DAA 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. DELIVERY OF PROPOSALS

Pursuant to the law, no proposal shall be considered which have not been received at the place, and prior to the closing time, stated in this proposal.

Proposals must meet the following format requirements to be deemed responsive for DAA consideration:

- One sealed package containing three (3) copies of the technical proposal and labeled with the bidder's name, the RFP number, and "Technical Proposal, Tier 1."
- One sealed package containing three (3) copies of the financial proposal bid form and labeled "Financial Proposal Bid Form, Tier 2."
- Both sealed packages must be placed in a third package with the bidder's name on the outside and addressed as follows:

**RFP #25-03
Ventura County Fairgrounds
10 West Harbor Blvd.
Ventura, CA 93001**

D. CONTRACT AWARD

Each bidder's technical proposal is evaluated and scored by the Committee who utilizes the score sheet included in Part V. Proposals scoring the required minimum number of points or more will be considered "qualified". Subsequently, the financial proposal bid for accompanying all qualified technical proposals will be opened and Small Business Preference given where applicable.

If a contract is awarded, it shall be granted to the qualified responsible bidder who submits the lowest financial proposal. Prior to the Board awarding a contract, the DAA shall post a **Notice of Proposed Award** at the administration office for five (5) working days. In addition, a copy of the notice will be mailed to each bidder. A contract award is not final until:

- the time for posting notice of award has expired; and/or
- protests filed, if any, have been withdrawn or rejected by the Department of General Services.

E. TENTATIVE SCHEDULE

1.	RFP released	November 3, 2025
2.	Proposals due at DAA's Administration Office no later than 2:00 p.m.	November 18, 2025
3.	Notice of Proposed Award posted and mailed.	November 18, 2025
5.	Date award to be final if no protest received by 5 p.m.	November 25, 2025
6.	Proposed contract commences	July 1, 2026

F. SMALL BUSINESS PREFERENCE

State law allows certified small business (SB) and microbusiness (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) for at least 25% of the net bid price, to receive a 5% bidding preference on applicable state *solicitations*. The effect of the preference is to help SB/MB be more competitive in the bid process, thereby enhancing state contract awards directly or indirectly to SB/MB. The preference is only used for computation purposes to determine the winning bidder, the actual bid amount.

If claiming the 5% small business preference and you are a SB or MB or if you are claiming the preference as a non-small business subcontracting with certified SB/MB, list 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:

Name
Address
Phone Number
Description of work to be performed
Dollar amount or percentage per sub-contractor

Also include the sub-contractor's certification or indicate if application(s) are on file with OSDS. If you are Certified Small Business, you must include a copy of your certification letter with your bid package in order to be eligible for the 5% preference.

Certification Application

To apply, access the online Small Business Certification Application (STD. 813), or to receive a hard-copy form by mail, e-mail osdchelp@dgs.ca.gov or call (800) 559-5529 or (916) 375-4940.

A **complete** certification application package must be received by the OSDS no later than 5 p.m. of the bid due date. The certification effective date will be the date the application is properly received and deemed **complete** by the OSDS. Incomplete application submittals will delay the certification status and may result in loss of the five (5) percent preference eligibility. For more information, email osdshelp@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
West Sacramento, CA 95605

G. BIDDER/CONTRACTOR STATUS FORM

All *bidders* must complete, sign and submit the form in response to the RFP. Failure to comply will deem the bidder non-responsive. The Fair 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.

**H. DVBE REQUIREMENTS - BIDS TOTALING OVER \$10,000
(APPLICABLE or NOT APPLICABLE)**

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 on meeting the DVBE contracting requirements for any bid.

☒ **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 requirements 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 requirements

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.

I. HISTORY AND GENERAL BACKGROUND INFORMATION

This RFP encompasses the installation and equipment needed for a working sound system for use on the Main Grandstand Stage at the Ventura County Fair for the years 2026, 2027 and 2028. The dates and time for 2026 are listed in the following statement of work. The Fair will be having a total of approximately 8 concerts in 8 consecutive days (final number TBD). The Bidder shall assume that the dates and times to be similar for the years 2027 and 2028.

J. INSURANCE

The bidder awarded the contract shall provide a Certificate of Insurance including an amount of \$1,000,000 in general liability coverage for contracts of a hazardous nature and/or \$1,000,000 for other contracts for which liability insurance is required; \$1,000,000 for automobile liability insurance required if used on-grounds, 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 RFP. Workers Compensation Insurance Coverage shall be maintained whenever contractor/renter has employees, as required by law. The General Liability Insurance Certificate must include:

- evidence of authorized insurance coverage for the term of the contract which includes set up and tear-down;
- a 30-day cancellation notice;
- the Fairgrounds with address shown as certificate holder; and
- the additional insured paragraph in the following exact words:

“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.”

PART III

RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omissions, or other errors in this RFP, the bidder shall immediately notify the Fair of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document.

Modifications by the Fair, if any, will be made in writing by way of an addendum issued pursuant to paragraph 2, below.

Clarifications by the Fair, if issued, will be given by written notice to all parties to whom the Fair had sent notice of the RFP and to persons or entities who have requested to be given notice of any modification or notices.

2. Addendum

If necessary, the fair will modify the RFP prior to the date set for submission of final proposals, by issuance of an addendum to all parties who have been furnished notice of the RFP for bidding purposes.

All bidders should inquire from the contact person listed on the cover sheet whether any addenda have been issued prior to submitting a proposal in response to the RFP.

3. 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.

Words “should” or “may” indicate a *desirable* attribute or condition, but are permissive in nature and may affect the score the proposal receives.

4. 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 bids as stated in Part II.

The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A proposal may be rejected if:

It is not prepared in accordance with the required format or information is not submitted in the format required by this RFP.

It contains false or misleading statements or references that do not support attributes or conditions, contended by the bidder. (The proposal **shall** be rejected if, in the opinion of the Fair, such information was intended to mislead the fair in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)

It is unsigned.

5. Right to Reject Any or All Proposals

It is the policy of the fair not to solicit proposals unless there is a bona fide intention to award a contract. However, the Fair reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

6. Protests

A bidder may file a protest against the awarding of the contract.

If the fair is a District Agricultural Association: The protest must be filed with the Fair and with DGS at:

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

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 p.m. on the fifth working day after the notice of proposed award was posted in a public place at the Fair's Administration Office. Upon the expiration of this posting period, if no protest is filed, the contract is awarded.

IN ADDITION, within five (5) calendar days after filing the protest, the protesting bidder shall file with the fair 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. Protests shall be limited to the grounds contained in Public Contract Code, Section 10345*

B. OTHER INFORMATION

1. Disposition of Proposals

All materials submitted in response to this RFP would become the property of the Fair. All proposals, evaluations and scoring sheets will 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 Fair will assess a fee to cover duplicating costs. Documents may be returned only at the fair's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official Fair files.

2. Confidentiality of Proposals

The fair 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.

3. Modification or Withdrawal of Proposals

Any proposal which is received by the Fair 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.

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 cost estimate are valid for 60 days" is non-responsive to the RFP and shall on that basis be rejected.

PART IV

STATEMENT OF WORK TO BE PERFORMED AND CONTRACT TERMS AND CONDITIONS

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

Review Process:

The successful proposer will be required to execute a contractual agreement (Standard Agreement Form 213), which shall be binding upon the 31st District Agricultural Association and approval required.

A. SCOPE OF WORK

Move in and Move out

Move in will start at 8:00 a.m. on Tuesday, July 28th, 2026, and be completed with main system by 5pm. Move out will start at the conclusion of the concert on Wednesday, August 5th, 2026, and completed Thursday, August 6th, 2026, overnight. Sound equipment for the rodeo shall be staged for installation on Thursday, exact time to be arranged with the Fair's Arena Manager. Move in and move out times and dates to be approximately the same for 2027 and 2028.

1. Bidder must own or control all equipment that would be used to satisfy the terms of this Request for Bid and related contract. Equipment that is not owned shall be noted in the proposal and lease or other documents that demonstrate the bidder's control of the equipment will be included in the proposal.
2. Bidder must supply all labor, tools, materials, transportation, and sound equipment necessary to provide professional quality sound systems and equipment for the 2026, 2027 and 2028 Ventura County Fairs.
3. Bidder's equipment and/or sound systems and technicians must cover the following stages/areas:
 - a. 8 Main Grandstand Stage concerts during the 9 of the 12 days of the Fair.
 - b. Announcing system for the arena for five (5) total Rodeo shows on Friday night, Saturday and Sunday afternoons and evenings.
4. Bidder must provide two (2) professional sound technicians to operate and help set up and give support of specified equipment for the duration of the contract.

5. Bidder must provide all transportation for employees and equipment during the term of the contract.
6. Bidder must provide all lodging for employees for the term of the contract.
7. Bidder must provide all equipment and systems as designated in the "SOUND EQUIPMENT SPECIFICATIONS FOR VENTURA COUNTY FAIR."
8. The Fair is not responsible for any property belonging to the Contractor. Contractor will maintain adequate property insurance for its property insuring said property from all risks, including fire and theft.

EQUIPMENT SPECIFICATIONS

Below are specifications from prior Fair, for bidding purposes, acceptable brands are JBL, D&B and L-Acoustics. Other professional quality equipment may be considered, gear below does need to be matched item for item but must be of highest industry standard.

GRANDSTAND ARENA

Main Stage Audio

- 16 VTX V25-II 3-way high-directivity line array element
- 2 VTX Lever Hoist
- 2 VTX V25 Pull Back Adapter
- 2 VTX V25 Array Frame-Touring
- 8 JBL VT4889 / 3 Way Line Array Speaker W/ Dolly & Cover
- 2 Crown V-Rack 3xHD 12000
- 6 Crown V-Rack 3x3500
- 8 NL8 75' - 75ft
- 8 NL8 3' - 3ft
- 4 NL8 3' - 3ft
- 4 NL8 50' - 50ft
- 12 VTX-S28 Fly subwoofer
- 6 JBL VT4880 / Dual 18" Subwoofer Encl. W/ Cover & Caster
- 4 JBL VRX 932LA Speaker
- 8 NL4 125'
- 8 NL4 3'+
- 1 NL4 100'
- 1 NL4 50'
- 2 3 Way QSC 380 x4 Rack
- 1 XTA DP448 Digital Processor
- 4 JBL VT4888 / 3 Way Line Array Speaker W/ Dolly & Cover

- 4 JBL VT4880 / Dual 18" Subwoofer Encl. W/ Cover & Caster
- 1 NL8 125' - 125ft
- 1 NL8 50' - 50ft
- 2 NL8 3' - 3ft

FOH Snakes

- 1 500' QUAD ST Fiber
- 1 L14-30 Power Cable 250ft
- 1 300' W-1 Multipin
- 1 Coax Snake 300ft
- 4 Ethernet Cable (Cat5e or better) - 300'

Consoles and Monitor World

- 1 100' NL8 for side fill hod
- 1 70' 6 channel NL4 snake
- 1 50' NL8 for side fill hod
- 8 NL4 50'
- 4 NL4 100'
- 6 NL4 25'
- 4 NL4 10'
- 1 Powersoft 8 mix bi-amp rack
- 1 Powersoft 4 mix + 4 way side fill rack
- 16 VRX915M / 15" Biamp Wedge Monitor
- 1 25' Ram to Ram Jumper
- 3 9 Pair 75FT sub snake
- 1 Large Mic Cable System (80+ pc)
- 1 Large Work Box with Mics,DI,Misc
- 1 Rack for UHF-R 6-Pack with antenna distro
- 1 54x3 passive split
- 2 12' 54 pair Ramlatch Fanout
- 2 JBL MP418 SP
- 1 12x4 100FT Sub Snake
- 2 Yamaha CL5 Digital Audio Mixer
- 2 Standard IEC Cable (Edison 5-15P to IEC C13)
- 6 Component: 18" LED Littlite - 4-Pin XLR (Normal Configuration)
- 2 Component: Dust Cover for Yamaha CL5
- 2 Road Case For Yamaha CL5 Digital Mixer
- 4 Yamaha Rio 3224 Digital Stage Box
- 8 Standard IEC Cable (Edison 5-15P to IEC C13)
- 4 Ethernet Cable (Cat5e or better) - 25'

12 Professional IEM System

Power

- 1 3 phase V Rack distro in rack
- 1 3 Phase power Distro Rack Tall
- 1 4/0 Cam-Lok Feeder Set - 100'
- 5 4/0 Cam-Lok Feeder Cable - 100'
- 1 4/0 Cam-Lok Feeder Set - 50'
- 5 4/0 Cam-Lok Feeder Cable - 50'
- 1 2/0 Cam-Lok Feeder Set - 100'
- 5 2/0 Cam-Lok Feeder Cable - 100'
- 2 4/0 Cam-Lok Feeder Set - 10'
- 10 4/0 Cam-Lok Feeder Cable - 10'
- 1 Power Distro Trunk 3 phase (Large 30x60)
- 1 Cam Tail Set - 4/0 (Reverse Ground/Neutral)
- 3 Cam Tail: Bare End to Female Cam - 4/0
- 2 Cam Tail: Bare End to Male Cam - 4/0
- 1 Set of Cam Tapping Tees
- 5 Cam Tapping Tee - (1) Male to (2) Female
- 1 Cam Turn Around - Female to Female
- 1 Cam Turn Around - Male to Male

Audio Technicians

- # Two (2) Qualified sound technicians who are skilled and trained with expertise operating a line array system, running Smart or similar tuning software audio program's and working with major recording artists.

Rigging Contractor must supply all needed chain motors and rigging to fly speaker system.

Transportation Contractor must supply all trucking and transportation for audio equipment and crew.

RODEO SYSTEM

- # One (1) Mackie VLZ 1402 4 channel mixer
- # One (1) DBX stereo ½ octave EQ
- # Two (2) Shure Professional UHF wireless handheld microphones
- # One (1) Shure Professional UHF wireless lavalier microphones
- # One (1) Pioneer multi-disc player

- # One (1) Tascam – Cassette player
- # One (1) Lectrosonics powered maxi mouse monitor for announcer's booth
- # Note Sound Contractor will use some of the JBL Vertec Vt-4889 speakers & amplifier racks from the concert stage to amplify the rodeo
- # One (1) Sound Contractor's technicians to operate system for rodeo

Ventura County Fair to provide the following:

- a. Minimum crew of eight (8) stage hands to load in and help set-up during show days and load systems out (some may be required during shows for set changes).
- b. Minimum crew of one (1) rigger to rig system in and out.
- c. Minimum crew of two (2) loaders to load equipment out of truck before shows and load back in after shows.
- d. Electrical power at the facility or provide a generator suitable for the needs of sound (earth ground rod to be provided with generator).
- e. Power service for sound of 208 volts, 200 amps three phase within 200 feet of stage.
- f. Electrician to tie in power and disconnect power after shows.
- g. For outdoor shows only, E-Z up (10x10) tents, or similar, during the day to shade console from the heat/sun for the front of house console and monitor console. All shades or canopies must be removed before start of show.
- h. Security of equipment for the duration of Fair events until system is loaded out.
- i. Access to drive trucks on grounds to load in site or stage site and provide parking for Contractor's vehicles at no charge.
- j. Access to Fair events/shows contractor's technicians are to perform during the term of the contract.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the DAA's needs as described in the RFP. This part describes the process the DAA 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. Technical proposals that meet the submittal format requirements, as stated in the previous paragraph, will be submitted to the Committee for
 - review of the technical proposal,
 - confirmation that the information is presented in the format required by the RFP, and
 - 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 DAA 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 inaccuracy is 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 technical proposal.

This is not a public review.

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

This is not a public review.

6. In order to obtain the average score for each bidder, the total points of *each* reviewer will be added up for *each* bidder and the result divided by the number of people on the Committee. This score is then used to determine if the bidder has the minimum number of points to qualify for the second tier.
7. The Financial Proposal Bid Form of those responsible qualified bidders achieving the required minimum points will then be opened. Certified small business bidders, who have included in their proposal a copy of their Small Business Certification Approval Letter, shall be granted a preference of five (5%) percent.
8. Selection of the bidder is based on the financial proposal bid form of the qualifying technical proposals.
9. 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.
10. Contract award is heard and formally approved at the next Board Meeting. All bidders will be notified of the results.

B. SCORING PROCESS

Bidders receiving a score of 90 points or more on the “Technical Proposal” Tier 1, will be deemed qualified and their “Financial Proposal Bid Form”, Tier 2, will be reviewed. **If a bidder does not receive the minimum number of points, as stated above, that bidder will not be deemed qualified and the bidder’s financial proposal will not be opened nor reviewed.** The following information must be provided by the bidder in order for the RFP to be scored. Failure to provide requested information will result in rejection of the proposal. Be as detailed as possible in descriptions.

SCORING CRITERIA AND ITEMS TO BE SCORED

TOTAL SCORE IS 100 POINTS

1. Past experience and previous performance40 Points

- a) Provide a summary describing the company background and experience providing professional sound equipment for Fairs & Festivals. List all past experience and previous performance for the past five (5) years under similar or relevant conditions. Provide name and contact number for each event.
- b) List all fairs contracted with during the last five (5) years. Provide name and contact number for each.
- c) List two (2) events that bidder provides or has provided sound for in venues of similar size and scope. List at least two events where bidder has supplied and operated multiple sound systems in Fair, conventions or the equivalent.
- d) Include at least three (3) letters of recommendations from the CEO’s of California Fairs on their letterhead, and dated within the last two years.
- e) Include an additional three (3) letters of recommendations from any past productions that the bidder has provided multi day services for in the last five years. Provide name and contact information.
- f) Include names, addresses and telephone numbers of at least five (5) business related references from banks, suppliers or other businesses dealt with.

Past experience and previous performance: _____

2. Equipment.....40 Points

- a. Provide inventory of equipment proposed for the Fair that is appropriate to correctly and adequately meet artist requirements and audience experience. Equipment must be of the latest generation of its specific brand. Acceptable brands are JBL, L-Acoustics or similar.
- b. Provide a list of all the sound systems and equipment that proposer will provide to meet specified needs of the Fair.
- c. Provide lists of equipment being proposed for each location listed in Scope of Work supplying for each piece valued over \$100, the common name, model, serial number, year of manufacture, and estimated value.
- d. Summarize in detail how equipment proposed is packaged and integrated for each location listed in Scope of Work (i.e. where equipment is rack cased, supplying rack designation, listing

equipment in said rack, and detailing how equipment in said rack connects to the rest of the system{ i.e. XLR, TRS, multipin, and etc.}

- e. Explain a maintenance plan for equipment quality and quantity in the following (optional second through third) years of the contract as provided in the first year of the contract.
- f. Provide a maintenance plan for the bidder's equipment. Bidder must own all equipment and all equipment must be the latest generation of that brand.

Equipment: _____

3. Personnel.....10 Points

- a. Include a copy of bidder's personnel manual and applicable policies or statements related to same (i.e. dress code, personal integrity, public relations, unacceptable conduct, safety, willingness to work with and cooperate with event staff, performers and/or their representatives.)
- b. List and explain overall qualifications of bidder's company and business philosophy, attitude, interest in project, integrity, etc.

Personnel: _____

4. Compliance with RFP.....10 Points

- a. Follow format
- b. Information presented in order and manner requested
- c. All questions answered
- d. All requested data supplied

Compliance with RFP: _____

TOTAL COMBINED SCORE: _____

PART VI

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 two (2) separate documents placed in two (2) separate sealed packages; both sealed packages are inserted into a third package. All packages need to be clearly labeled in the manner described in Part II.

1. Tier 1 “Technical Proposal”

Information in the technical 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 8 1/2” X 11” paper; and all narrative portions of the proposal should be typed.

- The first page of the technical proposal 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 #23-03 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 must 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.

Section I

1. Cover letter as described above
2. Table of Contents
3. Three (3) completed, dated and signed “Bidder/Contractor Status Form”;
4. Three (3) copies of the “OSBCR” Small Business Certification Approval Letter”, if bidder is claiming the small business preference and has already received certification letter.
5. Bidder must provide all information/documentation requested in Part V, B (necessary to the scoring process).

2. Tier 2 “Financial Proposal Bid Form”

Section II – Information to be provided by proposer

1. Complete attached “Financial Proposal Bid Form”, which must be completed and signed by authorized representative. Place this form in a separate sealed envelope.
2. Attach client references with letters of recommendation, complete with name, address and telephone number.

PART VII

FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Contractor Status Form, completed and signed.
- Technical Bid Form.
- Financial Proposal Bid Form, completed and signed.
- Small Business Certification letter (if applicable).

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
- Standard Contract Terms and Conditions (SCTC)
- CFSA 's Insurance Requirements

FINANCIAL PROPOSAL BID FORM

THREE-YEAR GRANDSTAND SOUND EQUIPMENT RENTAL & SERVICE

Bidder agrees to provide sound equipment and services as described from July 1st, 2026 through August 31st, 2028 for the following amounts:

TOTAL BID “2026” \$ _____

TOTAL BID “2027” \$ _____

TOTAL BID “2028” \$ _____

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 bidder's 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: _____ Date: _____

Title: _____

BIDDER/CONTRACTOR STATUS FORM

Page 1 of 2

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

Address: _____ Fed 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) _____ General Partnership _____ Limited Partnership

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: _____

BIDDER/CONTRACTOR STATUS FORM CONT.

Page 2 of 2

All Must Answer (Please Check One)

Are you subject to Federal Backup Withholding? _____ Yes _____ No

Fictitious Name (Please Check One) _____ Yes _____ No

If bidder 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 IFB? _____ 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 (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

Signature

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.

TECHNICAL BID FORM

BIDDER'S NAME:

FAIR:

The undersigned declares under penalty under the laws of the State of California that the matters set forth in this "Technical Bid Form" and all attachments thereto and enclosures therewith, if any, are true.

The undersigned hereby bids and agrees to furnish all equipment, apparatus, labor, supplies, and other facilities and incidentals necessary and/or required to perform all work required for the above-named Fair in the manner and time prescribed in the RFP and such addenda thereto as may be issued prior to bid opening date (please complete acknowledgements of receipts below) and all other contract documents as defined in the Standard Agreement. Bidder hereby acknowledges receipt of all Addenda to this Request for Proposal by completing the following:

Addenda No. _____
Received and acknowledged

Bidder's initials _____

Addenda No. _____
Received and acknowledged

Bidder's initials _____

Addenda No. _____
Received and acknowledged

Bidder's initials _____

Each "Technical Bid Form" submitted shall include the items below:

1. All attachments appropriately numbered
2. Other

Name: _____ Date: _____