

31ST DISTRICT AGRICULTURAL ASSOCIATION

INVITATION FOR BID

NUMBER #25-02

**THREE YEARS - PORTABLE RESTROOM RENTAL & PUMPING SERVICES (FAIRTIME
ONLY)**

Contact Person: **Jason Amelio, Deputy Manager**

These are the only authorized persons designated by the DAA to receive communication concerning this IFB. **Please do not attempt to contact any other person concerning this IFB.** Oral communication of 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 5th, 2025**

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PART I

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

PART II

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, Ventura County Fairgrounds in releasing this IFB, intends to award a contract for the purpose of the rental of portable restroom units and pumping services at **Fairtime only** for a three-year period beginning July 1, 2026 through August 31, 2026. Services are for substantial needs for the 12-day, 2026, 2027 and 2028 annual Ventura County Fair (held July 29th – August 9th, 2026, and on similar dates in 2027 and 2028).

C. TENTATIVE SCHEDULE

- | | | |
|----|--|---------------------------------------|
| 1. | IFB Released/Posted | <u>December 5th, 2025</u> |
| 2. | Site Walk (Upon Request), First Day bids are Accepted | <u>December 19th, 2025</u> |
| 3. | Questions Due | <u>January 5th, 2026</u> |
| 4. | Final Bids Due | <u>January 12th, 2026</u> |
| 5. | Proposed Contract Award | <u>January 13th, 2026</u> |
| 6. | Protest Period Ends | <u>January 26th, 2026</u> |
| 7. | Contract Award | January 27 th , 2026 |

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 are directed to:

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

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

IFB #25-02
Three-year Portable Restroom Rental & Pumping Services
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 section 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**.
- One (1) copy of the attached DVBE documentation forms, which is mandatory if bid, and totals over \$10,000.00 (**Applicable**).
- One (1) copy of the “Small Business Certification Approval Letter”, mandatory, if bidder is claiming the 5% Small Business Preference;
- One (1) copy of the insurance certificate(s) submitted in accordance with the 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 Association; 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 one (1) signed copy. (**Mandatory**)

F. STATEMENT OF WORK 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 General Terms and Conditions and will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

1. Bidder agrees to invoice the State at the rates per the accepted bid, only for the actual number of equipment and/or services received. Should the State request equipment and/or services above the contract level, the contractor will be authorized payment under an approved purchase order at the established contract price. Additional services shall be under all requirements and provisions of the contract.
2. Bidder agrees that all equipment furnished during the contract period shall be under the ownership or lease of the company listed below.
3. Bidder agrees to provide equipment and services for the 2026, 2027 and 2028 annual Ventura County Fair.
4. Bidder agrees equipment must be installed as per the Statement of Work, Schedule of Units, pages #6 – #8.
5. Bidder agrees equipment must be removed as per the Statement of Work, Schedule of Units, pages #6 – #8.
6. Bidder agrees to provide the Ventura County Fair with the name and telephone number of a 24-hour contact person representing contractor. The 24-hour contact person must be able to respond to an emergency call within one-hour.
7. Bidder agrees to service the regular, handicap, and hand washing station portable units daily, between the hours of 5:00 a.m. and 8:00 a.m. Bidder also agrees to provide a second service daily for any designated units specified by the Fair at approximately 3:00 p.m. Regular and handicap units must be dry upon completion of daily service.
8. Provide pumping service for Concessionaire RV units, Open Livestock Show RV units and 4-H & FFA RV units commencing on or about July 20, 2026. Service for all RV units will be under the direction of the Camping Superintendent. All units located at the State Beach Camping Area are to be serviced at contract price; the Contractor will be responsible for collecting fees from each RV unit. The Fair will not be responsible for payment of pumping services for RV units at the State Beach. Contractor shall have a mobile method of direct payment for this service. The Fair is to only be billed at the contracted rate for any RV that is authorized by the Maintenance Supervisor or Camping Superintendent and must include a signed invoice.

9. Bidder agrees hours for service / pumping are as follows:

DESCRIPTION OF UNITS	SERVICE / PUMPING TIME	
	Begin	Complete
Regular / Handicap / Sink portable units	5:00 a.m.	8:00 a.m.
Concession RV units	8:00 a.m.	Estimated time 10:00 a.m.
Open Livestock Show RV units	8:00 a.m.	Estimated time 10:00 a.m.
4-H & FFA RV units	8:00 a.m.	Estimated time 11:00 a.m.
Other RV units	8:00 a.m.	Estimated time 11:00 a.m.
Holding tanks	5:00 a.m.	8:00 a.m.
Emergency Service	As Requested	

10. Bidder agrees to have on site during the hours for service / pumping, two (2) servicing trucks with operators. Servicing trucks must be equipped with no less than one hundred feet (100') of pumping hose and must have the ability to pump from a container. Servicing trucks will not be able to connect to RV's (this helps prevent RV holding tanks from collapsing).
11. Bidder agrees to deliver and return units located in the Grandstand Arena as per the Statement of Work, Schedule of Units, and pages #6 – #8.
12. Bidder agrees that the Statement of Work, Schedule of Units, pages #6 – #8 is approximate and is subject to change as needed.
13. Bidder agrees that should dates change, the State will notify the contractor within 10 days with a written notice of updated dates and/or times.
14. Bidder agrees to include all delivery, setup and removal fees in the per unit price of each of the units included in pages #6 - #8.

RENTAL / SERVICE PERIOD: July 13th through August 14th, 2026
Actual dates, unit amounts and services required may vary, confirm needs with Fair
Maintenance Supervisor
10 Days prior to Delivery
Carnival Camping Area

Delivered July 13th, 2026 Remove August 14th, 2026

Quantity	Type of unit	Service Schedule All Units
15	Regular	July 13 th , 2026 – July 28 th , 2026 Mon., Wed., Fri., Before 11:00 am July 29 th - August 10 th Daily before 8:00 am August 11 th - August 17 th Mon., Wed., Fri., before 11:00 am
5	Handicap	
10	Hand wash Station	

Main Parking Lot

Delivered July 27th, 2026 Remove August 10th, 2026

Quantity	Type of unit	Delivery and Service Schedule All Units
14	Regular	Delivery: July 27 th Service Daily: July 29 th - August 9 th Daily before 8:00 am
4	Handicap	
6	Hand wash Station	

Grounds Units

Delivered Between July 25th and July 28th, 2026, Remove August 10th, 2026

Quantity	Type of unit	Delivery and Service Schedule All Units
34	Regular	Delivered Between July 25 th and July 28 th Service Daily: July 29 th - August 9 th Between 5:00 am and 8:00 am
5	Handicap	
10	Hand wash Station	

Main Grandstands and VIP Arena

Delivery July 27th Before 1:00PM Removed August 10th at 10:00 PM*

65 Regular	Delivered July 27 th *Partial Removal of VIP on 8/6 by 10:00pm Removed August 10 th at App. 10:00 pm Service Daily Between 5:00 am And 9:00 am
15 Handicap	
12 Handwashing stations or trailer	

State Beach Camping/Offsite Locations

Delivery July 31st Removed August 10th Before 11:00 AM

12	Regular	Delivery July 31 st July 31 st - August 10 th Daily before 8:00 am
2	Handicap	
2	Hand wash Station	

RENTAL / SERVICE PERIOD: 2027

**Actual dates, unit amounts and services required may vary, confirm needs with Fair
Maintenance Supervisor
10 Days prior to Delivery
Carnival Camping Area**

Quantity	Type of unit	Service Schedule All Units
15	Regular	Similar Dates to 2026
5	Handicap	
10	Hand wash Station	

Main Parking Lot

Quantity	Type of unit	Delivery and Service Schedule All Units
10	Regular	Similar Dates to 2026
4	Handicap	
6	Hand wash Station	

Grounds Units

Quantity	Type of unit	Delivery and Service Schedule All Units
20	Regular	Similar Dates to 2026
5	Handicap	
10	Hand wash Station	

Main Grandstands Arena

50	Regular	Similar Dates to 2026
15	Handicap	
12	Hand wash Station	

State Beach Camping/Offsite Locations

8	Regular	Similar Dates to 2026
2	Handicap	
2	Hand wash Station	

RENTAL / SERVICE PERIOD: 2028

**Actual dates, unit amounts and services required may vary, confirm needs with Fair
Maintenance Supervisor
10 Days prior to Delivery
Carnival Camping Area**

Quantity	Type of unit	Service Schedule All Units
15	Regular	Similar Dates to 2026
5	Handicap	
1	Hand wash Station	

Main Parking Lot

Quantity	Type of unit	Delivery and Service Schedule All Units
15	Regular	Similar Dates to 2026
4	Handicap	
4	Hand wash Station	

Grounds Units

Quantity	Type of unit	Delivery and Service Schedule All Units
34	Regular	Similar Dates to 2026
5	Handicap	
10	Hand wash Station	

Main Grandstands Arena

65	Regular	Similar Dates to 2026
15	Handicap	
10	Hand wash Station	

State Beach Camping/Offsite Locations

12	Regular	Similar Dates to 2026
2	Handicap	
2	Hand wash Station	

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 the 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 Totalling 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 Proposal Bid Form, completed and signed (mandatory)
- Financial Bid Form Worksheet (mandatory)

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
- CFSA Insurance Statement
- Workers Compensation Insurance Statement
- CCC307
- 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
IFB #25-02

THREE-YEARS PORTABLE RESTROOM RENTAL AND PUMPING SERVICES

Bidder agrees to provide equipment and service as described from July 1, 2026 through August 31, 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 is required to submit a copy of the OSMB's Small Business Certification Approval Letter with the technical proposal package.

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

FIRM NAME

TELEPHONE NUMBER

ADDRESS

CITY/STATE/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 the 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 PROPOSAL WORKSHEET
IFB #25-02

ALL UNIT PRICES MUST INCLUDE DELIVERY, SETUP & REMOVAL FEES

QUANTITY	DESCRIPTION OF EQUIPMENT	2026		2027		2028	
		Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
	Rental Units						
150	Regular Portable Restroom Unit						
35	Handicap Portable Restroom Unit						
40	Portable Hand Washing Stations						
2000	Pumping Service Portable Restroom						
600	Pumping Service Hand Washing Stations						
2	Grey Water Holding Tanks						
	Emergency Services (Do not include in bid total, may be needed.)						
	Regular / Handicap Units						
	Portable Hand Washing Station						
	Pumping Service Portable Restroom						
	Pumping Service Hand Washing Stations						
	Grey Water Holding Tanks						
	RV Pumping (Do not include in total bid, may be needed.)						
	RV Pumping						
	*Subtotal should be the sum of all Rental Units per year						
		Sub Total	\$	Sub Total	\$	Sub Total	\$
		Tax @ .0775	\$	Tax @ .0775	\$	Tax @ .0775	\$
		2026 Total	\$	2027 Total	\$	2028 Total	\$
				Total Bid Amount			\$