VENTURA COUNTY FAIRGROUNDS & EVENT CENTER

10 W. Harbor Blvd. | Ventura, CA 93001
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Memo

Date: 11/6/26
To: All RFP #26-002 Recipients
From: Heidi Ortiz, CEO – 31st District Agricultural Association
Subject: Addendum #1 RFP #26-002 - RFP Questions Clarification Addendum

The purpose of this addendum is to respond to questions with clarifying answers that were asked regarding RFP #26-002 Master Food & Beverage Concessionaire Services. The answers are written out in red.

1. Section 3.8, Proposal Submission Instructions: Given the reissue of the RFP with a shortened submission timeframe and acceptance of electronic signatures, would the District permit electronic submission of the Technical and Financial Proposals? If so, please identify the approved submission method and any requirements for keeping the Financial Proposal separate and confidential until technical qualification is complete.

Physical submissions are still required.

2. Sections 3.3, 4.1(1), 4.1(7), 6.1(3), 6.1(4), and 8.2, Minimum Qualifications: Recognizing the other State solicitations for comparable contracts had specific requirements for minimum qualifications, we wish to clarify and confirm the minimum qualifications applicable to the revised solicitation, including whether the District requires the bidding entity to have:

a. A minimum number of years in business or prior food and beverage concessions experience at events of comparable size and complexity, including any attendance, duration, or sales-volume thresholds.

The District will evaluate organizational experience in accordance with Sections 3.3 and 8.2.1. The RFP does not establish a separate minimum number of years in business, minimum event attendance, or minimum sales volume beyond the stated requirements. Bidders should demonstrate relevant food and beverage industry experience, qualified personnel, operational capacity, and the ability to perform the services described in the Scope of Work. The District will weigh the experience as part of the overall technical score.

b. Specific financial benchmarks, such as minimum revenue, net worth, liquidity, working capital, or bonding capacity.

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Bidders must demonstrate sufficient financial capability to fulfil the contract obligations described in the RFP. Financial information submitted under Section 6.1(4) should establish the bidder's ability to support staffing, inventory, equipment, operating expenses, and other financial commitments associated with the Fair's food and beverage operations. The District has not established a separate minimum annual revenue, net worth, liquidity, working capital, or bonding threshold beyond the requirements stated in the RFP. Financial capability will be evaluated in accordance with the published criteria.

c. An appropriate California ABC license at proposal submission, or the demonstrated ability to obtain the required license before commencing operations.

A bidder is not required to hold a California ABC license for the contemplated operations at the time of proposal submission if the required license is not yet available at that stage. However, the successful bidder must demonstrate the ability to obtain and maintain all licenses and permits required for its assigned operations before commencing any activity requiring such authorization. The successful bidder will be responsible for complying with all applicable ABC requirements and the licensing provisions of the agreement.

3. Sections 1.2, 3.9, and 6.3, Award Methodology: Sections 1.2 and 3.9 retain references to the lowest-cost bidder. Please confirm that, after technical qualification and applicable preferences, award will be based on the highest combined financial score under the revised 85-point revenue-share and 15-point BCIO methodology.

Under the revised 85-point revenue-share and 15-point BCIO methodology the bidder with highest combined financial score, representing the most favorable return to the Association, will receive the highest score with the maximum being 85 points. The next highest bidder would receive a proportional score; this would continue for all subsequent bids. The BCIO will be scored using the same method with 15 points maximum awarded to the highest amount offered and lower proportional scores assigned to each subsequent lower offer.

Please see the sample below, all numbers including sample scores are for the purpose of example only.

Bidder A:	80,000 commission	10,000 BCIO
Bidder B:	90,000 commission	5,000 BCIO
Bidder C:	100,000 commission	7,500 BCIO

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Bidder A:	68 points (80,000/100,000*85)	15 points (10,000 is highest so it gets entire points)
Bidder B:	76.5 points (90,000/100,000*85)	7.5 points (5,000/10,000*15)
Bidder C:	85 points (100,000 is highest)	11.25 points (7,500/10,000*15)

Results would be:
Bidder A: 83 points
Bidder B: 84 points
Bidder C: 96.25 points

4. Sections 5.2, 6.1, and 6.3, Technical and Financial Scoring: Please confirm whether technical scores contribute to the final ranking or are used solely to determine whether a bidder meets the 75-point threshold for financial evaluation. Once a bidder qualifies, is the final ranking determined exclusively by the 100-point financial evaluation, or will the technical score and the financial score be combined to determine award?

The technical scores are solely used to determine if a company meets the 75-point minimum to advance to the financial evaluation. Final ranking will be based on final evaluation.

5. Section 6.3(1), Financial Proposal Evaluation: Please explain how the 2024 and 2025 sales figures will be used to calculate the 85-point revenue-share score, including which revenue categories will be included, whether the sample years will be averaged, and how the baseline will be applied across the initial term and renewal options.

2024 and 2025 sales figures will be averaged and then the proposed commission percentages would be applied to those numbers deriving a yearly commission total. All yearly commission totals will be added together for the sum value of the financial proposal which will be used for scoring. For further clarification see the scoring sample outlined in the response to question 3.

6. Sections 3.21, 6.3, and 7, Alternative Financial Structures: Would the District consider an alternative financial structure, such as a management-fee arrangement? If so, please clarify how bidders should present it, whether a completed commission-based Financial Proposal Form must also be submitted, and how the alternative would be evaluated against other offers.

We are not open to alternative financial structures.

7. Section 7, Financial Proposal Form: May bidders modify or supplement the Financial Proposal Form to include additional line items or financial commitments?

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No, the Financial Proposal Form must not be modified to include additional line items or financial commitments.

8. Sections 6.3(2) and 7, Capital Investment: Please confirm whether unrestricted cash contributions for District-selected deferred maintenance or facility improvements qualify as BCIO. Must each expenditure be associated with the food and beverage contract and individually approved by the District?

Yes, unrestricted cash contributions for District-selected deferred maintenance or facility improvements qualify as BCIO. All BCIO should be associated with food & beverage contract unless District agrees in writing otherwise.

9. Sections 6.3(2) and 7, BCIO Evaluation: Please confirm whether the 15-point capital score will be calculated using the total BCIO offered across all five periods shown on the Financial Proposal Form, including both renewal options. Will all capital dollars receive equal scoring consideration regardless of the year allocated?

All potential contract years will be considered as one combined total for the purpose of scoring.

10. Sections 6.3(1), 6.3(2), and 7, Revenue Impact of Capital Improvements: May bidders submit revenue projections demonstrating the anticipated impact of proposed capital improvements? If so, please clarify where this information should be included and whether it will be considered in the technical or financial evaluation, or whether financial scoring will rely solely on the historical sales baseline regardless of projected revenue growth.

Anticipated impact of the proposed capital improvements will be considered as part of the technical evaluation. The Financial Evaluation will solely rely on the averaged total of the historical sales provided.

11. Sections 4.11(7), 6.3(2), and 7, Capital Expenditure Timing: Please define "contract year" for purposes of spending BCIO funds. Does the first allocation cover December 1, 2026, through December 31, 2027, with subsequent allocations following calendar years? In addition, how does the District expect the capital to be amortized?

The first year would be considered December 1, 2026 through December 31, 2027 with each subsequent year considered January 1 through December 31 (calendar year).

The optional BCIO is above and in addition to the commission revenue percentages offered. BCIO expenditures cannot be credited against, offset from, or used to reduce the regular commission percentages that the Contractor owes to the District from food, beverage, or catering sales.

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12. Sections 3.24 and 6.3(2), Equipment Ownership and Capital Amortization: May bidders amortize capital investments funded through the Base Capital Improvement Offer (BCIO) over the term of the agreement? If so, please confirm whether the amortization period is limited to the initial term or may include renewal option years.

This question does not pertain to the technical requirements of the RFP.

13. Sections 3.24 and 7, Equipment Costs and Ownership Disclosures: Please clarify *where* bidders should disclose proposed equipment, associated costs, and ownership or transfer terms. Should this information appear in the Technical Proposal, or should bidders attach supplemental pages to the Financial Proposal Form? If supplemental pages are permitted, please confirm any required format and whether they should be included within the separately sealed Financial Proposal package.

This should be included in the Technical Proposal.

14. Section 7, Financial Proposal Form: The form retains November 16, 2026, start date, while Sections 1.1 and 3.1 establish December 1, 2026, commencement. Please confirm the correct first-period dates and provide a corrected form or instructions for completing the existing form.

The correct date is December 1, 2026 and the corrected form is included with this addendum.

15. Sections 4.1(6)(b) and 4.2(4), Collection of Sales and Weekly Settlement: The revised RFP requires all gross sales to be collected by the Fairgrounds and deposited directly into Fairgrounds-controlled merchant and bank accounts. As this differs from the current settlement process, please clarify how the following responsibilities and payment terms will be addressed in the agreement:

The District is open to exploring what is in the best interest of both parties once a winning bid is selected as it pertains to question 15 a-d.

a. Weekly settlement: Will the agreement establish a fixed weekly deadline for the District to remit amounts due to the concessionaire, along with an itemized reconciliation of sales, commissions, refunds, chargebacks, and any other deductions?

There would be a monthly settlement which would include the itemized reconciliation of each week within the month. The reconciliation would include refunds, commission, sales, chargebacks and any other deductions.

b. Offsets and withholding: Will settlement payments be made net of only the agreed commission and other expressly defined transaction adjustments, without offsets or

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withholding for unrelated or disputed amounts? If the District intends to retain any offset or withholding rights, please specify their scope and the applicable notice and dispute process.

Chargebacks and convenience fees will be deducted on a monthly basis and any reversals or refunds would be reconciled monthly. As a government agency there would be no refund of taxes because we do not pay state or federal taxes; other than sales tax.

c. Sales tax and tips: Who will be responsible for collecting, reporting, and remitting sales tax and distributing tips? Where the concessionaire is responsible for remittance or distribution, when will the District pass through those funds?

The District would be responsible for collecting, reporting, and remitting sales tax and distributing tips. The District will pass through those funds with monthly settlement.

d. POS and payment processing: Will the District be responsible for providing, configuring, maintaining, and paying for the POS payment processing if payment is received into District-controlled merchant accounts? Who will serve as merchant of record, handle refunds and chargebacks, and provide the concessionaire with access to transaction and settlement reports?

We are open to exploring what is in the best interest of both parties. The RFP states that the bidder provides the POS equipment and with the District as the merchant of record that would handle all the settlements and chargebacks. Refunds can happen at the device, therefore through the bidder's management. The bidder will have access to the transaction and settlement reports.

16. Sections 3.21 and 4.1, Exceptions to RFP and Contract Terms: Given the RFP's statement that 'contract terms are fixed and nonnegotiable', please confirm whether bidders may ask for the opportunity to discuss and propose revisions to any RFP requirement or sample agreement provision without rendering their proposals nonresponsive.

Yes, we are open to discuss and hear proposed revisions; however, we reserve the right to default to original RFP terms and conditions.

17. Sections 6.3 and 7: Financial Proposal Evaluation and Financial Proposal Form With the Proposal due Thursday, November 12, at 4:00 PM, can we assume that our previously submitted Level 1 proposal, which is already in your possession, will be considered received and complete?

We cannot use previously submitted materials for the revised bid.

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18. Paragraph 3.2 on page 11 requires bidders to participate in a site visit. However, para 3.4 on page 12 states there will not be a site walk. Can you clarify, please?

A site walk will not be required for the revised bid.

19. Para 3.7 `on page 13 references hard copy submission. However, section 8's structure mimics online portal responses. Is there an electronic/portal upload option

A hard copy submission is required.

20. Para 3.8 on page 14 outlines acceptable signatures. Will the association accept an Adobe signed document?

Legally valid electronic signatures will be accepted.

7. Financial Proposal Form

Bidder offers to provide Master Food & Beverage Concessionaire Services as described in the Scope of Work of RFP #26-002.

Provide the proposed commission percentage for each item and year.

INITIAL CONTRACT TERM

December 1, 2026 – December 31, 2027

Food (percentage guarantee): _____ % Alcohol (percentage guarantee) _____ %

Catering (percentage guarantee): _____ % Subcontract (max. usage): _____ %

Base Capital Improvement Offer (Optional): $_____

January 1, 2028 – December 31, 2028

Food (percentage guarantee): _____ % Alcohol (percentage guarantee) _____ %

Catering (percentage guarantee): _____ % Subcontract (max. usage): _____ %

Base Capital Improvement Offer (Optional): $_____

January 1, 2029 – December 31, 2029

Food (percentage guarantee): _____ % Alcohol (percentage guarantee) _____ %

Catering (percentage guarantee): _____ % Subcontract (max. usage): _____ %

Base Capital Improvement Offer (Optional): $_____

Option Year One: January 1, 2030 – December 31, 2030

Food (percentage guarantee): _____ % Alcohol (percentage guarantee) _____ %

Catering (percentage guarantee): _____ % Subcontract (max. usage): _____ %

Base Capital Improvement Offer (Optional): $_____

Option Year Two: January 1, 2031 – December 31, 2031

Food (percentage guarantee): _____ % Alcohol (percentage guarantee) _____ %

Catering (percentage guarantee): _____ % Subcontract (max. usage): _____ %

Base Capital Improvement Offer (Optional): $_____

Proposer agrees to pay the represented percentage listed on this form**:** *(Please initial below)*

Yes: _____ No: _____

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 the form in order for the Financial Bid Form to be considered.

Firm Name: _____

Address: _____

City, State, Zip: _____

Email: _____ **Telephone:** _____

Taxpayer Identification Number: _____

Bidder certifies to the DAA that Bidder has thoroughly familiarized themselves 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 Financial Bid Proposal form, the Bidder certifies that they have read and understood the RFP 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:** _____