



23rd DISTRICT AGRICULTURAL ASSOCIATION
Contra Costa County Fair
Antioch, CA

Primary/Two Tier
REQUEST FOR PROPOSAL (RFP) CARNIVAL Services Contract

RFP #26-01

This person is the only authorized person designated by the fair to receive communication concerning this RFP.

Contact Person
Cheyenne Erickson
CEO/Fair Manager
925-354-8249

Please do not attempt to contact any other person concerning this RFP. Oral communication from 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 concerning this RFP

TABLE OF CONTENTS

PART I – DEFINITIONS 3

PART II – GENERAL INFORMATION..... 4

 A. Request for Proposals (RFP)4

 B. Bidder Responsibility 4

 C. Delivery of Proposals 5

 D. Contract Award.....5

 E. Tentative Schedule 5

 F. Small Business Preference 5-6

 G. Bidder/Contractor Status Form..... 6

 H. CFSA Carnival Master Insurance List6

 I. History and General Background Information7-8

PART III – RULES GOVERNING COMPETITION & TECHNICAL EVALUATION8

 A. RFP Requirements and Conditions..... 8-10

 B. Other Information 11

**PART IV – STATEMENT OF WORK TO BE PERFORMED
AND CONTRACT TERMS AND CONDITIONS 12**

 A. Carnival Operational Requirements..... 12-15

 B. Safety Requirements 15

 C. Carnival Operations 15-20

PART V – EVALUATION, SELECTION, AND SCORING PROCESS 20

 A. Evaluation and Selection Process..... 20

 B. Scoring Criteria 21

PART VI – MANDATORY FORMAT AND CONTENT REQUIREMENTS 23

 A. Introduction23

 B. Proposal Format and Content 23-24

PART VII – FORMS 25

PART 1

BIDDER

The individual, company, organization or business entity submitting the proposal in response to the Request for Proposal.

**EVALUATION
& SELECTION
COMMITTEE**

Hereinafter referred to as "***Committee***" Committee chosen by the fair to evaluate and score proposals received.

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 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
West Sacramento, Ca 95605
Attention: Office of Legal Services*

RFP

Request for Proposal

RESPONSIVE

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".

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The 23rd District Agricultural Association in releasing this RFP intends to award a contract for a period of five years for the purpose of carnival operation during the 2026, 2027, 2028, 2029, and 2030 Contra Costa Fair.

(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 fair 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

Proposals must be physically received prior to the closing times and at the place stated below, in the format specified below and as more particularly described in Part VI, Section B, Failure to timely submit your proposal shall result in an automatic rejection. Failure to meet any of the below requirements or any of those identified in Part III, Section A, Paragraph 4 may result in a rejection, or a reduction in points during the scoring process. Please see Part III, Section a, Paragraph 4 for more detail regarding automatic and discretionary rejections. ***Unless otherwise stated, faxes are unacceptable.***

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

- Proposals shall be limited to 50 pages (plus cover sheets and RFP required forms)
- One sealed package-containing three (3) copies of the technical proposal and labeled with the bidder's name, the RFP number and the words "Technical Proposal". (For additional details, see Part VI.)
- One sealed package containing three (3) copies of the financial proposal bid form and labeled "Financial Proposal Bid Form". (For additional details, see Part VI.)
- Both sealed packages must be placed in a third package with the bidder's name on the outside addressed as follows:

**Cheyenne Erickson, CEO/Fair Manager
23rd District Agricultural Association
1201 W. 10th Street
Antioch, CA 94509
Carnival RFP #26-01**

All proposals must have original signatures, and be submitted to the Fair’s Administration Office, no later than **Thursday, March 19, 2026** no later than 12 PM. Pursuant to the law, no proposals shall be considered which have not been received at the place, and prior to the closing time, stated in this RFP.

D. CONTRACT AWARD

If the proposal is not automatically rejected as described in Part II, Section C, then each bidder’s technical proposal is evaluated and scored by the Committee who utilizes the score sheet included in Part V. Subsequently, the “Financial Proposal Bid Forms” will be opened and scored. Small Business Preference will be computed where applicable.

If a contract is awarded, it shall be granted to the responsible bidder who submits the proposal with the highest final score. Prior to the Board awarding a contract, the Fair shall post a “**Notice of Proposed Award**” at the administration office for five (5) calendar days. In addition, a copy of the notice will be mailed to each bidder. Upon the expiration of the five-day posting period (close of business on the fifth calendar day), if no protest has been filed, the contract is awarded. If a protest is filed prior to the contract award, the contract shall not be awarded until the protest has been withdrawn by the bidder or rejected by the Department of General Services.

E. TENTATIVE SCHEDULE

RFP Released	February 26, 2026
Proposals due at Fair’s Administration Office no later than 12:00 p.m.	March 19, 2026
“Notice of Proposed Award” posted & mailed	April 9, 2026
Date Award Final – no protest may be filed after this time.	April 14, 2026
Proposed contract commences	April 15, 2026

F. SMALL BUSINESS PREFERENCE (APPLIES ONLY IF FAIR IS A DISTRICT AGRICULTURAL ASSOCIATION)

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/MB’s to 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 you are claiming the 5% small business preference and are SB or MB, or if your application is on file with Office of Small Business and DVBE Services (OSDS), or if you are claiming preference as a non-small business subcontracting with certified SB/MB (s), see PART VI of the RFP for instructions regarding what to submit with your proposal in order to receive the preference.

Certification Application

To apply, access our online Small Business Certification Application (STD.813), or to receive your hard-copy form by mail, e-mail osdchel@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 5pm 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, e-mail: 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
West Sacramento, CA 95605

NO DVBE PROGRAM REQUIREMENTS OR INCENTIVE

The DAA elects to waive both the DVBE program requirement and incentive for this bid package. No DVBE requirement is made for this bid package.

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. CALIFORNIA FAIR SERVICE AUTHORITY (CFSA) CARNIVAL MASTER INSURANCE LIST

No carnival operator will be eligible to be awarded a contract with the Fair unless said operator has submitted required insurance documentation to CFSA and been approved for placement on the CFSA Carnival Master Insurance List prior to the bid due date; or alternatively, submitted all required insurance documentation for operation at this particular Fair to CFSA well in advance of the Fair’s proposal due date, to ensure that these documents are reviewed and approved.

The carnival operator awarded the contract shall ensure that they are on the CFSA Carnival Master Insurance List or have CFSA approval of the required insurance documentation for each year of the contract prior to carnival set up, during Fair time and Festival operation and during carnival take down. For information on the carnival Early Qualification List process, contact F&E at (916) 263-2955.

I. HISTORY AND GENERAL BACKGROUND INFORMATION

The Contra Costa County Fair, operated by the 23rd District Agricultural Association, is a signature community event celebrating 90 years. With deep agricultural roots and a strong focus on family entertainment, the Fair continues to attract multi-generational attendance and strong local loyalty.

The Association is seeking aggressive, innovative marketing and promotional partners to help drive short-term goals and long-term growth. We are looking for a carnival partner that shares our vision for an active, engaging midway and brings creative strategies to increase pre-sale participation, boost overall attendance, and grow annual gross revenues. We value partners who take pride in enhancing the appearance of the fairgrounds, strengthening the Association's assets, and elevating the overall guest experience.

As the home of Contra Costa County's rich agricultural heritage, the Fair proudly hosts robust 4-H, FFA, and Independent youth livestock programs. Each year, hundreds of local youth dedicate countless hours to raising, training, and showcasing market and breeding animals, developing responsibility, leadership, and lifelong skills. These programs consistently drive strong weekday and weekend attendance and create meaningful, repeat visitation.

In addition to livestock, the Fair features a wide range of non-livestock exhibits and competitive displays, including still exhibits, youth projects, and community and educational showcases. These exhibits highlight the talent, creativity, and innovation of local students and educators, while encouraging longer dwell times and broad appeal across all age groups.

Entertainment is a major focus of the Fair experience and supports strong carnival traffic throughout the grounds. Two entertainment stages host a mix of professional touring acts and popular local performers, programmed throughout Fair week. The Fair also features strolling and stationary attractions designed to engage families and keep guests moving on the midway, including pig races, petting zoos, walking dinosaurs, Big Foot, and other interactive attractions added annually. The grandstand is utilized for high-impact evening shows, such as a Rodeo, with additional comparable acts under review. The Fair maintains flexibility in scheduling to allow for strong nightly draws and potential open-night opportunities.

The fairgrounds operate as a year-round venue, featuring an independently operated auto racing facility with limited racing during Fair week, a weekly flea market, a year-round RV park, and a variety of community events. The Contra Costa County Fair also proudly hosts the Miss Contra Costa County Scholarship Pageant, a respected scholarship and leadership program. The crowned titleholder serves as an ambassador for the Fair, participating in community events,

promotions, and Fair-week activities enhancing visibility and strengthening community connections.

In 2026, the Association will celebrate its 90th anniversary under the theme “Wild About the Fair.” Attendance for the 2025 Contra Costa County Fair was 28,501, with continued growth anticipated as new marketing initiatives, expanded entertainment, and enhanced guest experiences are implemented. The 2026 Contra Costa County Fair will take place May 14–17, 2026. Dates for the 2027–2030 Fairs will be determined by Summer 2026, providing opportunities for long-term planning and partnership continuity.

The selected carnival contractor is encouraged to propose projects, equipment, or operational enhancements that improve the appearance, efficiency, and overall performance of carnival operations during the annual Fair and interim events.

In 2025, Admission prices were as follows:

Adults-\$14.00	Seniors - \$9.00
Children (6-12) \$9.00	Children under 5 are free

Presale:

Adult: \$9.00
Child: \$6.00
Senior: \$6.00

*Prices will remain the same for the 2026 Fair

2026 Special Day Promotions

THRIFTY THURSDAY: Thursday, May 14 \$5 until 5pm

KIDS & SENIORS DAY: Friday, May 15 Children under 12 & Seniors over 62 will receive free admission until 5pm.

MILITARY & LAW ENFORCEMENT DAY: Saturday, May 16 Military/Law Enforcement with active ID will receive FREE Admission.

FIESTA DAY: Sunday, May 17 Hispanic Themed Stage and Grounds Entertainment

Fair Hours

12noon – 9:30pm (Gates Close at 9:00pm)

Carnival Hours: Thursday 12noon – 10:00pm
Friday 12noon – 10:00pm
Saturday 12noon – 11:00pm
Sunday 12noon – 10:00pm

(Carnival will remain open after Fair Gates Close)

This Association takes pride in the safety of its patrons. A CFSA Safety team will be utilized to inspect prior to the opening of the Fair. A Private Security company will enhance the public appearance and implementation of a caring and safe environment. We expect our carnival to share these respected values.

PART III

RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, it shall immediately notify the DAA of such error in writing addressed to the contact person listed on the cover page and request modification or clarification of this document. Modifications, if any, will be made in writing by way of addendum issued pursuant to paragraph two (2) below. Clarifications, if issued, will be given by written notice to all parties to whom the DAA has sent notice of the RFP and to persons or entity who have requested to be given notice of any modification or notices.

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

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 additional addenda have been issued prior to submitting a proposal in response to the RFP.

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 the cost estimate are valid for 60 days" is nonresponsive to the RFP. Modifications by the Fair, if any, will be made in writing by way of an addendum issued pursuant to Part III. Clarification by the Fair, if issued, will be given by written notice to all parties to whom the Fair sent notice of the RFP and to persons or entities who have requested to be given notice of any modification or notices

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. The words "should" or "may" indicate a desirable attribute or condition but are permissive in nature and may affect the score the proposal receives.

Grounds for Rejection of the Proposal

A proposal will automatically get 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.
- 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, which do not support attributes or conditions, contended by the bidder. (The proposal **will** 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.

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.

Protests

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

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

The notice of intent to protest or protest **must** be received prior to the expiration of five (5) business days from notice of the proposed award being posted and, in no event, later than 5:00 pm on the fifth business day after 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 notice of intent to 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 business 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 notice of intent to protest stating grounds for protest will result in the protest being deemed untimely and grounds for protest waived. Protest 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 shall 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, 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 like "This proposal and the 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

This part describes the work to be performed by the bidder who is awarded this contract and contains terms and conditions which shall be deemed 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" (SCTC), which will be incorporated and made a part of the contract.*** All terms and conditions are fixed and non-negotiable.

1. The Contractor shall provide a fully operational carnival including quality rides, games, shows and food concessions. Each ride must have a current permit to operate, issued by the California Division of Industrial Safety, under the provisions of the California Labor Code Section 7906 before they are placed in operation of the Fair.
2. The Fair Management may, in its discretion, permit the substitution or addition of rides or shows from those listed in Contractor's proposal provided said request is made and approved in writing. Each such request must be presented to Fair Management at least 30 days before the beginning of the Fair.
3. The Fair Management may also, in its discretion, permit substitution of rides or shows destroyed or damaged beyond immediate repair by reasons not within the reasonable control of the contractor, such as riots, war, civil disturbance, fire, flood, laws or transportation accidents.
4. A Minimum of thirty-two (32) rides shall be supplied:
 - a. • Ten (10) Spectacular Type Ride, such as: Zipper, Drop Tower, Kamikaze
 - b. • Eight (8) Major Type Rides, such as: Scrambler, Tilt a Whirl, Bumper Cars
 - c. • Fourteen (14) Kiddie Type Rides, such as: Baja Buggies, Dizzy Dragons, Merry Go Round.
Including at least 4 mini kiddie type rides.
5. A Maximum of five (5) food concessions and/or floss wagons (popcorn/cotton candy etc.) shall be provided. Type and location to be approved annually by Fair Management.
6. Contractor shall demonstrate efforts to enhance quality
7. Contractor shall provide personnel and management expertise.
8. Concrete management philosophies, practices, and policies shall be used to ensure professional personnel actions during execution of the contract.
9. Carnival management shall operate in a manner that enhances the Fair in the eyes of the patrons.
10. All Staff provided by contractor shall be uniformly dressed in clean (new) show shirts (with logo). All shirts must have collars and be tucked in at the waist.
11. All staff provided by contractor will wear clean uniform dress slacks, trousers or dress shorts. No cutoffs, rag bottoms or rips in materials will be allowed.
12. All staff provided by contractor will be required to have neatly trimmed hair. Any facial hair must also conform to a trimmed look as well.
13. Contract must offer the following promotions at a minimum:
 - a. Opening Day discounted fair admission promotions are currently being evaluated by Fair Management. A final decision will be made in February 2026.
14. There shall be limited, if any, down time for any rides, games or concessions.
 - a. (Refer to Penalty Clause #36)

15. A clean and exceptional appearance of operation shall be maintained at all times. Rides, games and concessions should have a clean appearance, fresh or new paint, all lights in working order, all equipment or storage areas covered and out of sight of Fairgoers.
16. All signage shall be of professional quality. No handwritten signs.
17. Contractor shall make at all time SAFETY its number one concern. Contractor shall perform the carnival operation in a manner which will ensure the safety of Fair's employees and agents; contractor employees, agents, subcontractors; and the Fair going public.
18. Carnival space Available on map. (See attachment)
19. Contractor shall arrange the assigned areas for carnival operation so as to protect the public from any dangerous conditions.
20. Contractor shall establish procedures to ensure reasonable security of all rides, games concessions, and equipment when not in use so that no attractive nuisance or negligent conditions exists.
21. All Rides, attractions and concessions shall be in place and ready to open and operate by 12 noon, on Thursday, May 14, 2026, for the public (similar dates and times for subsequent years). Tear-down will not begin until after the official closing of the Fair on May 17, 2026 (with similar dates and time for subsequent years). Tear down should be complete within five (5) days after the closing of Fair. If any vehicles or equipment are left on the fairgrounds after five days, they will be subject to a fine of \$250 per day per vehicle or equipment, unless prior approval has been given by fair management.
22. The carnival contractor will provide tickets, ticket booths and personnel to sell ride tickets to the general public. Each ticket or wristband must be numbered consecutively, and the fair will be provided with beginning and ending numbers per ticket and wristband per day. Each ticket and/or wristband must have a standard monetary value and that value must be conveyed to the fair prior to opening. The Fair reserves the right to monitor and audit all ticket and wristband transactions for the run of the Fair.
23. Each ride must have signage designating the number of tickets to ride said ride.
24. The Fair will provide Water and Sewer on a limited basis to the Contractor where available at no charge. Contractor will have to make arrangements through Fair's approved provider for any pumping services.
25. The Fair will provide electrical power to Contractors Office Trailer and up to 3 Management RV Trailers at no charge. Contractor must supply all other electrical power for operation of rides, games, concession stands, and employee living quarters. Except as expressly stated herein, Contractor shall be solely responsible for providing all utilities required for carnival operations.
26. Contractor will be responsible for providing adequate trash receptacles throughout the carnival area. Fair's maintenance staff will provide trash liners and will dump trash receptacles on a regular basis throughout the run of Fair. Contractor will pay a flat rate of \$2000 for trash bin fee.
27. RV Camping is available on a limited basis and will be authorized by mutual consent of the Fair and contractor for location. No hook-ups are available. All power must be provided through use of generators. NO tent camping will be allowed. Contractor shall not book any commercial sales locations within the carnival without approval of the Fair Management, except for up to five (5) food stands. Any other Commercial Sales vendor will need approval from Fair Management and will be charged a flat commercial space fee.
28. Contractor shall not:
 - a. • Operate Games of Chance as prohibited by State or Local Laws
 - b. • Sell beer or other alcoholic beverages
 - c. • Offer cash prizes or re-purchase prizes awarded in any game,
 - d. • Offer as prizes: live ducks, chicks or other live animals (except goldfish), soft drinks in other than plastic containers, knives, firearms, poppers, lasers or any other items which could be used as a weapon, or any item deemed offensive by Fair Management.
29. All Carnival Games must display price to play said game and display items to win and number of wins to redeem each prize.

30. Fair time maintenance procedures for carnival grounds, equipment, and attractions shall be established to include routine contractor inspection by supervising personnel with such frequency to ensure no unsightly conditions (e.g., litter, trash accumulation, marred surfaces of any kind on contractor or fair property within the defined carnival area) will exist without attempt to correct the problem within reasonable period of time according to the severity of each condition. Contractor will maintain clean, attractive, brightly lit rides. Contractor will provide ride report maintenance records to Fair Management upon request.
31. Contractor shall perform mechanical and ride safety inspections (documented in writing, stating what was inspected, when, by whom, and the findings) immediately upon the completion of one-third and two-thirds of the anticipated number of hours of operation.
32. The Fair may elect to perform carnival ride and equipment safety inspections ("Safety Inspections") at any time the fair deems appropriate. Fair may determine, in its sole discretion, the basis of and the criteria to be used in performing safety inspections. To the extent deemed appropriate by fair in its sole discretion, safety inspections will include the inspection of any books and records of the contractor. Any remedial work requested by the fair because of a safety inspection must be satisfactorily completed by contractor as a prerequisite to the operation or further operation of the affected carnival ride or equipment. Neither the right to perform safety inspections nor the performance of safety inspections shall impose any responsibility on fair regarding the condition of the carnival rides or the equipment operated by the contractor or relieve the contractor from responsibility for ensuring that all carnival rides and equipment are safe and in good working order.
33. Contractor will be responsible for employees having training as specified by Division of Industrial Safety, Department of Industrial Relations and the ride manufacturer.
34. During all carnival operating hours, an adequate number of experienced and professional personnel must be on duty.
35. The Number of employees hired during Fair time operations shall be sufficient to ensure that no carnival ride, game, or show always has at least one attendant at all times during scheduled hours of operation.
36. The Fair may impose penalties or liquidated damages of \$500 per day per ride for any ride that is inoperable or is not operating for more than four (4) hours of any day during the operational hours of the Fair. The penalty shall be assessed at the time of the performance failure and is payable no later than the final payment for the Fair during the year in which the deficiency occurred.
37. The Contra Costa Fair has partnerships with local soda and water distributors. Contractor will agree to abide with the requirements of partnership.
38. Contractor shall work closely with Fair Management in developing and carrying out publicity and carnival promotions, as well as any additional promotions mutually agreed upon between Contractor and Fair Management.
39. Contractor shall submit with proposal a complete ride list broken down by ride name, manufacturer, type, size, year of manufacture and ride capacity per hour; a complete list of shows, games with descriptions and concession stands. Included with this list should be a breakdown of prices to be charged or number of tickets needed to ride.
40. Contractor shall also outline all other equipment which will be proposed and provided under contract, such as electrical generators, ticket booths, light towers, entrance gates, benches, umbrellas, offices, maintenance facilities, etc. Contractor is encouraged to submit a draft lot layout proposal.
41. Contractor shall supply each person employed by or associated with carnival operations an identification badge stating their affiliation with the operation which must be affixed in plain sight at all times the person is acting within the scope of their employment. This identification will be honored for admission to the fairgrounds. NO BADGE-NO ADMISSION. Samples of employee badges must be submitted to Fair Management to alert admission staff.

42. Contractor shall work with Fair Management to ensure that all contractors' vehicles or employee's vehicles have proper access credentials for ingress and egress to the Fairgrounds. Trucks, equipment, trailers etc. that cannot be reasonably located within the carnival area and out of sight from the general public must be parked in designated areas provided by the Fair.
43. All insurance, licenses and permits which are required under the contract documents or for placement on the "CFSA Carnival Master Insurance List", or by local law or ordinance must always be current and valid during the performance of the contract. All rides, games, and concessions which the contractor proposes to operate on fair premises must be properly licensed and/or permitted prior to carnival operations.
44. Contractor recognizes and understands that this rental may create a possessory interest subject to property taxation and that the contractor may be subject to the payment of property taxes levied on such interest
45. Personnel Conduct and Removal Authority: Fair Management reserves the right to require the Contractor to immediately exclude from any portion of the carnival operation any employee, agent, concessionaire, associate, or other individual affiliated with the Contractor whose appearance, conduct, or behavior is deemed by Fair Management, in its sole discretion, to be detrimental to Fair operations, public safety, or the public image of the Fair.
46. Responsibility for Conduct of Personnel and Affiliates: Contractor shall always be fully responsible for the conduct, actions, and behavior of all employees, agents, subcontractors, concessionaires, relatives, and associates while present on Fair premises. Contractor shall ensure that all such persons comply with all Fair rules, regulations, and contractual requirements.
47. Management Personnel Disclosure: Contractor shall submit with its proposal a list of all carnival management personnel, including titles and relevant qualifications or experience. This information will be used by Fair Management for evaluation purposes.
48. Notice of Management Changes: Contractor shall notify Fair Management in writing of any changes to carnival management personnel no less than sixty (60) days prior to the opening date of the Fair. Any changes occurring within sixty (60) days of opening shall be subject to review and approval by Fair Management.

C. SAFETY

1. Contractor shall perform the carnival operation in a manner which will ensure the safety of fair employees and agents; contractor employees, agents, and sub-contractors; and the public.
2. Contractor shall always make safety its number one concern. This is inclusive but not limited to the use of ground wire covers in walkways.
3. Contractor shall disclose to Fair Management any necessary information regarding Safety Policies, including ensuring that Fair Management receives an updated copy of Contractor's Safety Policy Manual.
4. Contractor shall have all appropriate licenses and insurances prior to arrival on site. CFSA Safety contractor will inspect all documents and conduct a minimal safety inspection of all rides.

D. CARNIVAL OPERATION

1. Carnival Space Available

The Carnival shall perform the services required under this contract solely within the confines of the designated carnival areas. Contractor is not authorized to conduct any activities other than those specified in the agreement. See attachment A-4 for a map/depiction of the carnival areas.

Contractor shall arrange the assigned area for carnival operations to protect the public from any dangerous conditions.

Contractor shall establish procedures to ensure reasonable security of all rides, games, concessions, and equipment when not in use so that no attractive nuisance or negligent condition exists.

The Association reserves the right to change the location of carnival areas on the fairgrounds as conditions may dictate, however, such change must be for the overall benefit of the fair.

2. Carnival Set-Up and Takedown

Contractor shall have all rides, games and concessions in place and ready for inspections by 12:00 Noon on Thursday, May 14, 2026 (similar dates and times for subsequent years). Contractor shall be solely responsible for the assembly. Contractor will comply with recommendations and instructions from any ride inspector, Health Department Official, or State Fire Marshall. Contractor will not be permitted to open and start any operation until the Fair CEO (or his/her designee) gives approval to do so. The lot will be available three (3) days prior to opening day. Pre-fair storage of equipment in advance of this date must be arranged with Association by no later than ten (10) calendar days prior to the arrival of the equipment, and storage is restricted to areas designed by Fair Management.

Take/tear down shall not begin until after the official closing time of the Fair May 17, 2026 (similar dates and times for subsequent years) or as authorized by the fair C.E.O. (or his/her designee). Contractor agrees not to remove or permit removal, or dismantle or permit dismantling of any ride, game or concession prior to the closing time of the last day of the Fair each year. All rides, vehicles and equipment must be off Association property by the Friday following the closing date of the fair. Association accepts no responsibility for loss or damage to rides, vehicles or equipment not removed by this date, and reserves the right to move as needed after that date.

3. Daily Hours of Carnival Operation

The daily hours of carnival operation are as follows:

Thursday 12noon – 10:00pm

Friday 12noon – 10:00pm

Saturday 12noon – 11:00pm

Sunday 12noon – 10:00pm

(Carnival will remain open after Fair Gates Close)

Hours of operation are set solely at the discretion of Fair Management. However, the Association agrees to consider input from Contractor in regard to hours of operation.

Contractor agrees to cease operation at Midnight on each night of operation during the fair run. Should

Contractor fail to cease operation in a timely manner, Contractor agrees to pay Association \$500.00 per hour to reimburse Association for additional Security costs. The fee shall be assessed in half-hour increments with a \$250.00 minimum.

4. Ticket Handling Responsibility and Procedures

a. Ticket Prices and Sales

For the 2026 Fair, Contractor will provide proposed pricing, tickets/coupons required per ride, any 'pay one price' unlimited ride promotions for all attractions of any kind operated by Contractor within 30 days of notice of award of contract. For ongoing years, this information is to be provided no later than January 1 of each year when the contract is in effect.

Contractor shall furnish all necessary ticket stock/wristbands for admission in all denominations necessary for the operation of all carnival attractions. Contractor shall pay for the design, printing and shipping costs of such ticket stock/wristbands.

Contractor shall furnish all ticket sellers and pay for all costs of the ticket sellers' operation, including ticket sellers, takers, ticket booths and boxes. Contractor shall have the responsibility of and accountability for all ticket coupons/stock.

Contractor agrees to provide the previous day's ticket sale report by 1:00 p.m. each day of each year's Fair. The association reserves the right to audit individual ticket sale transactions, ticket money or ticket stock at any time.

All attractions operated by Contractor under this agreement (exclusive of skill games and food and beverage concessions) shall work on a ticket or coupon basis, requiring a specific ticket/coupon count with price and number posted conspicuously at each location.

Association reserves the right to monitor or "shop" all operations of the ticket handling process using individual "shoppers" or by employment of an organization skilled in this profession. Contractor shall be expected to take immediate action for discrepancies brought to the Fair's attention by Association employees, "shoppers," or a "shopping" service. Contractor shall also be expected to pay the Fair any receipt shortages found and to dismiss any dishonest employees discovered by the "shopping" process.

b. "Pay-One-Price Unlimited Rides" and Presale

The Contra Costa County Fair Carnival "Pay-One-Price Unlimited Ride" admission coupon/wristbands are honored all day on each day during the run of the fair. The fair reserves the right to limit or change the number of days or hours the "Pay-One-Price Unlimited Ride" admissions are honored.

As stated above, Association reserves the sole right to approve the "Pay-One-Price Unlimited Ride" wristband/coupon price to be charged. Contractor may not increase these prices without prior written approval from Association.

Contractor agrees to work closely with Association to ensure the continued success of the Carnival "Pay-One-Price Unlimited Rides" Presale program. Contractor is required to furnish all necessary "Pay-One-Price Unlimited Rides" coupons/tickets/wristbands to Association with an official printed ticket manifest by no later than January 1 of each year of contract.

Association or their designated representative(s) will sell all Carnival "Pay-One-Price" Presale program admissions until Wednesday, May 13, 2026, at midnight. (similar dates and time in subsequent years), at which time any remaining "Pay-One-Price" admission sales will be the responsibility of Contractor. Association will sell "Pay-One-Price" presale program admissions on the internet until Wednesday, May 13, 2026. Association will also sell full price carnival wristbands via the internet from midnight prior to Fair opening until close of Fair.

5. Electrical Power, Supplies, Trash/Garbage Disposal

Contractor shall furnish their own trash receptacles and be responsible for maintaining all carnival areas in clean, neat and safe condition at all times. Association is not responsible for garbage service and/or disposal. Sewer service is not available in all areas used by the Carnival operation, and gray water and/or sewage shall not run on the ground. Arrangements should be made by food concessionaires regarding this requirement. All carnival areas must be completely cleaned and returned to their original condition by no later than Friday following the closing date of the Fair.

Contractor shall provide all electrical services, installation and connections needed for any part of their operation at their expense. Contractor shall provide lighting for rides, games, concessions and surrounding areas to the satisfaction of Fair Management. Electrical cables crossing public roadways or walkways must be underneath ground wire covers.

6. Availability of Showers, RV Parking

Limited RV services are available in the surrounding carnival area. The locations of all RV/camper sites are to be designated by Fair Management, and there will be no carnival camping outside these areas. No gray water and/or sewage shall run on the ground.

7. Limitations on Sales/Concessions

Association contracts on a regular basis with a limited number of "special attractions" outside the carnival areas. These "special attractions" may include but are not limited to arcades, video games, foot massagers, equipment dealers, rock climbing walls, bungee jumps, pony rides, and stroller and/or wheelchair rentals. Contractor shall neither be responsible for nor share in the proceeds of these attractions.

8. Authorized Representative of Contractor

Contractor must maintain at least one representative who is authorized to take immediate action upon any request made by fair management at all times that Contractor's property is on the fairgrounds. This person must be identified to the fair as the Contractor's authorized representative.

Prohibitions

a. Contractor shall not permit the following activities:

- Operation of games of chance
- Sale of alcoholic beverages
- Offer of cash prizes or re-purchasing of prizes awarded in any game

- Offer as prizes: any live animals (except goldfish), soft drinks, knives, firearms, any item that can be used as a weapon, any item which may be deemed pornographic, depicts nudity or is in questionable taste, any item that depicts or glorifies violence, drugs, or drug use (content to be approved or disapproved by Fair Management)
- Allowing children less than ten (10) years of age to participate in money pitch games unaccompanied by an adult. Signs with this statement must be posted at all such games.
- No dogs or other pets, except for service animals, will be permitted on the fairgrounds

9. Inspection and Maintenance

a. Contractor Inspection

Contractor shall perform mechanical and safety ride inspection (documented in writing, stating what was inspected, when, by whom, and the findings) immediately upon the completion of one-third and two-thirds of the total anticipated number of hours of operation.

b. Fair Inspection

The fair manager, and/or designee, may perform the following monitoring and inspection activities.

Fair may elect to perform carnival ride and equipment safety inspections (“safety inspections”) at any time deemed appropriate. Fair may determine, in its sole discretion, the basis of and the criteria to be used in performing safety inspections. To the extent deemed appropriate by the fair in its sole discretion, safety inspections will include the inspection of any books and records of the Contractor. Any remedial work requested by fair because of a safety inspection must be satisfactorily completed by Contractor as a prerequisite to the operation or further operation of the affected carnival ride or equipment. Neither the right to perform safety inspections nor the performance of safety inspections shall impose any responsibility on the Fair regarding the condition of the carnival rides or the equipment operated by the Contractor or relieve the Contractor from responsibility for insuring that all carnival rides and equipment are safe and in good calendar order.

c. Maintenance Procedures

Maintenance procedures during Fair time for carnival grounds, equipment, and attractions shall be established to include routine Contractor inspection by supervising personnel with such frequency to ensure no unsightly conditions (e.g., litter, trash accumulation, marred surfaces of any kind on Contractor or fair property within the defined carnival area) exist.

Contractor will maintain clean, attractive brightly lit rides. Contractor will provide ride report maintenance records to fair upon request.

10. Bonds, Insurance, Licenses, Permits, Taxes

- a. All insurance, bonds, licenses and permits which are required under the contract documents or for placement on the “Early Qualification List,” or by local law or ordinance must always be current and valid during the performance of the contract. All rides, games and concessions which Contractor proposes to operate on fair’s premises must be properly licensed and/or permitted prior to carnival operation.

- b. Contractor will comply with any applicable laws and ordinances and pay for any licenses and permits as required. Contractor may be subject to Possessory Interest tax if so imposed by the County of Contra Costa.

PART V

EVALUATION, SELECTION, AND SCORING PROCESS

Each proposal **shall** be evaluated for responsiveness to the fair's needs as described in this RFP. This part describes the process the fair 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. The bidder cannot change proposals 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 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 Fair reserves the right to verify any reference and employment experiences referenced or disclosed in this proposal or to ascertain the accuracy of information presented. Misinformation or inaccuracies are 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 (**For county fairs and citrus fairs, bidders must be provided with the opportunity for an interview.**) Following any interviews, the proposals may be re-scored.
 - ***This is not a public review***
6. The “financial Proposal Bid Forms” will then be opened and scored and added to each reviewers’ points to obtain the total points each reviewer gives to each bidder. The total points of **each** reviewer will be added up for that bidder and the result divided by the number of reviewers for the bidder’s total overall score.
7. Small Business Preference will be added if applicable (see Small Business Preference Information in Part II).
8. The proposed award will be given to the bidder with the highest final score.
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. All bidders will be notified of the results.

SCORING CRITERIA

B. SCORING PROCESS, CRITERIA AND ITEMS SCORED

The following shows the areas to be scored, and the information that must be provided by bidders for scoring.

- | | |
|---|-------------------------------------|
| <ol style="list-style-type: none"> 1. Quality/quantity of rides, games, shows and other concessions:
 Provide descriptions and/or photographs of rides, games, and concessions (photographs and descriptions to depict current condition) | <p>15</p> <p>(15)</p> |
| <ol style="list-style-type: none"> 2. Current operation/management philosophies and policies: | <p>5</p> |

Provide a copy of current personnel manual and applicable policies or statement of it (i.e. uniforms, employee drug testing policies)(5)

3. Promotions (including, but not limited to advance ticket sales, “Pay-One Price” program, discount rides on Kid’s Day): 10

List and describe promotions that the carnival operator will provide for each year of the contract

4. Past experience and previous performance for the last two years: 15

Provide letters from event managers (or list of event names for which your carnival performed during the last two years)

To indicate:

- Daily Timeliness of ride, game, and attraction opening
- Frequency which rides and shows are not operating
- Ride, game, and show general appearance
- Lot cleanliness
- Personnel cleanliness
- Proper posting of information, and signage

5. Safety: 25

Liability/ loss records last five years (15)

List all liability loss payments and outstanding claims (including Worker’s Compensation) relating to Personal injuries in excess of \$50,000.00 for each person or occurrence during the last two years. Briefly explain how each loss occurred. Attach insurance company loss records and company name for verification. If there are no losses, provide an explanation of such.

List any patron, employee or sub-contractor deaths that have happened within the last ten years with an explanation surrounding the death.

Current safety policies and procedures(10)

Describe current safety policies and procedures that affect employees and the public.

6. Financial Offer: 30

Submit “Financial Proposal Bid” Form

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 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. “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 bottom, starting with the number 1; all pages should be 8-1/2” X 11” inch 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 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 below the signature line, and then signed on the signature line and dated, the proposal will be rejected as being non-responsive.

Table of Contents:

~One (1) completed "Declaration of Carnival Operator" form

~One (1) completed (by subcontractor) "Subcontractor's Certification" form for each subcontractor that the carnival operator proposes to use to supply any rides or concessions, if applicable.

~Small Business Preference Documentation, if applicable, and if the fair is a DAA.

One (1) copy of the small business certification letter, if bidder is claiming the Small Business Preference and has already received certification letter.

Or, if application for the preference has been submitted to OSDS a sheet of paper stating that the application has been submitted to OSDS and the date submitted.

Or, if claiming the preference as a non-small business subcontracting with certified SB\MB (s), a sheet of paper listing the small businesses you commit to subcontract with for a commercially useful function in the performance of the contract. The list of subcontractors shall include the subcontractors:

- Name, address, phone number, description of work to be performed and dollar amount or percentage per subcontractor
- Also include the sub-contractor's certification or indicate if application(s) are on file with OSDS.
- Bidder must provide all information/documentation requested in Part V, B.

2. **"Financial Proposal Bid" Form**

The "Financial Proposal Bid" Form **must** be completed and signed.

PART VII – FORMS SECTION

FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- “Financial Proposal Bid” Form
- Declaration of Carnival Operator
- Bidder/Contractor Status Form
- Attachment A, “Adult Rides”
- Attachment A-1, “Kiddie Rides”
- Attachment A-2, “Game and Food Concessions”
- Attachment A-3, “Other Equipment to be Provided”

DOCUMENTS TO BE COMPLETED BY DAA

“Notice of Proposed Award” (after proposed award is determined)

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

- “Rental Agreement”, F-31
- “Standard Contract Terms and Conditions” (SCTC), F-31 Form
- California Fairs Service Authority “Insurance Requirements”

DECLARATION OF CARNIVAL OPERATOR

I am the owner, partner, officer or director of _____ "carnival operator". The carnival operator does business under the following name: _____ with a Fed.

I.D. No: _____.

Business Address: _____

Mailing Address: _____
(if different)

Phone: _____ Fax: _____

E-Mail: _____

The carnival operator is a: (Check One)

____ sole proprietorship ____ partnership ____ corporation ____ limited partnership

The persons who are authorized to enter into contracts on behalf of the carnival operator are as follows:

NAME	TITLE
_____	_____
_____	_____
_____	_____

I declare under penalty of perjury under the laws of the State of California that the statements made herein are true of my own knowledge, except as to those statements that are made on information and belief, and as to those statements, I believe them to be true.

The proper licenses and/or permits have been obtained for all rides/fun houses, shows, game concessions, and food concessions supplied by the carnival operator prior to operating said rides/fun houses, shows, game concessions, and food concessions at the fair.

I understand that it is my responsibility to ensure that all insurance policies, required licenses and permits, and statements are current and valid at the time of bid due date and award of any contract and during performance of an awarded contract.

Signature Dated

Signature Dated

If carnival operator is a sole proprietorship, the sole proprietor must sign this declaration. If carnival operator is a partnership, all partners must sign this declaration. If carnival operator is a limited partnership, a general partner must sign this declaration. If carnival operator is a corporation, this declaration must be signed by both: (1) the Chairman of the Board, President, or any Vice President, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

BIDDER/CONTRACTOR STATUS FORM

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

Address: _____ Federal ID#: _____

City: _____ Zip Code _____
(principal place of business)

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS: (please check one)

- Individual Limited Partnership General Partnership Corporation

INDIVIDUAL: (please check one) Resident Non-Resident

If a sole proprietorship, state the true full name of sole proprietor (i.e., John Roe Smith; not J. Roe Smith or not John R. Smith):

PARTNERSHIP: (please check one) General Partnership Limited Partnership

If a partnership, list each partner identifying whether limited partner(s), stating their true full name and their interest in the partnership:

CORPORATION:

Place and date of incorporation: _____

If not a California corporation in good standing, please state the date the corporation was authorized to do business in California: _____

Current Officers: President: _____ Vice-President: _____
 Secretary: _____ Treasurer: _____
 Other Officers: _____

BIDDER/CONTRACTOR STATUS FORM (continued)

Federal Backup Withholding (all must answer):

Are you subject to Federal Backup Withholding? Yes No

Fictitious Name:

If contractor 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:

Are you claiming preference as a small business? 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 is:

Pending Litigation or Hearing:

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 the bidder's response to the bid process, the bid will be rejected as non-responsive.

SUBCONTRACTOR'S DECLARATION

I, _____, declare as follows:

I am the owner, or an officer or director of the owner ("owner"), of the items listed at the bottom of this subcontractor's declaration (attach additional sheet if necessary). I am providing this equipment to the following carnival operator ("operator") for use during the year: _____

The statements made herein are true of my own knowledge, except as to those statements that are made on information and belief, and as to those statements, I believe them to be true.

The State of California, any district agricultural association, county fair or citrus fair is not a party to any agreement between me (the subcontractor), and the operator regarding the described items and concerning use of the items.

I hereby hold harmless the State of California, any district agricultural association, county fair or citrus fair from any and all liability arising from use of the item(s) at any time during its transportation to or from, during installation or removal from, or while in operation at any district agricultural association, county or citrus fair.

I am authorized to I sign contracts on behalf of the owner.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct and that this declaration is signed this the _____ day of _____, 2020.

Legal Name of Owner _____

Phone Number _____

By _____

Signature _____

Title _____

EXHIBIT A-4 CARNIVAL MAP AREA



**FINANCIAL PROPOSAL BID FORM
ONE YEAR (WITH 4 YEAR EXTENSIONS) CARNIVAL
CONTRACT HIGH SCORE RFP # 2026-01
PERCENTAGE VS GUARANTEE**

INFORMATION:

Money offers will be accepted based on the contractor paying the fair a percentage (minimum of 35%) of the on-site ride gross, and a percentage (minimum 48%) of the advance sales from the operation of rides and shows versus a stated guarantee (guarantee shall not be less than **\$102,000** for the first year and increasing a minimum of **\$1000** each year after).

FORMULA:

The five year sum total to be paid to the fair based for each year on the average of the years 2022, 2023, 2024 and 2025, reported on-site ride gross multiplied by the offered percentage, plus the average of the years 2022, 2023, 2024 and 2025 reported advanced sales gross multiplied by the offered percentage, versus the guarantee, will constitute the financial offer. The bidder with the high total financial offer will receive 30 points. All other bidders will receive a proportionate number of points. (Bid divided by high bid) times 30 equals number of points. Small business preference will be added if applicable.

Year	On-Site Ride	Gross Advance	Sales Total Ride Gross
2022	\$102,280	\$10,147	\$109,427
2023	\$99,280	\$13,312	\$112,592
2024	\$101,280	\$10,609	\$111,889
2025	\$102,280	\$9,555	\$111,835
Average	\$101,280*	\$36,226**	\$111,436***

Example: (\$101,280*) multiplied by the proposed on-site ride percentage), plus (\$36,226**) multiplied by the proposed advanced ride sales percentage) versus the guarantee (whichever is greater)
= 2026 offer.

- \$_____ 2026 financial offer
- \$_____ 2027 financial offer
- \$_____ 2028 financial offer
- \$_____ 2029 financial offer
- \$_____ 2030 financial offer
- \$_____ =Total Financial Offer

(Bidder's total financial offer divided by highest total financial offer) x 30 points = bidder's financial offer points.

FINANCIAL PROPOSAL:

Bidder offers to pay the following to the fair:

Year

2026: _____ % of On-Site Ride Gross
_____ % of Advance Sales Gross
vs. \$ _____ Guarantee

Year

2027: _____ % of On-Site Ride Gross
_____ % of Advance Sales Gross
vs. \$ _____ Guarantee

Year

2028: _____ % of On-Site Ride Gross
_____ % of Advance Sales Gross
vs. \$ _____ Guarantee

Year

2029: _____ % of On-Site Ride Gross
_____ % of Advance Sales Gross
vs. \$ _____ Guarantee

Year

2030: _____ % of On-Site Ride Gross
_____ % of Advance Sales Gross
vs. \$ _____ Guarantee

**\$101,280 is the average minimum guarantee s average over the last 4 years and is used for computational purposes only. Actual future ride gross will vary.*

***\$36,226 is the average Advanced Sale gross average over the last 4 years and is used for computational purposes only. Actual future ride gross will vary.*

****\$111,436 is the average of the last 4 years ride gross and is used for computational purposes only. Actual future ride gross will vary.*

FINANCIAL PROPOSAL: Signature Page

Contractor's Name: _____
(Full Business Name)

Signature Authorizing Bid: _____

Print Name: _____

Date: _____

Are you claiming preference as a small business? _____Yes _____No

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/ZIP CODE

Bidder certifies to the fair that bidder has thoroughly familiarized he/herself with the fair facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By signing this "Financial Proposal Bid Form the bidder certifies that he/she has 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 fair in any manner.

SIGNATURE

TITLE

NOTICE OF PROPOSED AWARD

RFP NUMBER # 26-01

DATE: April 9, 2026

**THE 23RD DISTRICT AGRICULTURAL ASSOCIATION
ANNOUNCES**

**PROPOSED AWARD OF THE
CARNIVAL OPERATION FOR THE
2026, 2027, 2028, 2029, 2030**

CONTRA COSTA COUNTY FAIR

TO _____.

**IF NO PROTEST IS FILED WITH THE DEPARTMENT OF GENERAL
SERVICES, LEGAL OFFICE AND THE DISTRICT BY 5:00 P.M.**

**ON April 9, 2026, THE
AWARD WILL BE FINAL.**