

**29TH DISTRICT AGRICULTURAL ASSOCIATION
MOTHER LODE FAIR**

**SOUND AND LIGHTS CONTRACT
A TWO-TIER RFP PACKAGE
REQUEST FOR PROPOSAL PACKAGE**

RFP #25-001

**A ONE-YEAR CONTRACT
(2025)**

**WITH FOUR ONE-YEAR OPTIONS
(2026, 2027, 2028, 2029)**

Contact Person: Kim Helmbold, CEO
Address: 220 Southgate Drive, Sonora, CA 95370
Phone Number: (209) 532-7428
Release Date: March 19, 2025

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

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

Oral communication 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.

PART I

DEFINITIONS

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" chosen by the Fair to evaluate and score Proposals received.

FORMAT

Refers to both the arrangement of requested information and statements, as well as the packaging and labeling of the proposal. Failure to use the requested format required for submittal of the proposals will be deemed not responsive. Use of the requested format is the bidder's first change to demonstrate the ability to follow directions.

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."

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

DAA

Refers to the 29th District Agricultural Association which is an agency of the State of California and is not a local agency of government.

DGS

Refers to the *Department of General Services*, State of California, located at:

Department of General Services
Attn: Office of Legal Services
707 Third Street, 2nd Floor
West Sacramento, CA 95605

RFP

Request for Proposal

TIER 1

The Technical Portion of the Proposal: Document 1, Technical Proposal.

TIER 2

The Financial Portion of the Proposal: Document 2, Financial Proposal Bid Form.

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."

EVENT DATES

2025 Mother Lode Fair	June 26-29
2025 Mountain Misery Brewfest	October 18
2026 Mother Lode Fair	June 25-28
2026 Mountain Misery Brewfest	October 17
2027 Mother Lode Fair	TBA
2027 Mountain Misery Brewfest	October 16
2028 Mother Lode Fair	TBA
2028 Mountain Misery Brewfest	TBA
2029 Mother Lode Fair	TBA
2029 Mountain Misery Brewfest	TBA

HOURS OF OPERATION

MOTHER LODGE FAIR

Thursday	3:00 PM to 11:00 PM
Friday	3:00 PM to 11:00 PM
Saturday	1:00 PM to 11:00 PM
Sunday	1:00 PM to 11:00 PM

MOUNTAIN MISERY BREWFEST

2:00 PM to 7:00 PM

*** Hours of Operation and Dates are subject to change*

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 29th District Agricultural Association, Mother Lode Fair, in releasing this RFP, intends to award a contract for the purpose of providing complete sound and light services for fair-sponsored events for one year (2025) with four one-year options (2026 through 2029). Bidder must provide all sound and lighting services for grounds and entertainment stages.

The options are to be exercised independently and at the sole discretion of the DAA. The DAA may terminate this contract for any reason upon thirty (30) days prior written notice to the Contractor. In the event of such termination, the DAA shall only pay for services rendered prior to the effective date of termination. In no event shall the DAA be liable to the Contractor for any lost profits or consequential damages. The DAA reserves the right to have the lighting equipment removed from areas in accordance with the demands of the area, for instance, certain areas on the grounds or in buildings where temporary lighting may be needed.

B. BIDDER RESPONSIBILITY

Bidders are encouraged to read the documents thoroughly. The DAA will not be responsible for errors and omissions on the part of the bidder. It is recommended that each bidder carefully review the proposal to be submitted in response to the RFP. The DAA, the Scoring Committee, and other individuals reviewing proposals on behalf of the DAA will not make interpretations or correct any errors in calculations.

All costs associated with the bidder completing and submitting a proposal are the sole responsibility of the bidder.

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 "Proposal Format & Content." Failure to submit your proposal in a timely manner 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 "Grounds for Rejection of the Proposal" 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 DAA consideration:

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

RFP #25-001 SOUND AND LIGHTS PROPOSAL
KIM HELMBOLD, CEO
29TH DISTRICT AGRICULTURAL ASSOCIATION
MOTHER LODGE FAIR
220 SOUTHGATE DRIVE
SONORA, CA 95370
(209) 532-7428

D. CONTRACT AWARD

If the proposal is not automatically rejected as described in Part II, Section C, General Information, then each bidder's technical proposal is evaluated and scored by the Committee who utilize the score sheet in Part V, "Evaluation, Selection and Scoring Process." Proposals scoring the required minimum number of points or more will be considered "passing" and will progress to the second tier. Subsequently, the "Financial Proposal Bid Form" accompanying all passing technical proposals will be opened and Small Business Preference given where applicable.

If a contract is awarded, it shall be granted to the passing responsible bidder who submits the proposal with the lowest financial proposal as described in Part V, "Evaluation, Selection and Scoring Process." Prior to the DAA awarding a contract, the DAA shall post a **"Notice of Proposed Award"** at the Administration Office for five (5) working days. In addition, a copy of the notice will be mailed to each bidder.

Upon the expiration of the five-day posting period (3:00 PM on the fifth working day), if no protest has been filed, the contract will be 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. In the event a protest is filed, it is understood the non-prevailing party will be responsible for reasonable attorney fees and costs incurred by the Mother Lode Fair.

E. TENTATIVE SCHEDULE

RFP Released	March 19, 2025
Proposals due at DAA's Administration Office, no later than 3:00 PM	April 16, 2025
Interview, if necessary, to clarify proposals* (Interviews are not public, but may be recorded)	April 23, 2025
Contract Award	May 20, 2025
"Notice of Proposed Award" posted and mailed	May 20 – 27, 2025
Date Award Final (No Protests may be filed after this time)	May 29, 2025

F. SMALL BUSINESS PREFERENCE

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

Name
Address
Phone Number
Description of work to be performed
Dollar amount or percentage per subcontractor

Also include the subcontractor's certification or indicate if application(s) are on file with the OSDS.

If you are a Certified Small Business, you must include a copy of your certificate with your bid package in order to be eligible for the 5% preference.

Certification Application

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

A **complete** certification application package must be received by the OSDS no later than 5 P.M. of the bid due date. The certification effective date will be the date the application is properly received and deemed **complete** by the OSDS. Incomplete application submittals will delay 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:

Office of Small Business and DVBE Services (OSDS)
ATTN: BDD Unit
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605

G. BIDDER/CONTRACTOR STATUS FORM

All bidders must complete, sign and submit the form in response to the RFP. Failure to comply will deem the bidder non-responsive. The DAA 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. STATEMENT OF EQUIPMENT FORM

All bidders must complete, sign and submit the “**Statement of Equipment Form.**” Failure to comply will deem the bidder non-responsive. Subcontracting of certain equipment has become “commonplace” in the industry, but it is important that the DAA knows who the owner is. Subcontracted equipment or services must be covered by the bidder’s liability insurance (see below), or a separate Certificate of Insurance (if applicable) will need to be provided for the subcontractor’s equipment or service. **Please note**, utilization of a subcontractor will reduce the number of points awarded in Tier 1 of this bid package.

I. INSURANCE

The bidder must show proof (a photocopy of the original) of current commercial general liability insurance at the \$2,000,000 level. Additionally, the bidder awarded the contract shall provide a signed original Certificate of Insurance 30 days prior to the start of the contract period, covering those days of the contract period. This again shall include \$1,000,000 in commercial general liability coverage per occurrence for bodily injury and

property damage combined. Responding to this RFP without current proof of insurance will automatically disqualify the bidder.

The Certificate of Insurance supplied 30 days prior to the contract period must include: ('Exhibit A')

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

“That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or nonprofit) 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.”

Proof of Workers Compensation Insurance Coverage and Automobile Liability Insurance Coverage (per accident basis with limits of not less than One (1) Million Combined Single Limits) are also required at the time the bidder provides their RFP documentation.

J. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM REQUIREMENTS

Note to bidders: The DVBE contracting option for this solicitation is stated below. To avoid having your bid deemed non-responsive, please carefully review the instructions provided.

The DAA elects to include the DVBE Program Requirements for this solicitation but not the incentive. **Bidders failing to meet DVBE requirements will be considered non-responsive and ineligible for contract award.**

Bidders must complete and return the attached:
Bidder Declaration, GSPS-05-105 (08/09) and
DVBE Declarations, STD. 843 (9/19), as applicable.

The enclosed DVBE Attachments are made part of this RFP. Bidders must complete and return the attached **Bidder Declaration, GSPS-05-105 (08/09)** and **DVBE Declarations, STD. 843 (9/19)** as applicable. See also attached **Exhibit “C” California Disabled Veterans Business Enterprise Requirements** for information on how to comply.

K. HISTORY AND GENERAL BACKGROUND INFORMATION

The Board of Directors of the 29th District Agricultural Association, Mother Lode Fair, is seeking the services to provide sound and light services for fair-sponsored events for the 29th DAA for one year (2025) with four one-year options (2026 through 2029). The options are to be exercised independently and at the sole discretion of the DAA. The purpose of the contract is to provide sound and lights for the Mother Lode Fair and Mountain Misery Brewfest.

For the Mother Lode Fair, sound and lights will be required for: variety and regional musical entertainment located on the Sierra Stage; motorized events in Grandstand; as well as sound for livestock shows held in the Small Livestock Show Ring. Mountain Misery Brewfest requires sound and lights for regional and national musical entertainment on the Sierra Stage.

Management will advise the contractor when equipment must be installed.

PART III

RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

A. RFP REQUIREMENTS AND CONDITIONS

1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omissions, or other errors in this RFP, he 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 by the DAA, if any, will be made in writing by way of an addendum issued pursuant to Paragraph 2 below.

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

2. Addenda

If necessary, the DAA 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 the RFP for bidding purposes. **All bidders should inquire from the contact person listed on the cover sheet whether any addenda have been issued prior to submitting a proposal in response to the RFP.**

3. Definitions

The use of “shall”, “must” or “will” indicates a **mandatory** requirement or condition in this RFP. Failure to include such mandatory requirements or conditions will result in the disqualification of a proposal.

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

4. Grounds for Rejection of the Proposal

A proposal **shall** be rejected if:

- It is received any time after the exact time and date set for receipt of bids as stated in Part II.
- The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A proposal **may** be rejected if:

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

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

5. Right to Reject Any or All Proposals

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

6. Protests

A bidder may file a protest against the awarding of the contract. The protest must be filed with both the District and the Department of General Services (DGS) at:

- Department of General Services (DGS)
Office of Legal Services
Attention: Protest Coordinator
707 Third Street, West Sacramento, California 95605
P.O. Box 989053, West Sacramento, California 95798
Email: OLSProtests@dgs.ca.gov
- 29th District Agricultural Association
Attn: Kim Helmbold, CEO
220 Southgate Drive
Sonora, California 95370
Email: ceo@mlfair.com

The protest **must** be received prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 5:00 PM on the fifth working day after Notice of Proposed Award was posted in a public place at the DAA's Administration Office. Upon the expiration of the posting period, if no protest is filed, the contract is awarded.

IN ADDITION, within five (5) calendar days after filing the protest, the protesting bidder shall file with the DAA and DGS Legal Office a fully detailed and complete written statement specifying the grounds for the protest which must be true and valid.

PLEASE NOTE: Failure to file (i) notice of protest by the conclusion of the fifth working day after notice of intention to award a contract has been posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest will result in the protester's protest being

deemed untimely and grounds for protest waived. Protests shall be limited to the grounds contained in Public Contract Code, Section 10345.

B. OTHER INFORMATION

1. Disposition of Proposals

All materials submitted in response to this RFP will become the property of the DAA. All proposals, evaluations and scoring sheets shall be available for public inspection at the conclusion of the bidding process and upon award of contract. If an individual requests copies of these documents, the DAA will assess a fee to cover duplicating costs. Documents may be returned only at the DAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official DAA files, and one copy will be retained to be put on file at Fairs & Expositions in Sacramento.

2. Confidentiality of Proposals

The DAA will hold the contents of all proposals in confidence until issuance of the "Notice of Proposed Award"; once scored and Notice of Award is posted, the bidding documents can be viewed under "public inspection."

3. Modification or Withdrawal of Proposals

Any proposal which is received by the DAA 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 costs estimate are valid for 60 days" is non-responsive to the RFP, and shall on that basis be rejected.

PART IV

SCOPE OF WORK TO BE PERFORMED

This part describes the scope of work to be performed by the bidder who is awarded the contract and the 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 current “*General Terms and Conditions*” (Exhibit “B”) and will be incorporated and made a part of the contract. All Terms and Conditions are fixed and non-negotiable.

The specifications listed below represent the minimum expectations of the DAA for the performance of contract to be awarded by this RFP. These are only examples. We are looking for professional quality equipment as recognized in the entertainment industry. Bids that include comparable professional gear will be welcomed.

All items listed below are for bidders’ reference only. It is bidder’s responsibility to provide a Lighting & Sound system that meets or exceeds these specifications, but it is not required that these specific items be utilized unless otherwise stated.

All shows will be advanced by the DAA’s Entertainment Coordinator and successful bidder should expect to include items not listed above that would be considered industry standards when dealing with major recording artists. (Please include management philosophy as indicated in Part V, Section B.)

All artist-specific backline requests will be sourced separately from this bid.

BIDDER MUST PROVIDE A LISTING OF PROPOSED EQUIPMENT TO BE PROVIDED.

No old technology or analog consoles will be considered.

The lists below are examples of equipment that may be required.

Sierra Stage Sound

- 6 JBL VRX speaker
- 6 JBL 5880 Vertec subwoofer
- 6 JBL SRX 712 monitor
- 2 JBL Flybar
- 1 Microphone workbox (30 microphones, DI boxes, and cables)
- 1 Microphone stand package
- 2 Yamaha TF5 mixer
- 1 Crown 3500 amplifier rack (3 amps)
- 1 Crown 12000 amplifier rack (4 amps)
- 1 Gemini CDMP 1500 & iPod cable
- 1 NI4 cable package
- 1 100-amp power distro/stage power
- 1 XLR split with FOH snake & monitor snake

Sierra Stage Lighting

- 1 Lighting console
- 12 R2 wash LED
- 20 Chauvet slim par 64 LED
- 6 Chauvet beams
- 1 DMX cable package
- 1 Power cable package
- 1 50-amp distro

Grandstands/Arena Sound

- 12 JBL Vertec 4887 speaker
- 1 Yamaha TF1 mixer
- 1 Shure wireless microphone
- 1 Shure wired microphone
- 2 Genie lifts
- 1 Crown 12000 amplifier rack (4 amps)
- 1 NL4 cable package
- 1 NL8 jumper package
- 1 100-amp distro

Small Livestock Show Ring Sound

- 8 Toa horn
- 1 QSC 70v amplifier
- 1 1604 Mackie mixer
- 1 Shure wireless microphone
- 1 Shure wired microphone

Technicians

- 3 Audio technician
- 1 Lighting technician

DAA to Supply:

All power required

All permits and inspections required by city and state

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated to determine responsiveness to the DAA's needs as described in this RFP. This part describes the process the DAA will follow when evaluating and scoring proposals and awarding the contract, if any is awarded, and contains the exact scoring criteria to be used. During the evaluation and selection process, the Committee may wish to interview a Bidder for clarification purposes only. The Bidder will not be allowed to ask questions concerning other Bidders, but only to respond to clarification questions from the Committee. Proposals cannot be changed by the Bidder after the time and date designated for receipt.

A. EVALUATION AND SELECTION

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 DAA reserves the right to verify any references and employment experiences referenced or disclosed in this proposal or to ascertain the accuracy of information presented. Misinformation or 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. Following any interviews, the proposals may be re-scored.

6. The "Financial Proposal Bid Forms" will then be opened and scored and added to each reviewer's 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 overall (average) score.
7. Small Business Preference will be added if applicable (see Small Business Preference Information in Part II).
8. The proposed award will be made 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 in the presence of authorized representatives of the tied bidders.
10. All bidders will be notified of the results.

B. SCORING

The following information must be provided by the bidder in order for the RFP to be scored.

	POINTS
1. Current Operation/Management Philosophies and Policies	35 pts
<ul style="list-style-type: none"> a. Copy of personnel manual and applicable policies or statement of same. Include trainings and certificates that employees are required to maintain. 	10 pts _____
<ul style="list-style-type: none"> b. Management philosophy regarding show advancing and artist requests. 	10 pts _____
<ul style="list-style-type: none"> c. Management philosophy regarding equipment not included in Scope of work but considered necessary to provide services. 	10 pts _____
<ul style="list-style-type: none"> d. Copies of various reporting forms that are used by contractor such as accident forms, incident reports, and first aid reports 	5 pts _____

Total Score for Current Operation/Management Philosophies and Policies

2. Experience and Performance for the last five years**30 pts**

- a. Provide a minimum of five (5) references with letters of recommendation and complete contact information pertaining to performance and experience with fairs and/or large events similar to fairs. At least two (2) letters shall be from a previously contracted fair. All letters must be signed and printed on reference's letterhead.
- b. Documentation: Provide a list of all Fairs and Festivals for which you have provided lighting and/or sound in the last three years.

Total Score for Experience and Previous Performance

3. Financial Offer**30 pts**

Lowest total bid will receive 30 points. Each subsequent offer will receive proportionate percentage of points.

Total Score for Financial Offer

4. Other**5 pts**

- Review of Listing of Proposed Equipment
- Previous contract performance with DAA
- Ability to Multi-Language speaking employees

Total Score for Other

Maximum Points Possible = 100 pts

PART VI

MANDATORY FORMAT AND CONTENT REQUIREMENTS

A. INTRODUCTION

This part provides instructions to the bidder regarding the mandatory proposal format and content requirements. The bidder must remember that:

- All bids submitted must follow the proposal format instructions;
- All information must be presented in the order and the manner requested;
- All questions must be answered; and
- All requested data must be supplied.

Proposals not following the required format will be deemed non-responsive and will be rejected.

B. PROPOSAL FORMAT AND CONTENT

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

1. “Technical Proposal”

Information in the technical proposal is to be provided in the order requested beginning with the cover letter page. Each page is to be numbered at the bottom, starting with the number 1; all pages should be 8-1/2 x 11 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 25-001** to which this proposal responds, have been read and understood. Further, in signing this letter, as the authorized representative of the submitting bidder, it is expressly agreed by the bidder that failure to have provided accurate and truthful information in this proposal or any deviation from any requirement or performance measure stated in the RFP shall constitute grounds for rejection of this proposal. And further, bidder agrees that if the submitted proposal is not in the format of the RFP, bidder’s proposal will be deemed non-responsive.”*

The person’s name must be printed clearly above the signature line, and then signed on the signature line and dated. If bidder fails to submit this document, and it is not signed and dated, the proposal will be rejected as being non-responsive.

- Second must be a Table of Contents.

- Third must be “Bidder/Contractor Status Form”
- Fourth must be the Statement of Equipment Form
- Fifth must be Outstanding Judgment or Pending Litigation Form
- Sixth must be the Small Business Preference Documentation, if applicable, and one (1) copy of the small business certification, 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:

- a) Name
- b) Address
- c) Phone Number
- d) Description of work to be performed
- e) Dollar amount of percentage per subcontractor

Also include the subcontractor’s certification or indicate if application(s) are on file with OSDS.

- Seventh must be applicable DVBE documentation. See Part II, Section J.
- Eighth must be all information/documentation requested in Part V, Section B.
- Lastly, followed by any other information, certificates, etc., pertinent to this RFP.

2. “Financial Proposal Bid” Form

The “Financial Proposal Bid” Form must be completed and signed.

PART VII

FORMS SECTION

A. Forms to be Completed and Submitted by Bidder

- Bidder/Contractor Status Form
- Statement of Equipment Ownership Form
- Outstanding Judgment or Pending Litigation Form
- Small Business Documentation if applicable as described in Part II, Section F
- Applicable DVBE Documentation as described in Part II, Section J
- Financial Proposal Bid Form completed and signed

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

- Std. 213 – Standard Agreement
- Standard General Terms and Conditions
- Standard Contract Terms and Conditions (SCTC)
- Contractor Certification Clause (CCC 307)
- Latest Revision of the CFSA Insurance Requirements “Exhibit A”

BIDDER/CONTRACTOR STATUS FORM

Bidder's Name _____

Bidder's Address _____

Bidder's City _____

Bidder's State _____

Bidder's Zip Code _____

Bidder's Contact Phone _____

Bidder's Federal Employer ID _____

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 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:

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.

All must answer:

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

CURRENT OFFICERS:

President _____ Vice President _____

Secretary _____ Treasurer _____

Other Officers _____

STATEMENT OF EQUIPMENT OWNERSHIP FORM

The purpose of this form is to establish ownership of equipment required to perform the services as outlined in the Scope of Work To Be Performed (Part IV) in this RFP 25-001.

_____ All Equipment referenced in the RFP response which is needed to perform the services as outlined is owned by the bidder.

_____ Some or all of the equipment referenced in the RFP response which is needed to perform the services as outlined is being leased/rented/subcontracted from the following company(s):

(Business Name, City, State – Attach additional list if necessary)

Any equipment provided from another source may necessitate providing additional insurance from the provider of said equipment. Bidder shall provide a list of proposed leased/rented/subcontracted equipment for each company listed above.

SIGNATURE

TITLE

OUTSTANDING JUDGMENT OR PENDING LITIGATION FORM

The purpose of this form is to determine if there are any legal and binding judgments against the Bidder (its company or any of its executive officers). If that judgment occurred from previous business dealings with one of California's District Agricultural Associations or State Fairs, the company and/or its officers would be deemed non-responsive and not suitable for future business dealings with a California District Agricultural Association, as in the 29th District Agricultural Association, Mother Lode Fair.

In addition, it is required that any pending litigation involving any of California's District Agricultural Associations, as well as other State or Civic entities, be disclosed as part of this RFP process. For the purpose of this form, "Pending Litigation" shall be defined as any lawsuit that has not been decided or settled or is awaiting conclusion or confirmation.

By signing this "Outstanding Judgment or Pending Litigation Form," the Bidder declares under penalty of perjury under the laws of the State of California that no civil, criminal or administrative litigation is currently pending against the Bidder's company or officers, except as noted below:

Except with the information listed above, by signature on this form, the Bidder certifies that there are no outstanding judgments or pending litigation against the Bidder's company or any of its executive officers.

Company Name

Signature and Title

Date

FINANCIAL PROPOSAL

SOUND AND LIGHTS CONTRACT

HIGH SCORE

Proposal:

The Board of Directors of the 29th District Agricultural Association, Mother Lode Fair, in releasing this RFP, intends to award a contract for a period of one (1) year (2025) with four (4) optional one year renewals (2026 – 2029).

Financial bid proposal to provide sound and lights as outlined in the Scope of Work To Be Performed (Part IV) in this RFP 25-001.

2025 Bid Total	_____
2026 Bid Total	_____
2027 Bid Total	_____
2028 Bid Total	_____
2029 Bid Total	_____
5 Year Total	_____

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 DAA that bidder has thoroughly familiarized him/herself 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 signing this “Financial Bid Proposal 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 DAA in any manner.

SIGNATURE

TITLE

NOTICE OF PROPOSED AWARD

RFP NUMBER 25-001

[DATE]

The 29th District Agricultural association announces proposed award of their contract for

SOUND AND LIGHTS CONTRACT – FAIR-SPONSORED EVENTS

To _____

If no protest is filed by 5:00 PM on _____,
award will be final.

(last day of 5-day waiting period)