



Date: March 5, 2019

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, IFB FV-03-19, Supplemental Facility & Venue Attendant Services

The purpose of this addendum is to revise Invitation For Bid (IFB) as indicated below. All other terms and conditions of the original IFB remain unchanged.

Document to be revised as followed:

1. Page 4 of 66, PART II, GENERAL INFORMATION, Section A. INVITATION FOR BID should read as follow:

The Board of Directors of the 32nd District Agricultural Association, in releasing this IFB, intends to award a contract for Supplemental Facility & Venue Attendant Services for the OC Fair & Event Center from April 1, 2019 through March 31, 2021, with three (3) one (1) year options.

2. Page 45 of 66, ATTACHMENT 2, FINANCIAL PROPOSAL BID FORM, add the following:

“Bidders shall include all future State mandate wage increases in the bid price, Financial Proposal Bid Form. The District will not amend the contract to increase contract price when wage increases are in effect.”

These changes will be incorporated as part of the contract.

Thank you

-End Addendum #1-

PART II GENERAL INFORMATION

A. INVITATION FOR BID (IFB)

The Board of Directors of the 32nd District Agricultural Association, in releasing this IFB, intends to award a contract for Supplemental Facility & Venue Attendant Services for the OC Fair & Event Center from April 1, 2019 through March 31, 2021, with three (3) one (1) year options. The agreement options are to be exercised independently and at the sole discretion of the District. Certification of satisfactory performance is required.

B. BIDDER RESPONSIBILITY

Bidders are urged to read the documents thoroughly, as the District shall not be responsible for errors and omissions on the part of the bidder. Careful review of final submittal is highly recommended, as reviewers will not make interpretations or correct detected errors in calculations.

C. DELIVERY OF PROPOSALS

Proposals must be mail prior to the closing time at the address listed below. Failure to meet these requirements will result in an unaccepted proposal.

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

If mail via postal, the label must contain Bidder's name and address and address to the following:

**BID PROPOSAL: FV-03-19
DUE DATE: 3/8/19, 11:00 A.M.
32nd District Agricultural Association
OC Fair & Event Center/Administration Building
88 Fair Drive
Costa Mesa, California 92626**

- Proposals must be submitted to the District's Administration Office no later than Friday, March 8, 2019, 11:00 a.m. The District's Administration Office is open Monday through Friday, from 8:00 a.m. – 5:00 p.m., and is closed on holidays. Pursuant to the law, no proposals shall be considered which have not been received at the place by the closing time, stated in this IFB.

D. CONTRACT AWARD

Each Bidder's financial proposal is evaluated and based on low cost, Small Business preference and DVBE incentive will be given where applicable (see Part II, Items G and H).

If the contract is awarded, it shall be granted to the qualified responsible Bidder who proposed the lowest cost. Prior to the Board awarding a contract, the District shall post a "Notice of Proposed Award" on the OC Fair website for five (5) working days. In addition, an email containing a link to the notice will be emailed to each Bidder.

A contract award is not final until:

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

**ATTACHMENT 2
FINANCIAL PROPOSAL BID FORM
IFB NUMBER FV-03-19**

Excel Spreadsheet (Financial data and Signature Page must be submitted)

The Financial Proposal Bid Form will be used to determine the "not to exceed" amount of the contract. Do not add, remove, qualify or change form in any way.

The price quote the in EXCEL SPREADSHEET shall be inclusive of all wages, allowances, supervision, insurance(s), material, labor, taxes, emission, certificate, license, travel, meal reimbursements, hotel accommodation, equipment, delivery, pick up, set up, installation, tear down, clean up, daily services, transportation, fuel, emission, or any other related services required. The District shall not be billed for any costs that were not specifically included in the contract.

Bidders shall include State future mandate wage increases in the bid price, Financial Proposal Bid Form. The District will not amend the contract to increase contract price when the wage increases are in effect.

**REFER TO EXCEL SPREADSHEET TO ENTER FINANCIAL
DATA**



March 5, 2019

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI, Q & A, IFB # FV-03-19

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB Supplemental Facility & Venue Attendant Services. All terms and conditions of the original IFB notice remain unchanged.

Questions and Answers

Questions:

1. In order to evaluate the possibility of sub- contracting with a qualified DVBE do you have a link to the qualified DVBE vendors please?

Answer: We don't have a specific list of DVBE vendors. You may search from the following website or contact Small Business/DVBE Office from DGS

<https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

2. Is this union wages? Or is the union involved? We currently provide Janitorial services at the LA Fairplex and must follow Union rules.

Answer: No, union rate is not required. Union is not involved.

3. Under "3. Experience and Ability to Perform"

Must the contractor meet the criteria of service **WITHIN SOUTHERN CALIFORNIA?**

Answer: Criteria of service could be anywhere; however, bidders must meet the criteria as stated in

PART VII, MANDATORY FORMAT AND CONTENT REQUIREMENTS, section C. TECHNICAL PROPOSAL:

1. Company History and Personnel,

- d. Contractor's Main office must be located within 50 mile radius of the OC Fair & Event Center.

4. Page 4 of 66 Section A - It says that you are awarding a contract for Banner and Sign Printing and Installation Services for the OC Fair and Event Center from April 1, 2019 through March 31, 2021. We believe this is incorrect. Can you please clarify?

Answer: It should read *"The Board of Directors of the 32nd District Agricultural Association, in releasing this IFB, intends to award a contract for Supplemental Facility & Venue Attendant Services for the OC Fair & Event Center from April 1, 2019 through March 31, 2021, with three (3) one (1) year options."*

5. Page 23 of 66 Section C3 – If we don't have experience with working with 80,000 people in a single day event would we be disqualified? Note we do have experience with working at multiple sites on a campus that have 500 up to 5,000 attendees per site per day. Usually lasting two days.

Answer: Yes, it would be disqualified.

6. What is the average weight of a full 2yd dumpster?

Answer: Answer: 300-400 pounds depending on product in the can.

7. When manually pushing dumpster will a District Group Attendee be diverting traffic during heavily populated events?

Answer: Answer: There will not be any dumpsters being pushed around during heavily populated events. The trash is transferred by grey whale dumpsters, and then dumped into the compactor.

8. What is the average distance a 2yd dumpster will have to be pushed?

Answer: Answer: 100 yards

9. Who holds the current contract?

Answer: CCS Orange County Janitorial, Inc. DBA: Commercial Cleaning Systems.

10. What is the current per hour rate?

Answer: Attendant \$18.49, Lead \$19.24, Supervisor \$19.67

-End RFI #1-