



Date: February 26, 2019

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, IFB WC-02-19

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. Add Exhibit G (Uniform) and Exhibit H (Identification), and Certification to sample of contract.

These additional Exhibits and Certification will be incorporating as part of contract.

Thank you

-End Addendum #1-



Exhibit G

PROCEDURE FOR: Uniforms for Contractors and their Employees.

PPE (Personal Protective Equipment): Closed-toe shoes and steel toe work shoes/boots where appropriate and other PPE as required by task and OSHA guidelines.

Purpose: To ensure all OCFEC contractors, including employees, are wearing company approved uniforms when present in a working capacity at the OCFEC.

Procedure: 0004

1. Each OCFEC contractor and its respective employees (collectively, "Contractor") shall wear their own company uniform at all times when working on OCFEC property, including without limitation, the Pacific Amphitheatre, The Hangar and Action Sports Arena.
2. A uniform can be a logo T-shirt, polo style shirt or full button down shirt; if a jacket (or outerwear) is also required, the jacket must have the company logo on the front of the jacket. OCFEC will require pre-approval of the company uniform style and logo. The company logo must be highly visible and non-offensive in nature.
3. If a Contractor wears a jacket (or outerwear), the required photo identification must remain visible at all times. (see OCFEC Contractor Photo Identification Procedure)
4. If any OCFEC Contractor is not in the proper company uniform, he or she will be asked to leave the OCFEC premises and may not return until he or she is wearing the required uniform.
5. If any OCFEC Contractor violates OCFEC procedures, including this OCFEC Contractor Uniform Policy, OCFEC management will ask the Contractor to permanently replace that employee.
6. Continued lack of support for, or adherence to, OCFEC procedures, including this OCFEC Contractor Uniform Policy, may result in the cancellation of the contract between the OCFEC and contractor.
7. This procedure will be added to all contracts as an attached addendum.
8. When merchandise sellers are wearing Fair or concert merchandise, photo identification must be visible at all times.

Responsibilities: Staff, Supervisors, Managers, Directors, Vice Presidents

Review: July 1, 2018 - Annually in January



Exhibit H

PROCEDURE FOR: OCFEC Contractors and their Employees wearing identification in the Pacific Amphitheatre, back stage and on OCFEC property.

PPE (Personal Protective Equipment): Break-away OCFEC photo identification card lanyard.

Purpose: To ensure all contractors and their employees are properly wearing required identification in the proper manner.

Procedure: 0005

1. Each OCFEC contractor and its respective employees (collectively, "Contractor") must wear OCFEC approved and supplied photo identification cards around their neck or in another highly visible area at all times while working for the OCFEC. (Note: an additional clip option is available due to work requirements).
2. The OCFEC department Director responsible for the work area will provide a complete list of all Contractors to badging trailer personnel. All Contractors must visit the OCFEC trailer to have their photograph taken and to be provided with their OCFEC photo identification card and a break-away lanyard (and/or clip if requested by the contractor)
3. The OCFEC department Director responsible for the work area will provide a copy of this OCFEC Contractor Photo Identification Procedure to all contractors to review and this OCFEC Contractor Photo Identification Procedure shall be incorporated as part of all OCFEC contracts.
4. Contractors may not access the back stage area of the Pacific Amphitheatre without a back stage pass, which must be pre-approved by the OCFEC department Director and OCFEC Vice President responsible for the work area.
5. All OCFEC department Directors and OCFEC Vice Presidents must forward to the Pacific Amphitheatre back stage Security Manager the name of each OCFEC Contractor that was issued a back stage pass by that Department Director or OCFEC Vice President. Only the Pacific Amphitheatre back stage Security Manager has the authority to provide OCFEC Contractors with Pacific Amphitheatre back stage passes. All Pacific Amphitheatre back stage passes must be worn by the OCFEC Contractor as described above.
6. All Contractors must be courteous and cooperative when at any venue access point, entry, gate or if approached by Security/Law Enforcement for ID inspection.
7. Contractors will be allowed in the Pacific Amphitheatre back stage area only to perform job functions; once the Contractor completes the Contractor's job functions in the Pacific Amphitheatre back stage area, Contractor must immediately leave the area.
8. Contractors not properly wearing required OCFEC identification will be asked to leave, or may be escorted from, the OCFEC property.
9. If any OCFEC Contractor violates OCFEC procedures, including this OCFEC Contractor Photo Identification Procedure, OCFEC management will ask the Contractor to permanently replace that employee.
10. Continued lack of support for, or adherence to, OCFEC procedures, including this OCFEC Contractor Photo Identification Procedure, may result in the cancellation of the contract between the OCFEC and Contractor.
11. This procedure will be added to all contracts as an attached addendum.

Responsibilities: Supervisors, Managers, Directors, Vice Presidents

Review: February 1, 2018 - Annually in January

Exhibit G & H
OCFEC Procedure Acknowledgment Form
Page 1 of 1

Acknowledgement Form

Name of Procedure(s):

0004 – Contractor Uniform Procedure

0005 – Contract Staff ID – Pacific Amphitheater

Date reviewed:_____ Initial:_____

I _____ have read, understand and will follow the above
procedure(s).

Signature:_____



February 26, 2019

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI, Q & A, IFB # WC-02-19

The purpose of this RFI (Request for Information) is to transmit “Questions and Answers” regarding the technical components of the IFB Sweeping Clean-Up & Waste Collection Services. All terms and conditions of the original RFP notice remain unchanged.

Questions and Answers

Clarification: This project is bid out using Invitation For Bid (IFB) method, not RFP (Request For Proposal). There's no scoring involve. The award will be made to **qualified, responsive bid**. Do not modify the provided forms, give conditions or options in your Financial Proposal Bid Form. The District will not consider alternatives.

Question:

1. Is only one copy of the proposal needed for submission?

Answer: Yes, only one copy of proposal is needed.

2. Can the Technical and Financial portion of the proposal be provided as the same document?

Answer: Bidder must use provided Financial Proposal Bid Form. Technical Proposal and Financial Proposal Bid Form may be continuous or separate.

3. Is a digital copy (PDF) of the proposal required for submission?

Answer: Digital copy is not mandatory however bidder may include USB in addition.

4. Under the freedom of information act can you provide a copy of the winning cleaning proposal and pricing the last time this contract was awarded? I believe in 2015.

Answer: Since this is a Public Record Request has been forwarded to the Public Record Representative. The Public Record Representative will respond to the requester individually.

The contract was awarded in 2013.

5. Do the restrooms comes stocked? Or will we be providing cleaning equipment & supplies.

Answer: OCFEC will supply the paper product the janitorial company will supply the cleaning product and it has to be chemical free. Enviro safe.

6. What is the price for the Current Contract?

Answer:

Parking Lot Sweeping	
11/01/13 – 10/31/14	\$272,625.00
11/01/14 – 10/31/15	\$280,550.00
11/01/15 – 10/31/16	\$337,575.00
11/01/16 – 10/31/17	\$347,525.00
11/01/17 – 10/31/18	\$400,675.00
FIVE YEAR TOTAL	\$1,638,950.00

Venue Clean-Up & Waste Collection	
11/01/13 – 10/31/14	\$559,810.00
11/01/14 – 10/31/15	\$596,020.00
11/01/15 – 10/31/16	\$702,500.00
11/01/16 – 10/31/17	\$743,000.00
11/01/17 – 10/31/18	\$851,500.00
FIVE YEAR TOTAL	\$3,452,830.00

-End RFI #1-