



## **Cover Page**

### **Contents included in this IFB Package**

1. IFB Number 2024 – 01 Janitorial Services
2. Forms Section - Lists all the forms to be completed
3. Bidder Contractor Status Form
4. Financial Proposal Bid Form
5. Small Business Preference Form

**655 South First Street, Dixon, CA 95620 (Physical Address)  
P.O. Box 459, Dixon, CA 95620 (Mailing Address)  
707-678-5529**

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**36TH DISTRICT AGRICULTURAL ASSOCIATION'S  
INVITATION FOR BID (IFB) PACKAGE**

**TO PROVIDE JANITORIAL SERVICES  
FOR THE DIXON MAY FAIR  
ON THE DIXON FAIRGROUNDS**

**IFB NUMBER 2024-01 Janitorial Services**



Contact Person: Patricia Conklin

This person is the only authorized person designated by the DAA to receive communication concerning this IFB. **PLEASE DO NOT ATTEMPT TO CONTACT ANY OTHER PERSON CONCERNING THIS IFB.** Oral communication of DAA officers and employees concerning the IFB shall not be binding on the DAA, and shall in no way excuse the bidder of obligations as set forth in the IFB. Only questions concerning the technical requirements of the IFB will be answered.

Address: 655 South First Street (Mailing Address: P.O. Box 459)  
City/Zip Code: Dixon, CA 95620  
Telephone: (707) 678-5529  
Date: March 4, 2024

## DEFINITIONS

- BIDDER** The individual, company, organization, or business entity submitting the bid in response to the Invitation for Bid.
- DAA** Refers to the District Agricultural Association, which is a State Institution of the State of California and is not a local agency of government.
- 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 the District Agricultural Associations and County and Citrus Fruit 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:
- Office of Legal Services  
707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605
- IFB** Invitation for Bid

## TECHNICAL INFORMATION

**A. BIDDER RESPONSIBILITY:**

Read the Invitation for Bid (IFB) very carefully as the Association 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.

**B. PURPOSE:**

The Board of Directors of the Thirty-Sixth District Agricultural Association/Dixon May Fair in releasing this IFB intends to award a contract for the purpose of providing janitorial services for the 2024 Dixon May Fair.

**C. TENTATIVE SCHEDULE:**

IFB released	March 4, 2024
Bids due	March 21, 2024 2:00 PM
Bid opening	March 21, 2024
Notice of proposed award posted & mailed	March 22, 2024
Award final, No protest may be filed after this date	March 29, 2024
Proposed Contract Start Date	May 9, 2024

**D. DELIVERY OF BIDS AND CONTACT PERSON FOR INFORMATION**

Pursuant to the law, no bids shall be considered which have not been received at the place, and prior to the closing time, stated in this IFB. Direct questions concerning the technical requirements of the IFB to: Patricia Conklin at (707) 678-5529

IFB Number: 2024-01 Janitorial Services  
36th District Agricultural Association  
655 South First Street  
Dixon, CA 95620

Mailing Address: P.O. Box 459, Dixon, CA 95620

## E. INSTRUCTIONS TO BIDDERS:

This section details mandatory format instructions to the bidder. Please note that all bids submitted must follow the instructions; all information must be presented in the manner requested; all questions must be answered; and all requested data must be supplied. If the following information (listed below) is not submitted, your bid may be deemed non responsive and may be rejected.

Each bid must be placed in a sealed envelope and clearly labeled as stated in Section D. above, in response to the IFB.

The following items and all forms must be submitted, where applicable or mandatory.

- A list of 3 references with phone numbers, on company letterhead, where similar duties outlined in the IFB were performed.
- one (1) Certificate of Insurance for General Liability and one (1) Certificate of Workers Compensation Insurance as outlined in Part M of this RFP
- one (1) attached completed, dated and signed "Bidder/Contractor Status Form"
- one (1) copy of the "OSMB's Small Business Certification Approval Letter", mandatory, if bidder is claiming the 5% Small Business Preference; and
- The "Financial Proposal Bid Form" must be completed and signed; the bidder must submit 1 (one) signed copy.

F. **WORK STATEMENT AND TERMS AND CONDITIONS:**

The Work Statement describes the work to be performed by the bidder who is awarded this contract and the Terms and Conditions which shall be deemed to be incorporated and will become a part of any contract awarded pursuant to this IFB. The contract awarded pursuant to this IFB will also contain the Standard Contract Terms and Conditions and will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

**Specifications:**

- Company must be in the business of performing the comparable duties as outlined in this IFB.
- **Company must provide a minimum of 3 references with phone numbers where similar duties outlined in this IFB were performed elsewhere.**
- Crew must have equal number of men/women in order to provide restroom services.
- Supervisory-level employees are required. However, successful bidder must be capable of providing employees that are self-motivated and can manage people and time.
- Association will provide bathroom supplies such as toilet paper, soap, seat covers, paper towels, trash can liners and cleaning products to perform contract term.
- Contractor will provide all necessary equipment to pick up trash and perform duties. (Vacuums and supplies for vacuums).
- Contractor is responsible for training of their employees in the proper use and handling of all equipment and cleaning supplies, as well as supplying personal protective equipment such as gloves, ear plugs, masks and goggles.
- Contractor will be paid within 10 days of receipt of invoice.
- Association will provide at least two golf carts or motorized utility vehicle for Contractor's use. Drivers must hold a valid California Driver's License and be at least 18 years of age, sign Association's golf cart policy and exercise basic safety precautions.
- Contractor must provide liability insurance for the golf carts. Any damage to the golf carts will be the responsibility of the contractor.
- Contractor is responsible for assuring all employees are trained and practice safe practices on the job.
- Contractor must follow all labor laws pertaining to the scope of work.
- Contactor must attend a **Mandatory meeting with the Fair Senior Maintenance Worker on Monday, May 6, 2024 at 11:00 a.m. Subject to change.**
- The total price quotation must not exceed \$15,500.

F. **WORK STATEMENT AND TERMS AND CONDITIONS (Continued):**

**Tentative Schedule:**

**Wednesday, 05/8/24**

Monitor and Clean livestock restroom from 8 a.m. to 10 p.m.

Pre-clean buildings, bathrooms, & grounds

Pick-up trash, clean tables and change liners in the trash barrels as needed.

Post-clean bathrooms, Grounds and livestock restroom area after Fundraiser dinner in livestock.

Hours: 1 p.m. – 10 p.m. (livestock restroom 8 a.m. to 10 p.m.)

**Thursday – Sunday, 05/9/24 – 05/12/24**

Crew to clean livestock restroom daily by 7:30 a.m.

Minimum of a 4 person crew to Pre-clean buildings, bathrooms, & grounds before fair opens. (Thursday - 4 p.m.; Friday – Noon; Saturday – 11 a.m. & Sunday – Noon

Continuously clean all bathrooms on fairgrounds this includes portable toilets.

Continuously clean tables, grounds, & remove trash throughout fairgrounds

Police all buildings for spots on entry glass, trash, and spills

Clean arena grounds after each event – Friday, Saturday & Sunday

Hours: 7:30 a.m. – close

**Monday, 05/13/24**

Post-clean all bathrooms on fairgrounds

Pick-up trash from grounds & clean tables

Remove all trash throughout fairgrounds and change liners in the trash barrels as needed.

Hours: 9:00 a.m. early crew; full crew start time arranged with fair staff and may be changed to Tuesday, depending on use of fairgrounds on Monday following the annual fair.

**Scope of Work:**

- Janitorial Services for all buildings and restrooms as designated by Fair Management. Maps of the grounds are included in IFB
- Trash pick-up of entire grounds including trash on tables
- Garbage maintenance of all garbage cans on grounds
- Post Fair Grounds
- Other related duties as designated by fair management



**CONTRACT AWARD:**

The contract must be awarded to the lowest responsive bidder or all bids must be rejected. DAA reserves the right to accept any or all of the lowest bids per item requested unless the bidder stipulates that their response is an "all or nothing" offer. If the lowest responsive bidder does not have the necessary quantity, the DAA may also award up to their specified needs in accordance to low bid (if applicable).

Upon selection of a proposed bidder, a "Notice of Award" will be posted, in public view, for five (5) working days at the DAA's Administration Office. In addition, a copy of the "Notice of Award" will be mailed to each bidder.

**H. BREAKING OF TIES:**

In the event that there is a tie, the tie will be broken by a toss of a coin by a DAA designee in the presence of authorized representatives of the tied bidders.

**I. GROUND FOR REJECTION:**

(1) A bid **shall** be rejected if:

- It is received at any time after the exact time and date set for receipt of bids as stated in paragraph C.
- It is not prepared in accordance with required format or information is not submitted in the format required by this IFB.

(2) A bid **may** be rejected if:

- It contains false or misleading statements for references which do not support an attribute or conditions contended by the competitor. (The bid shall be rejected if, in the opinion of the DAA, such information was intended to erroneously and fallaciously mislead the state in its evaluation of the bid and the attribute, condition or capability of requirement of this IFB.)
- It is unsigned.

(3) All bids **may** be rejected in any case where it is determined that:

- the bids are not really competitive
- where the cost is not reasonable, or
- if it is deemed to be in the best interest of the State.

(4) All bids **may** be rejected if the DAA determines, in its sole discretion, that any other reason exists to reject the bid.

**J. RIGHT TO REJECT ANY OR ALL BIDS:**

It is the policy of the DAA not to solicit bids unless there is a bona-fide intention to award a contract. In the rare case where solicitation for informational and planning purposes is intended, the document will so indicate. However, without limitation by reason of the foregoing explanation, the DAA reserves the right to reject any or all bids or to cancel the bids at any time during process.

**K. PROTESTS (State Administrative Manual, Section 1241 and Public Contract Code, Section 10343):**

A bidder may file a protest against the awarding of the contract. The protest must be filed with the Department of General Services (DGS), Office of Legal Services, 707 3<sup>rd</sup> Street, 2<sup>nd</sup> floor, West Sacramento, CA 95805 **and** with the DAA. The protest shall be filed prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth working day after notice of proposed award was posted in a public place at the DAA's Administration Office.

*IN ADDITION*, within five (5) working 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.

*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.*

**L. SMALL BUSINESS PREFERENCE (SAM 1261):**

"A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

"The required list of California certified small business subcontractors must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

"Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940."

*If you are claiming the 5% small business preference, a copy of your OSMB Small Business Certification Approval Letter must be submitted with your bid package.*

In addition to submitting the OSMB's certification approval letter with the bid package, all bidders must complete the "Bidder/Contractor Status Form". (Mandatory).

**M. INSURANCE:**

If the bid is accepted for awarding of the contract, the bidder shall provide a Certificate of Insurance **\$ 1,000,000.00** in commercial general liability coverage, **\$ N/A** in automobile liability insurance, proof of worker's compensation insurance and/or **\$ N/A** in liquor liability, (if applicable) per occurrence for bodily injury and property damage liability combined prior to the time of entering into a contract to be let pursuant to this IFB. The certificate must include the following, unless the bidder is on the F & E's or CFSA's Master Insurance Certificate List;

- Evidence of authorized insurance for the term of the contract; including set up and tear down days,
- Evidence of coverage for the Golf Carts provided by the Fair Association,
- A 30 day cancellation notice,
- The DAA's name and address show as certificate holder, and
- The additional insured language exactly as stated below:

"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 non-profit) 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."

**The insurance certificate must be included with the bid package per Section E. Instructions to Bidders.**

**N. BIDDER/CONTRACTOR STATUS FORM:**

A completed, dated and signed "Bidder/Contractor Status Form" must be included with the bid package.

## O. OTHER INFORMATION

### 1. **Disposition of Proposals**

All materials submitted in response to this IFB will become the property of the 36<sup>th</sup> DAA. All proposals shall be available for public inspection at the announcement of intent to award. If an individual requests copies of these documents, the 36<sup>th</sup> DAA will assess a fee to cover duplicating costs. Documents may be returned only at the 36<sup>th</sup> DAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official 36<sup>th</sup> DAA files.

### 2. **Confidentiality of Proposals**

The 36th DAA will hold the contents of all bids in confidence until issuance of the **Notice of the Proposed Award**; once issued and posted no proposal will be treated as confidential. However, if a bidder maintains that certain information is proprietary, all proprietary or other legally protected material must be identified at the time of submitting the proposal to retain the claim of confidentiality.

The materials may be used by the 36th DAA to justify the awarding or not awarding of a contract if a protest is filed. The 36th DAA will not be liable for inadvertently releasing confidential materials although the 36th DAA will use the best efforts to prevent the release of said material.

### 3. **Modification or Withdrawal of Proposals**

Any bid which is received by the 36th 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 bid must be received by the time and date set for receipt of proposals in Section C.

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 sixty (60) days" is non-responsive to the IFB.

### 4. **Modifications by the 36th DAA**

Modifications by the 36th DAA, if any, will be made in writing by way of addendum issued pursuant to the paragraph below. Clarifications, if issued, will be given by written notice to all parties to whom the 36th DAA had sent notice of the RFP and to persons or entity who have requested to be given notice of any modification or notices.

If necessary, the 36th DAA will modify the IFB 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 IFB 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 bid in response to the IFB.**

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## **FORMS SECTION**

### **A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER**

- Bidder/Contractor Status Form
- Financial Proposal Bid Form, completed and signed
- List of 3 references with phone numbers on your company letterhead.

### **B. DOCUMENTS TO BE COMPLETED BY 36th DAA**

- Notice of Proposed Award

### **C. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED (Documents will be issued only to successful bidder)**

- Std. 210, Standard Agreement if bid is under \$10,000.00
- Std. 213, Standard Agreement if bid is over \$10,000.00
- Standard contract Terms and Conditions Forms (SCTC)
- Insurance Requirements-Exhibit E & E1 (As outlined in Part M of this IFB)
- Standard 204, Payee Data Record
- CCC-304 Contractor Certification Clauses
- Recycled Content Certification (CIWMB #74)

### **CONTRACT AUDITS**

Contractor agrees that the State or its delegate will have the right to review, obtain, and copy all records pertaining to performance of the contract. Contractor agrees to provide the State or its delegate with any relevant information requested and shall permit the State or its delegates access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employee and inspecting and copying such books, records, accounts, and other materials that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract.

**BIDDER/CONTRACTOR STATUS FORM**

IFB Number 2024 -01 Janitorial Services

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Contractor's Name \_\_\_\_\_ County \_\_\_\_\_  
(Full Business Name)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_  
(principal place of business)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS (PLEASE CHECK ONE)**

Individual    Limited Partnership    General Partnership    Corporation

**Individual**

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

\_\_\_\_\_

**Partnership**

If a partnership, list each partner, identifying whether limited partner(s), stating their true 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: \_\_\_\_\_

Initial \_\_\_\_\_

**BIDDER/CONTRACTOR STATUS FORM**

IFB Number 2024 – 01 Janitorial Services

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**All must answer:**

Are you subject to Federal Backup Withholding? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Tax Identification Number** \_\_\_\_\_

**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 in reference to this IFB? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, the bidder is required to submit a copy of the OSMB's Small Business Certification Approval Letter with the technical proposal package.

**Pending Litigation or Hearings**

Are any civil or criminal litigation or administrative hearings currently pending over \$50,000 against the bidder's organization, owners, officers or employees? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state the case number, number, agency or court where pending and status of litigation or hearing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAA reserves the right to verify the information provided on this form by the bidder during the IFB 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) \_\_\_\_\_  
(Date)

***If this status form is not completely filled out, signed and submitted with bidder's response to the IFB, the bid will be rejected as non-responsive.***



DIXON MAY FAIR  
655 South First Street  
Dixon, CA 95620  
(707) 283-3247 FAX (707) 283-3250

**FINANCIAL PROPOSAL BID FORM**  
IFB #2024-01 JANITORIAL SERVICES

I hereby submit the following bid for fair time janitorial services on the grounds of the 36<sup>th</sup> District Agricultural Association for a one-year period for the 2024 Dixon May Fair.

2024 Contract

Total \$ \_\_\_\_\_

Are you claiming preference as a small business?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

(If yes, complete the reverse side of form and submit OSMB's Small Business Certification Approval Letter with bid package.)

**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

\_\_\_\_\_  
TAXPAYER IDENTIFICATION NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

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

By its signature on this bid, the bidder certifies under penalty of perjury the accuracy of the representations made on the bid form with regard to the contractor's license number, class, and expiration date. The bidder also certifies that he/she has read and understood the bid package including the information regarding bid protest.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**SMALL BUSINESS PREFERENCE:**

1. Section 14835, et seq., of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business preference, which may not exceed \$50,000 for any bid, your company must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the State Office of Small and Minority Business (OSMB). The bidder is required to submit a copy of the OSMB Small Business Certification Approval Letter with the bid package. Questions regarding the preference approval process should be directed to the Office of Small and Minority Business, 1808 136th Street, Suite 100, Sacramento, California 95814, (916) 322-5060.

Are you claiming preference as a small business?      \_\_\_\_\_YES      \_\_\_\_\_NO

Your Small Business ID number: \_\_\_\_\_

If yes, the bidder needs to submit OSMB's Small Business Certification Approval Letter with the bid package.

2. In addition to submitting OSMB's certification approval letter with bid package, bidders must complete the "Contractor Status Form".