



## **Cover Page**

### **Contents included in this RFP Package**

1. RFP Number Staging and Lights 2025-2027  
Note: See page Part II, Section I, regarding the mandatory walk-through.
2. Forms Section - Lists all the forms to be completed
3. Bidder Contractor Status Form
4. Financial Proposal bid Form  
Small Business Preference Form

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**36th DISTRICT AGRICULTURAL ASSOCIATION  
Dixon May Fair**

**TWO TIER REQUEST FOR PROPOSAL (RFP) PACKAGE**

**TO PROVIDE STAGING AND LIGHTS  
FOR THE ANNUAL DIXON MAY FAIR  
ON THE DIXON FAIRGROUNDS**

**RFP # STAGING & LIGHTS 2025-2027**

Contact Person: Patricia Conklin

This person is the only authorized person designated by the DAA to receive communication concerning this RFP. **PLEASE DO NOT ATTEMPT TO CONTACT ANY OTHER PERSON CONCERNING THIS RFP.** Oral communication of DAA officers and employees concerning the RFP shall not be binding on the DAA, 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.

Address: 655 South First Street  
Mailing Address: P.O. Box 459  
City/Zip Code: Dixon, CA 95620  
Telephone: (707) 678-5529  
Date: February 7, 2025

## PART I

### DEFINITIONS

<b>BIDDER</b>	The individual, company, organization, or business entity submitting the proposal in response to the Request for Proposal.
<b>36<sup>th</sup> DAA</b>	Refers to the 36th District Agricultural Association, which is an institution of the State of California and is not a local agency of government.
<b>F&amp;E</b>	Refers to the Fairs and Expositions Branch, Division of Marketing, Department of Food and Agriculture, which is a branch of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F&E is located at: 1220 N Street Sacramento, CA 95814
<b>DGS</b>	Refers to the Department of General Services, State of California located at: Office of Legal Services 707 3rd Street, 2nd Floor West Sacramento, CA 95805
<b>EVALUATION &amp; SELECTION COMMITTEE</b>	Committee chosen by the 36 <sup>th</sup> DAA to evaluate and score proposals received.
<b>QUALIFIED</b>	The term “qualified” as it is used in this document refers to the bidders who are awarded at least the minimum number of points by the Evaluation and Selection Committee (Committee on Tier One, the technical portion of the proposal.) No bidder’s financial proposal will be opened and considered if they have not received sufficient points to be deemed a qualified bidder.
<b>RFP</b>	Request for Proposal
<b>RESPONSIVE</b>	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”.
<b>TIER 1</b>	The technical portion of the proposal: Document 1, “Technical Proposal”
<b>TIER 2</b>	The financial portion of the proposal: Document 2, “Financial Proposal Bid Form”

**PART II**  
**GENERAL INFORMATION**

**A. REQUEST FOR PROPOSALS (RFP)**

The Board of Directors of the 36<sup>th</sup> District Agricultural Association, a State Institution, at Dixon, California in releasing this RFP, intends to award a three year contract for the rental of staging & lighting systems, equipment and providing personnel services on the stages and grounds for the Annual Dixon May Fair. (2025, 2026, & 2027).

**(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 36th DAA 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. Failure to meet these requirements will result in an unacceptable proposal. *Unless otherwise stated, **faxes will not be accepted.***

Proposals must meet the following format requirements to be deemed responsive for 36th DAA consideration.

- One (1) sealed package containing Three (3) copies of the technical proposal and labeled with the bidder's name, the RFP number, and "Technical Proposal, Tier I." (For additional details, see Part VI, B.1.)
- One (1) sealed package containing (1) copy 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 and addressed as follows:

RFP – STAGING & LIGHTS 2025-2027  
Patricia Conklin, CEO  
36<sup>th</sup> District Agricultural Association  
655 South First Street  
Dixon, CA 95620

**D. CONTRACT AWARD**

Each bidder's technical proposal is evaluated and scored by the Committee who utilizes the score sheet included in Part V. Proposals scoring the required minimum number of points or more will be considered "qualified". Subsequently, the financial proposal bid form accompanying all qualified technical proposals will be opened and Small Business Preference given where applicable.

If a contract is awarded, it shall be granted to the qualified responsible bidder who submits the lowest financial proposal. Prior to the Board awarding a contract, the 36th 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.

A contract award is not final until

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

## E. TENTATIVE SCHEDULE

RFP Released

February 7, 2025

**Mandatory walk-through for potential bidders that have not done business with Dixon May Fair in the past 10 years.**

**February 18, 2025 @ 10:00 a.m.**

**Proposals due:**

**February 27, 2025**

**No later than 2:00 pm**

Interview, if necessary to clarify proposals

March 3 – March 5, 2025

Interviews are not public

Scheduled by Association

Financial offer opened

March 3, 2025 if interviews are not required

**Notice of Proposed Award** posted and mailed

March 6, 2025

Award final, No protest may be filed after this date

March 13, 2025

Proposed contract commences

May 8, 2025

## F. SMALL BUSINESS PREFERENCE

“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)

## 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 36th 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. DVBE REQUIREMENTS

**The Association has waived the DVBE requirements for this contract.**

## I. HISTORY AND GENERAL BACKGROUND INFORMATION:

The Dixon May Fair is a four-day fair held on the Dixon Fairgrounds, Dixon, California.

Tentative Dixon May Fair Dates for the next three years:

- (1) 2025: May 8 through May 11, 2025.
- (2) 2026: May 7 through May 10, 2026.
- (3) 2027: May 6 through May 9, 2027.

The 36<sup>th</sup> District Agricultural Association reserves the right to change the date(s) of any or all of the above event dates with a ninety (90) day written notice to contractor. (Includes length and start end dates).

**THE BID SHALL BE FOR THE TOTAL PRICE ON A YEARLY BASIS. THERE SHALL BE NO ADDITIONAL CHARGES WITHOUT AN AMENDMENT TO THE AGREEMENT SIGNED BY BOTH PARTIES. The total price quotation for the 3-years must not exceed \$40,000.**

If respondent has not been a contractor with the Association in the past 10 years, they must attend a **mandatory walk-through** of the fairgrounds with fair CEO on Tuesday, February 18<sup>th</sup> at 10 a.m.

The purpose, is to physically tour the grounds and address any questions, all potential bidders that do not meet the above specifications must attend.

## J. INSURANCE

The bidder awarded the contract shall provide original Certificate of Insurance including \$1,000,000 in commercial general liability coverage, \$1,000,000 automobile liability insurance, and \$ 1,000,000 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 RFP.

The certificate must include:

- 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 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."

## PART III

### RULES GOVERNING COMPETITION & TECHNICAL EVALUATION

#### A. RFP REQUIREMENTS AND CONDITIONS

##### 1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, it shall immediately notify the 36th 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 2 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.

##### 2. Addenda

If necessary, the 36th 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 notice of 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 at any time after the exact time and date set for receipt of bids as stated in Part II, paragraphs C and E.
- It is not prepared in accordance with the required format or information is not submitted in the format required by this RFP.
- The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A Proposal **may** be rejected if

- It contains false or misleading statements or references that do not support attributes or conditions contended by the bidder. (The proposal **shall** be rejected if, in the opinion of the 36th DAA, such information was intended to mislead the 36th 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 36th DAA not to solicit proposals unless there is a bona fide intention to award a contract. However the 36th 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 the Department of General Services (DGS) at, 707 3rd Street, 2nd Floor, West Sacramento, CA 95805, Attention Office of Legal Services **and** with the 36<sup>th</sup> DAA. The protest must be received prior to the expiration of five (5) 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 36<sup>th</sup> DAA's Administration Office.

**IN ADDITION**, within five (5) working days after filing the protest, the protesting bidder shall file with the 36<sup>th</sup> DAA and Office of Legal Services 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. 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 36<sup>th</sup> DAA. 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 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 36<sup>th</sup> DAA 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. 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 36<sup>th</sup> DAA to justify the awarding or not awarding of a contract if a protest is filed. The 36<sup>th</sup> DAA will not be liable for inadvertently releasing confidential materials although the 36<sup>th</sup> DAA will use the best efforts to prevent the release of said material.

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

Any proposal which is received by the 36<sup>th</sup> 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 cost estimate are valid for sixty (60) days" is non-responsive to the RFP.

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## PART IV

### STATEMENT OF WORK TO BE PERFORMED AND CONTRACT TERM 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, which will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable

#### STATEMENT OF WORK TO BE PERFORMED

Potential Lighting and Staging Contractor: No component of these services can be subcontracted. However, if two separate companies are owned by the same entity or entities, they are allowed to collaborate on this bid.

- 1) All equipment used to fulfill the requirements of this bid must be modern state of the art.
- 2) Bidder to supply a list of all equipment that will be used to fulfill this bid. If list submitted varies from list below in any way, bidder must explain how the equipment will provide the same service.
- 3) Bidder to supply pictures of all stages (set-up) that will be used to fulfill this bid.
- 4) Bidder to supply picture of Truss (set-up) that will be used for the picnic stage.

THE BID SHALL BE FOR THE TOTAL PRICE ON A YEARLY BASIS. THERE SHALL BE NO ADDITIONAL CHARGES WITHOUT AN AMENDMENT TO THE AGREEMENT SIGNED BY BOTH PARTIES.

**All stages provided must have wind, weight and safety rated stamps from certified State of California engineer. Successful bidder to provide engineer specifications within 10 days of bid award. All Stages must be grounded per the California State Fire Marshal's Office.**

#### PICINIC STAGE (Saturday & Sunday use)

- STAGING**
- 1 32' x 24' x 04' Stage (Maximum height 4')
  - 1 32' x 24' x 22' Attached Cover
  - 1 Stair Units w/Handrail
  - 1 Handrail and Black Masking
  - 1 ADA Compliant ramp for access to stage

(Stage must comply with all requirements of the California State Fire Marshal's Office  
CA Professional Engineer Stamp and approved by the Office of CA State Fire Marshal)

- LIGHTING**
- 1 Truss System (60 Par Cans)
  - 2 Genie Lifts
  - All Cable Control & Color
  - 1 Technician (ONE (1) Night only – Sunday of Fair)

#### Load in Thursday AM, Load out Monday AM

(Lighting must comply with all requirements of the California State Fire Marshal's Office)

#### LEBER GARDEN STAGE

- 2 8 – Light Trees
- 1 Clicker Box
- All Cable Control & Color

(Lighting must comply with all requirements of the California State Fire Marshal's Office)

#### Fair Turns on and off. Load in Thursday AM.

## PART IV (Continued)

### PART V EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the 36<sup>th</sup> DAA's needs as described in this RFP. This part describes the process the 36<sup>th</sup> 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 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 36th 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 proceeding 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. **This is not a public review.**
6. In order to obtain the average score for each bidder, the total points of **each** reviewer will be added up for **each** bidder and the result divided by the number of people on the Committee. This score then used to determine if the bidder has the minimum number of points to qualify for the second tier. **This is not a public review.**
7. The "Financial Proposal Bid Form" of those responsible qualified bidders achieving the required minimum points will then be opened. Certified small business bidders, who have included in their proposal a copy of their Small Business Certification Approval Letter, shall be granted a preference of five (5%) per cent.
8. Selection of the bidder is based on the financial proposal bid form of the qualifying technical proposals as directed in Part II, D.
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.

**B. SCORING PROCESS**

Bidders receiving a score of 80 points or more on the “Technical Proposal”, Tier I, will be deemed qualified and their “Financial Bid Form”, Tier 2, will be reviewed. ***If a bidder does not receive the minimum number of points, as stated above, that bidder will not be deemed qualified and the bidder’s financial proposal will not be opened nor reviewed.*** The following information must be provided by the bidder in order for the RFP to be scored.

**1. Equipment .....30 Points**

Equipment list and pictures provided to be evaluated that it meets specifications as outlined in Part IV Statement of work to be performed. (include any documents demonstrating CA State Fire Marshal compliance)

**2. Relevant Work Experience .....30 Points**

Past experience and previous performance for the past three years is thoroughly evaluated. Attach a complete list of performance history under similar or relevant conditions. Specify overall qualifications of company and business philosophy, attitude, interest in project, integrity, etc.

**3. Personnel .....20 Points**

Attach a copy of personnel manual and applicable policies or statements of same (i.e., dress code, organizational chart, personal integrity, level of expertise required, etc.) Attach statements of personnel's detailed working knowledge of systems and professional experience. Include statements describing personnel's willingness to work with and cooperate with Fair staff, performers and their representatives. Include proof of Workers' Compensation Insurance coverage for employees.

**4. References .....20 Points**

Attach names, addresses and telephone numbers of at least three (3) business related references from events, fairs or facilities. Provide a minimum of (2) letters of recommendation from fairs, festival and/or events (both single and multi-day events.) Letters and services provided must have been written in the past two (2) years. **(must be different then those provided as references).**

## 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, paragraph C.

##### 1. Tier 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 # STAGING & LIGHTS 2025– 2027 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 dated. If bidder fails to submit this document, and it is not signed and dated, the proposal will be rejected as being non-responsive.

Table of Contents:

- ❖ One (1) completed, dated, and signed “Bidder/Contractor Status Form”;
- ❖ One (1) copy of the “OSMB’s Small Business Certification Approval Letter”, if bidder is claiming the Small Business Preference;
- ❖ One (1) copy of the completed DVBE documentation forms (bids totaling over \$10,000) which are attached to this RFP. **(WAIVED)**

Bidder must provide all information/documentation requested in Part V, B.

##### 2. Tier 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
- Financial Proposal Bid Form, completed and signed

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

Notice of Proposed Award after proposed winner is determined

**C. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED**

- a. Std. 213 (State of California Standard Agreement)
- b. Exhibit A – Scope of Work
- c. Exhibit B – Budget Detail and Payment Provisions
- d. Exhibit C\* – GTC 04/2017 General Terms and Conditions
- e. Exhibit “E” – Insurance Requirements
- f. Exhibit “E1” – Workers compensation Statement
- g. Std. 204 – Payee Data Record
- h. CCC-4-2017 – Contract Certification Clauses

Note: Items d & h can be viewed at the following website:  
<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

**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  
RFP # STAGING & LIGHTS 2025-2027**

Page 1 of 2

Contractor's Name \_\_\_\_\_ County \_\_\_\_\_  
(full business name)

Address \_\_\_\_\_ Federal Employer ID # \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

**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 incorporation was authorized to do business in California: \_\_\_\_\_

**CURRENT OFFICERS:**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Other Officers:** \_\_\_\_\_

**All must answer:**

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





**BIDDER/CONTRACTOR STATUS FORM  
RFP # STAGING & LIGHTS 2025-2027**

Page 2 of 2

**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 RFP: \_\_\_\_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.

Your small business ID number: \_\_\_\_\_

**Pending Litigation or Hearings**

**Are any civil or criminal litigation or administrative hearings over \$500,000.00 currently pending 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:**

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

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DAA reserves the right to verify the information provided on this form by the bidder during the RFP process.

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**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 & Title)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

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



36<sup>th</sup> District Agricultural Association  
**Financial Proposal Bid Form**  
Sound 2025, 2026 & 2027

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**FIRM NAME**

I hereby submit the following bid for fair time sound on the grounds of the 36<sup>TH</sup> District Agricultural Association for a three-year period for the 2025, 2026 & 2027 Dixon May Fair.

2025 Bid     \$ \_\_\_\_\_  
2026 Bid     \$ \_\_\_\_\_  
2027 Bid     \$ \_\_\_\_\_

Total 3-Years     \$ \_\_\_\_\_

No bidder may withdraw his bid for a period of thirty (30) days after the time set for opening thereof.

The state of California 36th District Agricultural Association reserves the right to reject any or all bids and to waive any informality in any bid received.

Contractors Name and Title: \_\_\_\_\_

Signature and date: \_\_\_\_\_

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.

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