

County of Lassen
Request for Proposal Package
FOR
Operation of Carnival
For Lassen County Fair
RFP# 2021-2

Issue Date: February 8, 2021

Contact Person: Lassen County Fair Office
Attention Kaitlyn Downing
195 Russell Avenue
Susanville, Ca. 96130
Phone: 530-251-8900
Email: KDowning@co.lassen.ca.us

This person is the only authorized person designated by County of Lassen to receive communication concerning this RFP. Please do not attempt to contact any other County employee concerning this RFP. Any attempt to contact other affiliates of County of Lassen for information regarding RFP #2021-2 may result in immediate rejection of your bid submission.

Verbal communications with, its officers and employees concerning the RFP shall not be binding on County of Lassen, 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. Please submit all questions in writing, either hard copy or email to the address indicated above.

PART I

DEFINITIONS

Bidder/Proposer:	The individual, company, organization or business entity submitting the proposal in response to the Request for Proposal. Terms can be used interchangeably.
Contractor:	Refers to that Bidder selected by the Lassen County and awarded the contract to provide the services set forth in this RFP.
Evaluation & Selection Committee:	 The Lassen County Fair Advisory Board, which may make recommendations to the Lassen County Board of Supervisors
Protest:	A formal challenge by a bidder/proposer to the intended award of a contract solicited by an RFP.
RFP:	Request for Proposal.
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.”
County:	Lassen County or County of Lassen

PART II

GENERAL INFORMATION

A. REQUEST FOR PROPOSALS (RFP)

Lassen County is releasing this RFP and intends to award a contract for a period of five years (2021 thru 2025). Contract will be subject to termination if not performed to satisfaction of the County for each of the individual years, for the purpose “Carnival Operation” during the annual fair on the grounds of the Lassen County Fair.

B. BIDDER RESPONSIBILITY

Bidders are urged to read the documents very carefully as the County of Lassen 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 deadline and at the place stated below. Failure to meet these requirements will result in an unaccepted proposal. A proposal package will not be opened if received late, faxed or emailed.

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

One sealed package containing three (3) copies of the proposal including copy of the Bidder/Contractor Status Form and technical and financial forms, labeled, and addressed as follows:

RFP# 2021-2
Operation of Carnival for Lassen County
Lassen County Fair
Attention Kaitlyn Downing
195 Russell Avenue
Susanville, Ca. 96130

All proposals must have original signatures, be submitted to the above address, no later than March 4th, 2021 by 4:00pm Pacific Time. Pursuant to the law, no proposals shall be considered which have not been received at the place, and prior to the closing time, stated in this RFP.

D. BIDDER/CONTRACTOR STATUS FORM

All bidders must complete, sign and submit the form in response to this RFP. Failure to comply will deem the bidder non-responsive. Lassen County 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

E. CONTRACT AWARD

If a contract is awarded, it shall be granted to the responsible bidder who obtains the highest score as described in Part V, "Evaluation, Selection and Scoring Process".

F. TENTATIVE SCHEDULE

February 8, 2021	RFP Released
February 15, 2021	Site visit – 2 PM Meet at Fair Office 195 Russell Susanville Ca. 96130 (not mandatory)
March 18th, 2021	Proposals Due 4:00 pm (public opening)
March 18th, 2021	Proposals to be Evaluated 5:30 pm
April 13th, 2021	Date of Award – Board of Supervisors
April 13th, 2021	Notice of Award
July 21, 2021	Proposed Contract commences

G. HISTORY AND GENERAL BACKGROUND INFORMATION

GENERAL INFORMATION

In 1878 the first Lassen County fair (Plumas, Lassen, and Modoc District fair) was held in Susanville California. In 1923, a group of ranchers and businessmen decided to develop a fair in Lassen County for Lassen County. The Lassen County Fair is the single largest event in the County of Lassen and prides itself on preserving the heritage while providing exhibits & entertainment for a diverse group of fair patrons.

LASSEN COUNTY FAIR DATES

Beginning the third Wednesday of July.

July 21 -25, 2021; July 20-24, 2022; July 19-23, 2023;

July 17 -21, 2024; July 16-20, 2025

(Except for 2021 date, all other dates are tentative)

LASSEN COUNTY FAIR ATTENDANCE

Paid Admission 2018 – 19,747 2019 – 20,308

Lassen County Fair Admission (subject to change)

2021 - \$8.00 per Adult (13-61 years), \$4.00 per Senior (62 and over),

\$4.00 per Junior (7-12 years), Children 6 and under Free

Special promotions
Wednesday Special Peoples Day
Thursday Kids Day
Friday Seniors Day
Sunday Family Day (Children are free) Adults \$4.00

Examples of promotions
All rides half off
Two for one
All rides \$1.00

The Lassen County Fair officially opens Wednesday at 11:00 am, Thursday through Sunday at 11:00 AM. The buildings close Wednesday through Saturday at 9:00 PM and Sunday at 8:30 PM. The Fair closes at midnight Wednesday through Saturday and 11:00 PM on Sunday.

TENTATIVE GRANDSTAND SCHEDULE

Wednesday	Lassen County Pageant
Thursday	Comedy
Friday	Music Headliner
Saturday	Music Headliner
Sunday	Sunday Night Races with a Derby

Presale seasonal carnival wristbands, good for all week of the fair, \$70.00 for 2021.
Presale carnival wristbands, good for all day of the fair, \$25.00 for 2021
Negotiable for years 2021-2025. Presale wristbands must be -\$8 cheaper than sold on fair site.

Key staff members include Kaitlyn Downing, Fair Mgr.; Uvea Stump, Account Technician, Bob Borders, Building and Maintenance Worker.

PART III

RULES GOVERNING COMPETITION AND TECHNICAL EVALUATION

A . RFP Requirements and Conditions

1. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, they shall immediately notify the contact person, listed on the cover page, of such error in writing 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, needs to be given by written notice to all parties to whom the County of Lassen has sent notice of the RFP and persons or entity who have requested to be given notice of any modification or notices.

2. Addendum

If necessary, the contact person listed on the cover page 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 contract person listed on the cover sheet whether any additional addendums 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 Proposal⁵.

A proposal shall be rejected if:

- It is received at any time after the exact time and date set for receipt of proposals 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 the RFP.
- The bidder has submitted multiple bids in response to this RFP without formally withdrawing other bids; all bids shall be rejected from this bidder.
- It is unsigned.

A proposal may be rejected if:

- It contains false or misleading statements or references which do not support an attribute or conditions contended by the competitor. (The proposal shall be rejected if, in the opinion of Lassen County, such information was intended to erroneously and fallaciously mislead Lassen County in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)
- All proposals will be rejected in any case where Lassen County determines, in its sole discretion, that:
 - The bids are not competitive
 - Where the financial offering is not reasonable
 - If it is deemed to be in the best interest of Lassen County
 - Any reason exists to reject the proposals

5. Right to Reject Any or All Proposals

The County of Lassen reserves the right to reject any or all proposals, or to cancel the RFP at any time during the process.

B. Other Information

1. Disposition of Proposals

All material submitted in response to this RFP will become property of Lassen County and not returned to the bidder

2. Modification or Withdrawal of Proposals

Any proposal, which is received by the County of Lassen 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 60 days” is non-responsive to the RFP.

**PART IV
SCOPE OF WORK**

- A. Contract Term: The term of this contract for operation of the carnival is for a period of five years (2021, 2022, 2023, 2024 & 2025) subject to Lassen County and management approval for operation. Lassen County reserves the right to approve the yearly carnival schedule.

**STATEMENT OF WORK TO BE PERFORMED
AND CONTRACT TERMS 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 attachment. The contract awarded pursuant to this attachment 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.

A. **OPERATIONAL CARNIVAL**

Contractor shall provide a fully operational carnival including quality rides, games, and food concessions.

1. Rides. Contractor shall provide the following rides:

- i. Minimum of 5 Spectacular Type Rides (Giant or Century Wheel favored)
- ii. Minimum of 9 Major Type Rides
- iii. Minimum of 8 Kiddies Type Rides

Contractor shall pay Lassen County Fair a percentage of the gross ride receipts from the operation of rides and shows of not less than 40% for presale and not less than 35% for onsite sales.

2. Substitutions: Contractor may provide substitute rides only with written permission of the fair. Eighty percent (80%) of all rides must be owned by contractor.
3. Game Concessions: Contractor shall supply a minimum of 8 game concessions. Contractor shall pay the fair a flat rate of not less than \$200.00 per game.
4. Food Concessions: Contractor shall supply a maximum of 3 food concessions. Contractor shall pay the fair a flat rate of not less than \$300.00 per food concession.
5. Quality: photographs of rides on those exhibits must be provided to fair management 45 days prior to the fair.
6. Contractor shall provide Fair Management with a list of rides, shows, games, and concessions showing owner, type, C-#, and a lot layout within 45 days of the beginning day of the fair.

B. PERFORMANCE OF CONTRACT

1. Overall Performance. All rides, game concessions and food concessions shall be maintained in good repair and available for operation during the hours the fair is open. In the event less than 95% of the contractor's proposed rides, game concessions and food concessions are available for operation, contractor shall pay Lassen County \$650.00 per day as liquidated damages for each day that the contractor's level of operation falls below 95%. No liquidated damages will be assessed if the failure to operate is the result of an act of God, or if such failure to operate is with the fair's consent.
2. Personnel. Contractor shall ensure that the Carnival operation maintains a clean and professional appearance.
3. Signs. All signs shall be professionally printed.
4. Promotional Programs. Contractor shall provide promotional programs, which fit into the theme and goals of the fair, including four special carnivals stuffed animals to be provided for Susanville Toys for Tots.
5. Ticket Prices. Ticket prices must be approved by Fair Management and must be submitted 45 days prior to the opening day of the fair.
6. Publicity. Contractor shall work closely with Fair Management to develop and carry out publicity designed to increase attendance at the fair. Contractor shall make a minimum contribution of \$1500.00 per year to assist with fair publicity primarily to promote the carnival and the presale ticket program. Publicity contribution shall be paid to the fair on or before the day immediately following the closing day of the fair when contract settlement is made.
7. Contractor will provide one hundred Fifty (150) wristbands/passes for Unlimited complimentary rides for the duration of the fair.
Contractor will provide 75 one day wristbands/passes for Special Peoples Day

C. SAFETY

Contractor shall perform the carnival operation in a manner, which will ensure the safety of **the fair** its employees and agents; contractor employees, agents, and sub-contractors; and the public.

D. PERFORMANCE OF CONTRACT

1. Carnival space available. STAFF shall provide contractor with a plot plan showing the space available for carnival operations. Contractor shall arrange the assigned area for carnival operations so as to protect the public from any dangerous conditions. Contractor shall establish procedures to ensure reasonable security of all rides, games, concessions and equipment when not in use so that no attractive nuisance or negligent condition exists.
2. Carnival set-up and takedown. Contractor shall be solely responsible for the assembly, which may begin 3 days prior to the opening day of the fair on Wednesday. Removal must be completed, including assembly, disassembly and removal of all rides, games, attractions and concessions no later than 4 days following the closing day of the fair on Sunday. If not removed within Four (4) days after closing of the fair, the carnival operator will be subject to a penalty charge of \$500 per day payable to the **Lassen County Fair** in the form of cash, certified check, and money order and or cashiers check. A post evaluation of the areas occupied by contractor by respective representative of both parties upon removal of the last piece of equipment from grounds will be made. Contractor will be responsible for repair of any damages to occupied arrears as seen fit by fair manager
3. Daily hours of carnival operation. Carnival operations shall begin each day as per the following schedule:

<u>Wednesday July 21, 2021</u>	<u>12:00pm-11:00pm</u>
<u>Thursday, July 22, 2021</u>	<u>12:00pm-11:00pm</u>
<u>Friday, July 23, 2021</u>	<u>12:00pm-12:00am</u>
<u>Saturday, July 24, 2021</u>	<u>12:00pm-12:00am</u>
<u>Sunday, July 25, 2021</u>	<u>12:00pm-10:00pm (Longer hrs. per fair Mgr.)</u>
4. Ticket handling responsibility and procedures. All attractions operated by the contractor under the executed contract shall require a specific admission price, which can be translated to an appropriate number of tickets. Each ticket must have a standard monetary value. The admission price for rides or games may not be less than the value of one ticket. All ride tickets will be inventoried with fair management within 36 hours of fair opening. Tickets will be released to the carnival prior to fair opening and daily ticket sales reports will be made to the fair office. Reports must be given to fair office by 11:30 each morning. Fair may audit ticket money at any time.

For contracts with financial based upon percentage of ride gross: The carnival contractor shall provide (or make available) all supporting documentation, such as, carnival ticket manifest and daily ticket sales report to the fair office to ensure accountability over the carnival revenues. The Fair staff reserves the right to review these records for accuracy. Furthermore, the carnival contractor shall be available after fair time to meet with the fair to reconcile the carnival ticket sales

- and complete the final settlement. If Ticket sales report are not given at final settlement a \$500. Penalty will be issued.
5. Electrical power supplies, trash/garbage disposal, etc. The carnival contractor shall provide all electrical power. All trash/garbage pickup in the carnival area and disposal of that trash/garbage is to be provided by the carnival contractor. The fair is to provide one garbage drop box located near the carnival area for a daily charge of \$110.00 per day
 6. Availability of showers, RV parking, etc. The fair will provide limited camping to the carnival contractor in the carnival lot. Two power/water hookups will be available for carnival management only. Showers are available in designated restrooms.
 7. Limitations on sales/concessions. All food concession menus are to be approved by fair management. There are to be no commercial vendor sales without written permission of the fair management.
 8. Authorized Representative of Contractor. Contractor must maintain at least one representative who is authorized to take immediate action upon any request of the Fair Manager at all times that the contractor's property is on the fairgrounds. This person must be identified to the fair as the contractor's authorized representative.
 9. Carnival Management and Employees.
 - a. Concrete management philosophies, practices and policies shall be used to ensure professional personnel actions during execution of the contract. Management shall operate in a manner that enhances the fair in the eyes of its patrons.
 - b. Contractor shall be responsible for its employees having the training required by the Division of Industrial Safety, Department of Industrial Relations. Contractor shall show proof
 - c. During all carnival operating hours, an adequate number of experienced and professional personnel must be on duty.
 - d. The number of employees hired during carnival operations shall be sufficient to ensure that no carnival ride, game or show will be without a minimum of one attendant at all times during scheduled hours of operation.
 - e. Employees who have regular public contact shall be attired in clean, uniform clothing.
 - f. Contractor will be required to provide Fair management with a list of names, date of birth and social security numbers of all carnival employees for a background check. This list must be provided no later than 24 hours prior to opening of carnival on the first day of the fair.
 - g. Contractor's performance during the entire period of the contract shall be subject to the supervision and control of Fair management.
 - h. Contractor will be responsible to Fair management for the conduct of all his employees, agents, concessionaires, relatives and associates of each at all times they are on the fairgrounds.
 10. Prohibitions.
 - a. Type and size of signs is to be negotiated with Fair management.
 - b. Contractor shall not:

- ➡ Offer as prizes: live ducks, chicks, or other live animals (except goldfish), soft drinks in other than plastic containers, knives, firearms or any items which could be used as a weapon, lighters or any other smoking or drug paraphernalia.
- ➡ Operate games of chance.
- ➡ Sell beer or other alcoholic beverages.
- ➡ Offer cash prizes or re-purchase prizes awarded in any game.
- ➡ Any item not mentioned above that would not be considered “fair appropriate” by Fair management.

11. Inspection and Maintenance.

- a. Contractor Inspection. Contractor shall perform mechanical and ride safety inspection (documented in writing, stating what was inspected, when, by whom and the findings) immediately upon the completion of one-third and two-thirds of the total anticipated number of hours of operation.
- b. Fair Inspection. The Fair Management, authorized designee, and/or California Fair Services Authority (CFSA) Safety Inspector or the Susanville Fire Department may perform the following monitoring and inspection activities:
Fair Management may elect to perform carnival ride and equipment safety inspections (“safety inspections”) at any time fair deems appropriate. Fair Management may determine, in its sole discretion, the basis of and the criteria to be used in performing safety inspections. To the extent deemed appropriate by Fair Management in its sole discretion, safety inspections will include the inspection of any books and records of the contractor. Any remedial work requested by Fair Management as a result of a safety inspection must be satisfactorily completed by contractor as a prerequisite to the operation or further operation of the affected carnival ride or equipment. Neither the right to perform safety inspections nor the performance of safety inspections shall impose any responsibility on Lassen County regarding the condition of the carnival rides nor the equipment operated by the contractor, or relieves the contractor from responsibility for insuring that all carnival rides and equipment are safe and in good working order.
- c. Maintenance Procedures. Maintenance procedures during fair time for carnival grounds, equipment and attractions shall be established to include routine contractor inspection by supervising personnel with such frequency to ensure no unsightly conditions (e.g. litter, trash accumulation, marred surfaces of any kind on contractor or fair property within the defined carnival area) exist. Contractor will maintain clean, attractive and brightly lit rides. Contractor will provide ride report maintenance records to the Fair Management upon request.

12. Bonds, Insurance, License, Permits. All insurance, bonds, licenses and permits which are required under the contract documents or by local law or ordinance must be current and valid at all times during the performance of the contract. All

rides, games and concessions which contractor proposes to operate on Lassen County premises must be properly licensed and/or permitted prior to carnival operations.

13. Safety Contractor shall perform the carnival operation in a manner which will Ensure the safety of fair's employees and agents; contractor employees, agents, and sub-contractors; and the public. Lassen County conducts the Code Adam lost children program and the carnival management will be expected to participate with law enforcement in this program.

E. INSURANCE

The bidder awarded the contract shall provide a signed original Certificate of Insurance including \$5,000,000.00 in commercial general liability coverage and \$1,000,000.00 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 or be on CFSA master list.

This 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;
- Lassen County with address shown as certificate holder; and
- the additional insured paragraph in the following exact words:

“The State of California, the Lassen County Fair, the County in which the County Fair is located, Citrus Fair, or California Exposition and State Fair, their agents, directors, officers, servants, and employees, are made additional insured, but only insofar as the operations under this contract are concerned.”

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated to determine responsiveness to the fair's needs as described in this RFP. This part describes the process Lassen County 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. The bidder cannot change proposals 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.

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 that the information is presented in the format required by the RFP
- 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.

2. Lassen County 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 paragraph two above, and assign points for the proposal.

This is not a public review.

5. In order to obtain the average score for each bidder, the total points of each reviewer will be added up for that bidder and the result divided by the number of people on the Committee.
6. The “Financial Proposal Bid Form” will then be evaluated, the offer computed, small business preference applied, if applicable, and scored according to the formula on the form. The points received for each bidder’s financial offer will be added that bidder’s score.
7. The contract award will be made to the bidder with the highest total score.
8. 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.

B. SCORING PROCESS

The following shows the areas to be scored, and the information that must be provided by bidders for scoring.

SCORING CRITERIA AND ITEMS TO BE SCORED SCORE

1. **Quality and quantity of rides, games, shows and other concessions.** (20)
 - Provide descriptions and photographs of rides, games, shows, and Concessions proposed for this fair.
 - Provide completed Exhibits A, A-1, A-2 and A-3 listing rides, games, shows, concessions and equipment proposed for this fair.
2. **Current operation/management philosophies and policies.** (5)
 - Provide a copy of personnel manual and applicable policies or statement of same.
 - Provide statements relative to public relations policies, handling of Customer complaints, employee-hiring practices, games, rides, Shows, and concession pricing policies, and any other relevant policies that the Carnival upholds.
3. **Promotions.** (10)
 - (Including, but not limited to, advance ticket sales, pay-one-price Days, discount rides on Kids' Day, Toys for Tots.) List and describe promotions that the carnival operator will provide for each year of the contract.
4. **Past experience and previous performance for the last two years.** (15)
 - a. Contract Compliance (8)
 - Daily timeliness of ride, game, and attraction opening.
 - Frequency which rides and shows are not operating.
 - Ride, game and show general appearance.
 - Lot cleanliness.
 - Personnel performance, suitability to work at a fair, etc.
 - Proper posting of information and signage.
 - b. Timeliness of Payments (7)
 - Timely payments of funds to previously contracted fairs.
Provide statement indicating whether or not you have any outstanding Financial obligations for any California fairs.
5. **Safety.** (20)
 - a. Liability/loss records for the last two years. (7)
 - List all liability loss payment and outstanding claims relating to personal Injuries in excess of \$5,000.00 for each person or occurrence during the Last two years.
 - Briefly explain how each loss occurred.

- Attach insurance company loss records and company name for verification.
- b. Properly licensed and mechanically sound rides for the past two years. (6)
 - List all oral and written information on mechanical and/or safety deficiencies of the rides during the last two years. This information may include, but is not limited to, ride inspection information from federal, state or local agencies, joint powers authorities, or your insurance representatives.
- c. Current safety policies and procedures. (7)

Describe current safety policies and procedures that affect employees and the public.

6. Financial Offer. (30)

- Submit “Financial Proposal Bid” Form.

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:

- c. All bids submitted must follow the proposal format instructions;
- d. All information must be presented in the order and the manner requested;
- e. All questions must be answered; and
- f. 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 sealed and 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 must be 8 ½ X 11 inch paper; and all narrative portions of the proposal must 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, performance measures and instructions concerning the award of the RFP #2019-4 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, the bidder agrees that if the submitted proposal is not in the format of the RFP, the bidder’s proposal will be deemed non-responsive.”

The person’s name must be printed clearly below 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.

Table of Contents:

- ➡ One (1) completed, dated and signed “Bidder/Contractor Status” Form;

- ➡ One (1) copy of the “OSBCR Small Business Certification Approval Letter”, if bidder is claiming the Small Business Preference and has already received a certification letter.
- ➡ Bidder must provide all information/documentation requested in Part V.

Attach letters from all fair managers and/or list all of the fair names for which your carnival performed during the last two years, indicating:

- ⇒ That all rides, games show, and attractions were opened on time, daily.
- ⇒ The frequency, which rides, games, shows and/or concessions were inoperable or not operating.
- ⇒ The general appearance of the rides, games, shows.
- ⇒ Lot cleanliness.
- ⇒ Personnel performance, suitability to work at a fair.
- ⇒ Proper posting of informational signage.
- ⇒ Timely payments of funds to previously contracted fairs. Indicate whether or not you have any outstanding financial obligations for any California fairs or other shows or events.

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 THE BIDDER

1. "Bidder/Contractor Status" Form (2 pages)
2. "Financial Proposal Bid" Form
3. "Exhibit" Mark the following with the appropriate exhibit number
Exhibit A, "Adult Rides and Shows"
Exhibit A-1, "Kiddies Rides and Shows"
Exhibit A-2, "Game and Food Concessions"
Exhibit A-3, "Other Equipment to be Provided"

B. DOCUMENTS TO BE COMPLETED BY THE FAIR

1. "Notice of Proposed Award" (after proposed award is determined)

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

- W-9 Request for Taxpayer ID
- Insurance Requirements
- Certificate of Insurance
- Drug Free Workplace Certification
- Map of Lassen County Fair Facility

**FINANCIAL PROPOSAL BID FORM
FIVE-YEAR CONTRACT
CARNIVAL – HIGH SCORE
PERCENTAGE VS GUARANTEE**

INFORMATION:

Money offers will be accepted based on the contractor paying the fair a percentage of the presale of carnival tickets with an unlimited number of tickets provided to fair (not less than 40%) of gross receipts from operation of rides and shows (35%), a flat rate for each food concession (\$335.00) and a flat rate for each game concession (\$450.00) The total sum to be paid to the fair shall be not less than a guarantee amount of \$50,000.

FORMULA:

Total amount to be paid to the fair based on each year on: (\$99,650* multiplied by the offered percentage for rides and shows, (\$70,315**) multiplied by the offered percentage of presale tickets, plus the rate offered to the fair per food concession multiplied by the number of concessions offered, and the rate offered to the fair per game concession multiplied by the number of concessions offered, versus the guarantee, will constitute the financial offer.

EXAMPLE: [(\$99,650*) multiplied by the proposed gross ride and show receipts percentage], plus [(\$70,315**) multiplied by the proposed presale percentage], plus amount to be paid per food concession multiplied by the number of concessions offered, and amount to be paid per game concession multiplied by the number of concessions offered], versus the guarantee (whichever is greater) = Balance due

FINANCIAL SETTLEMENT:

All contractual monies owed will be settled on the final day of fair. (Sunday)

2021 offer
+ 2022 offer
+ 2023 offer
+ 2024 offer
+ 2025 offer

=Total Financial Offer

(Bidder's total financial offer divided by highest total financial offer) X 30 points = bidder's financial offer points.

PROPOSAL:

Bidder offers to pay the following to the fair:

Year

2021: _____ % of ride gross
_____ % of presale
\$ _____ per each food concession (# of concessions ____)
\$ _____ per each game concession (# of concessions ____)
vs. \$ _____ guarantee

Year

2022: _____ % of ride gross
_____ % of presale
\$ _____ per each food concession (# of concessions ____)
\$ _____ per each game concession (# of concessions ____)
vs. \$ _____ guarantee

Year

2023:

_____ % of ride gross
_____ % of presale
\$ _____ per each food concession (# of concessions ____)
\$ _____ per each game concession (# of concessions ____)

vs. \$ _____ guarantee

Year

2024:

_____ % of ride gross
_____ % of presale
\$ _____ per each food concession (# of concessions ____)
\$ _____ per each game concession (# of concessions ____)

vs. \$ _____ guarantee

Year

2025:

_____ % of ride gross
_____ % of presale
\$ _____ per each food concession (# of concessions ____)
\$ _____ per each game concession (# of concessions ____)

vs. \$ _____ guarantee

*\$99,650 is the fair's best estimate of the average of the last three years' ride gross, and is used for computational purposes only.

**\$70,315 is the fair's best estimate of the average of the last three years pre-sale ticket gross and is used for computational purposes only

Are you claiming preference as a small business? _____ Yes _____ No

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/STATE/ZIPCODE

Bidder certifies to the fair that bidder has thoroughly familiarized him/herself with the fair 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 Proposal Bid 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 fair in any manner.

SIGNATURE

TITLE

BIDDER/CONTRACTOR STATUS FORM

RFP# 2021-1

Contractor's Name (full business name)

Contact Person _____

Address _____

City, State, Zip _____

Phone Number _____

Indicate your organization type (please check one):

_____ Sole Proprietorship

_____ Partnership

_____ Corporation

Indicate the applicable employee and/or corporation number:

Federal Tax ID #: _____

California Corporation #: _____

The County of Lassen reserves the right to verify the information provided on this form by the bidder under the RFP 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 & Title

Signature & Date

BIDDER/CONTRACTOR STATUS FORM (continued)

Federal Backup Withholding (all must answer):

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

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? ☐ Yes ☐ No

If yes, the bidder is required to submit a copy of the "OSBCR's Small Business Certification Approval Letter" with the "Technical Proposal" package. Your Small Business ID number is: _____

Pending Litigation or Hearing:

Are any civil or criminal litigation or administrative hearings currently pending against the bidder's organization, owners, officers or employees? ☐ Yes ☐ No

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

Lassen County reserves the right to verify the information provided on this form by the bidder during the bid 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.