

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

**IFP NUMBER:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

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 from 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.

**Date Issued:** \_\_\_\_\_

**PART I:**  
**DEFINITIONS**

**BIDDER -**

The individual, company, or 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 agency 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 fairs.

F&E is located at: 1010 Hurley Way, Suite 200  
Sacramento, CA 95825

**DGS -**

Refers to the Department of General Services, State of California.

DGS is located at: 707 Third Street  
West Sacramento, CA 95605  
Attention: Office of Legal Services

**IFB -**

Invitation for Bid

**PART II:  
GENERAL INFORMATION**

**A. Purpose**

The Board of Directors of the \_\_\_\_\_ District Agricultural Association in releasing this IFB intends to award a contract for a period of \_\_\_\_\_ for the purpose of \_\_\_\_\_ during \_\_\_\_\_  
*(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 Invitation for Bid (IFB) very carefully, as the fair 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. Tentative Schedule**

IFB Released \_\_\_\_\_  
Bid Deadline \_\_\_\_\_  
Public Bid Opening \_\_\_\_\_  
"Notice of Proposed Award" posted & mailed \_\_\_\_\_  
Contract Award Date - no protests may be filled \_\_\_\_\_  
after this time  
Posted Contract Commences \_\_\_\_\_

**D. Delivery of Bids and Contracts 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 the IFB. Direct questions concerning the technical requirements of the IFB go to the person identified on the front page of this document.

The envelope should have the bidding company's name on the outside and be addressed as follows:

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

**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 with the technical proposal, 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 D above, in response to the IFB.

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

- One (1) attached completed, dated and signed "Bidder/Contractor Status Form"; this is mandatory;
- Applicable DVBE documentation. See section O of this document;
- Small Business Preference Documentation, if applicable, as follows:

One (1) copy of the small business certification letter, if bidder is claiming the Small Business Preference and has already received certification letter.

Or, if application for the preference has been submitted to OSDS a sheet of paper stating that the application has been submitted to OSDS and the date submitted.

Or, if claiming the preference as a non-small business subcontracting with certified SB/MB(s), a sheet of paper listing the small businesses you commit to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractors':

1. Name
2. Address
3. Phone Number
4. Description of work to be performed
5. Dollar amount or percentage per subcontractor

Also include the sub-contractor's certification or indicate if application(s) are on file with OSDS.

- One (1) copy of the insurance certificate(s) submitted in accordance with the CFSA, Insurance Statement, and/or paragraph M of this IFB. A signed original certificate of insurance shall be submitted to the fair within \_\_\_\_\_ days. The only exception for submitting a certificate to the fair is if it is on file with F&E and/or CFSA (applicable or not applicable).
- One (1) copy of licenses or any other certificates or any other specifications noted below that are required (applicable or not applicable).

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- The "Financial Proposal Bid Form" must be completed and signed; the bidder must submit \_\_\_\_\_ copies with original signatures (**Mandatory**).

## **G. 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 and all of the lowest bid 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 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. Grounds for Rejection**

1. A bid shall be rejected if:
  - It is received at any time after the exact date and time set for the receipt of bids as stated in paragraph C.
  - It is not prepared in accordance with the required format or information is not submitted in the format required by this IFB.
  - The firm has submitted multiple bids in response to this IFB without formally withdrawing other bids.
2. A bid may be rejected if:
  - It contains false or misleading statements for references which do not support an attribute or condition 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 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 interests of the State.
4. All bids may be rejected if the DAA determines, at 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 intent to award a contract. In the rare case where solicitation is 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 IFB at any time during the process.

## ***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 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 part of the contract. All terms and conditions are fixed and non-negotiable.

The purpose of this bid is for the purchase of 28 (twenty-eight) evaporative air coolers, mounting stands and air distribution system to be placed in the barns in the livestock area. This bid is for equipment only and should not include costs for installation.

The evaporative coolers shall be a minimum of 3/4 horsepower and shall distribute a volume of air no less than 3800 CFM. The coolers must be down-facing as they will be roof installed.

Bid should include an air distribution system such as an air diverter or ducting as an optional component.

A non-mandatory bidders conference will be held on July 20, 2017 at 9:00 am in the board room of the Imperial Valley Expo, 200 E Second Street, Imperial, CA 92251.

Any questions or clarifications regarding this IFB must to be submitted via email to [ceo@ivexpo.com](mailto:ceo@ivexpo.com).

## **K. Protests**

A bidder may file a protest against the awarding of the contract. The protest must be filled with the:

Department of General Services  
Attn: Legal Office  
707 Third Street  
West Sacramento, CA 95605

and with the DAA. The protest shall be filed prior to the expiration for five (5) working days from the notice of the proposed award being posted and, in no event, later than 5 p.m. on the fifth (5th) working day after notice for proposed award being 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 the protest by the conclusion of the fifth (5th) 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 being deemed untimely and grounds for protest waived.

## **L. Small Business Preference**

State law allows certified small business (SB) and microbusiness (MB) firms and non-small businesses who subcontract with a certified SB/MB firm(s) to receive a 5% bidding preference on applicable state solicitations. The effect of the preference is to help SB's/MB's be more competitive in the bid process, thereby enhancing state contract awards directly or indirectly to SB/MB. The preference is only used for computational purposes to determine the winning bidder, the actual bid amount remains the same.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with the Office of Small Business and DVBE Services (OSDS), or if you are claiming the preference as a non-small business subcontracting with certified SB/MB (s), see Section E of this IFB for instructions regarding what to submit with your bid in order to receive the preference.

### ***Certification Application***

To apply for Small Business Certification, go online to [www.pd.dgs.ca.gov/smbus/getcertified.htm](http://www.pd.dgs.ca.gov/smbus/getcertified.htm). To receive your hard copy form by mail, email [osdchelp@dgs.ca.gov](mailto:osdchelp@dgs.ca.gov) or call (800) 559-5529 or (916) 375-4940.

Your complete certification application package must be received by the OSDS no later than 5 p.m. of the bid due date. your certification effective date will be the date the application is properly received and deemed complete by the OSDS. Incomplete application submittals will delay your certification status and may result in the loss of your 5 percent preference eligibility. For more information, email [osdchelp@dgs.ca.gov](mailto:osdchelp@dgs.ca.gov) or call (916) 375-4940.

You may mail, hand-deliver or express-mail your package to:

Office of small Business and DVBE Services (OSDS)  
Attn: BDD Unit  
707 3rd Street, 1st Floor, Room 1-400, MS 210  
West Sacramento, CA 95605

**M. Insurance (Applicable/Not Applicable)**

If applicable, then if bid is accepted for award of the contract the bidder shall provide evidence of insurance as described on the attached CFSA Insurance Statement prior to entering into the contract.

**N. Forms Section**

1. Forms to be completed and submitted by bidder
  - Bidder/Contractor Status Form (mandatory)
  - Financial Proposal Bid Form, completed and signed (mandatory)
  - Applicable DVBE documentation as described in section O of this document
2. Documents to be completed by DAA
  - Notice of Proposed Award, after proposed award is determined.
3. Documents that are part of the contract to be awarded
  - Std. 213 Standard Agreement, F-31, Rental Agreement
  - Standard Contract Terms and Conditions Forms F-31 (for Rental Agreement)
  - CFSA Insurance Statement (if applicable)
  - CCC 307



**O. Disabled Veteran Business Enterprise (DVBE) Program Requirements**

Note to bidders: The DVBE contracting option for this solicitation is checked below. To avoid having your bid deemed non-responsive, please carefully follow the instructions provided. As a reminder, the DVBE "good faith effort" is not an option in meeting the DVBE contracting requirements for any bid.

**Option 1 - No DVBE Program Requirements or Incentive**

**The fair elects to waive both the DVBE program requirement and incentive for this solicitation**

No DVBE requirement is made for this solicitation.

**Option 2 - DVBE Program Requirements Only**

**The fair elects to include the DVBE program requirement for this solicitation but not the incentive**

Bidders must complete and return the attached:  
**Bidder Declaration, GSPD-05-105 (08/09)** and  
**DVBE Declarations, STD. 843 (05/06)**, as applicable.

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** for information on how to comply.

**Option 3 - DVBE Incentive Only**

**The fair elects to include the DVBE Incentive for this solicitation but waives the program requirement**

Bidders must complete and return the attached:  
**Bidder Declaration, GSPD-05-105 (08/09)** and  
**DVBE Declarations, STD. 843 (05/06)**, as applicable.

See also attached **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

**Option 4 - DVBE Program Requirements and DVBE Incentive**

**The fair elects to include both the DVBE program requirements and incentive for this solicitation**

Bidders must complete and return the attached:  
**Bidder Declaration, GSPD-05-105 (08/09)** and  
**DVBE Declarations, STD. 843 (05/06)**, as applicable.

See also attached **Exhibit A - California Disabled Veterans Business Enterprise Requirements** and **Exhibit B - California DVBE Bid Incentive Instructions (09/09)** for information on how to comply.

## FINANCIAL PROPOSAL BID FORM

**Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Formula:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you claiming preference as a small business?     Yes     No

If yes, the bidder must submit OSMB's Small Business Certification Approval Letter with the technical proposal package.

All bidder's 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 Code
Taxpayer Identification Number	

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 proposal form, the bidder certifies that he/she has read and understood the IFB 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 DAA in any manner.

Signature	Title
Date	

**BIDDER/CONTRACTOR STATUS FORM**

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

**Address** \_\_\_\_\_ **Fed Employer ID No.** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
*(principal location of business)*

**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**

Location 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 \_\_\_\_\_

**BIDDER/CONTRACTOR STATUS FORM (CONT'D)**

**All Must Answer** *(Please Check One)*

Are you subject to Federal Backup Withholding?  Yes  No

**Fictitious Name** *(Please Check One)*  Yes  No

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** *(Please Check One)*

Are you claiming preference as a small business in reference to this bid package?

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: \_\_\_\_\_

**Pending Litigation or Hearings** *(Please Check One)*

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:

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

The DAA 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.

\_\_\_\_\_  
(Print Name)

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

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