



23rd District Agricultural Association

Request for Proposal Package

Interim Security

RFP #: 02- 2023

High Score

Released: September 18, 2023

**Sealed bids must be received no later than 4:00 p.m.,
October 13, 2023**

Clearly marked: "Interim Security RFP#: 02 – 2023".

All questions related to this Request for Proposal must be directed to:

Joe Brengle
Chief Executive Officer
Contra Costa Event Park
1201 W. 10th Street
Antioch, CA 94509
925-757-4400
jbrengle@ccfair.org

The above person is the only authorized person designated by the 23rd DAA to receive communication concerning this RFP. Please do not attempt to contact any other person concerning this RFP. Any attempt to contact other affiliates of the DAA for information regarding RFP 02-2023 may result in immediate rejection of your bid submission.

Verbal communications of 23rd DAA, officers and employees concerning the RFP shall not be binding on the 23rd 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. Please submit all questions in writing, either hard copy or email, to the address indicated above.

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PART I

DEFINITIONS

- BIDDER:** The individual, company, organization submitting the proposal
- DAA:** Refers to the 23rd District Agricultural Association (Contra Costa Event Park) which is an agency of the State of California within the Fairs & Expositions Branch under the Department of Food & Agriculture, and is not a local agency of government The Association is located at:
- 1201 W. 10th Street
Antioch, CA 94509
- F & E:** Refers to the Fairs & Expositions Branch Division of Marketing, California Department of Food and Agriculture (CDFA), which is a division of the agency of the State of California overseeing the activities of District Agricultural Associations and County and Citrus Fruit Fairs. F&E is located at:
- Physical Address: 2800 Gateway Oaks Drive, Ste. 257
Sacramento, CA 95833
- Mailing Address: 1220 N Street
Sacramento, CA 95814
- DGS:** Refers to the "Department of General Services", State of California, located at:
- 707 Third Street, 7th Floor, Ste 7-300
West Sacramento, CA 95605
Attention: Office of Legal Services
- EVALUATION & SELECTION COMMITTEE:** Committee approved by the DAA to evaluate and score responsive proposals.
- 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".

**PART II
GENERAL INFORMATION**

A. REQUEST FOR PROPOSALS (RFP)

The 23rd District Agricultural Association is releasing this RFP and intends to award a contract for a period of five years (May 1, 2024 – April 30, 2029), for the purpose of providing Interim Event Security for the 23rd District Agricultural Association. (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

Bidders are urged to read the documents very carefully as the 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 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 labeled and addressed as follows:

**RFP # 02-2023
Interim Security
Joe Brengle, Chief Executive Officer
23rd District Agricultural Association
1201 W 10th Street
Antioch, CA 94509**

All proposals must have original signatures, be submitted to the DAA's Administration Office, no later than **Friday, October 13, 2023, at 4:00 p.m.** 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. 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 Section and Scoring Process". Prior to the Board of Directors awarding a contract, the 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 emailed 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	Monday, September 18, 2023
Proposals Deadline 4:00 p.m.	Friday, October 13, 2023
Proposed Scoring	Monday, October 16, 2023
Post/email "Notice of Proposed Award"	Monday, October 16, 2023
Protest Deadline Date 4:00 p.m.	Monday, October 23, 2023
Proposed Contract Commences	May 1, 2024

F. 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 computation purposes to determine the winning bidder, the actual bid amount.

If you are claiming the 5% small business preference and are a SB or MB, or if your application is on file with 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 PART VI of this RFP for instructions regarding what to submit with your proposal in order to receive the preference.

Certification Application

To apply, access their online [Small Business Certification Application](#) or to receive your hard-copy form by mail, e-mail OSDSHelp@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 or call (916) 375-4940.

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

Office of Small Business and DVBE Services (OSDS)
 Department of General Services
 707 Third Street, 1st Floor, Room 1-400
 West Sacramento, CA 95605

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.

G. 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. The DAA reserves the right to verify the information on the "Bidder/Contractor Status Form" at the time of the bid. By signing this form, you are authorizing the release of any and all information pertaining to yourself or business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals who furnish such information from liability for damages which may result from furnishing the information requested. 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. HISTORY AND GENERAL BACKGROUND INFORMATION

(Provided to assist bidder in responding)

The Contra Costa Event Park (23rd District Agricultural Association) Home of the Contra Costa County Fair, is an 80-acre facility, that hosts various events from private parties to large concerts and car shows catering to an ethnically diverse population. Events range in size from 100 people to 10,000 people requiring anywhere from 1 security guard up to 30 guard per event. The number of events each year requiring security averages about 25 events.

I. INSURANCE

1. Contractor shall meet the requirements as outlined in the California Fair Service Authority Insurance Requirements, Attached in Part VII (Forms). Contractor shall provide the DAA with Evidence of Coverage and Insurance Certificate 30-days prior to the first scheduled event to be held on the 23rd DAA Facility.
2. Contractor agrees to indemnify and save harmless the 23rd DAA, its Directors, officers, agents and employees (collectively "Indemnitees") from any and all claims for loss, damage, injury or liability (collectively "Losses") of whatsoever nature and howsoever the same may be caused or may arise resulting directly or indirectly from the use of the 23rd DAA Facility by Contractor, or those claiming under Contractor excepting only Losses caused by the sole, active negligence or willful misconduct of an indemnitee.
3. Contractor shall within three (3) business days, report in writing the 23rd DAA any incident that may reasonably be expected to result in any claim under the indemnity or

insurance provisions of the contract. The DAA also agrees to notify the Contractor with information as to the disposition of any claims within thirty (30) days following disposition.

4. The Contractor shall immediately provide notice to the 23rd DAA of any incident occurring on the facility that results in death, dismemberment, or other severe injury as soon as the incident is concluded.

**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, it shall immediately notify the DAA Chief Executive Officer 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 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. Addendum

If necessary, the 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 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 Proposal

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 this 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 the DAA, such information was intended to erroneously and fallaciously mislead the DAA in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)

All proposals may be rejected in any case where the DAA 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 the DAA or
- Any reason exists to reject the proposals

5. Right to Reject Any or All Proposals

It is the policy of the DAA not to solicit proposals unless there is a bona fide intention to award a contract. However, without limitation by reason of foregoing explanation, the 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), Legal Office, 707 Third Street, Suite 7 - 330, MS-102 West Sacramento, California 95605, Attention: and with the 23rd District Agricultural Association. The protest shall be filed prior to the expiration of five working days from notice of the proposed award being posted and, in no event, later than 4:00 p.m. on the fifth working day after notice of proposed award was posted in a public place at the DAA's administration office.

IN ADDITION, within five (5) working days after the filing of the notice of protest, the protesting bidder shall file with the DAA and Department of General Services Legal Office a fully detailed and complete written statement specifying the grounds for the protest.

PLEASE NOTE: Failure to file notice of protest by the conclusion of the fifth working day after notice of intention to award a contract has been posted and 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 material submitted in response to this RFP will become the property of the DAA and not returned to the bidder. All proposals, evaluations and scoring sheets shall be available for public inspection at the conclusion of the Evaluation and Selection Committee scoring process and announcement of intent to award. If an individual requests hard copies of these documents, the DAA will assess a fee to cover the direct duplicating and mailing costs. One copy of each bidder's proposal shall be retained for official DAA files.

2. Confidentiality of Proposals

The 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 DAA to justify the awarding or not awarding a contract if a protest is filed. The DAA will not be liable for inadvertently releasing confidential materials although the 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 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 60 days" is non-responsive to the RFP:

PART IV

SCOPE OF WORK

This part describes the work to be performed by the proposer who is awarded this contract ("Contractor") and contains terms and conditions that shall be deemed incorporated and will become a part of any contract awarded pursuant to this RFP.

In addition to the following provisions, the Contractor will be expected to meet all requirements set forth in Standard Agreement Form 213, the State of California Standard Terms and Conditions, Special Terms and Conditions, and California Fair Service Authority Insurance Requirements.

The Contractor agrees to provide uniformed security for the Contra Costa Event Park for Interim Rental usage.

Contractor agrees to comply with staffing schedule provided monthly per event by Event Park Management.

Contractor is responsible for making sure all guards have valid "California Guard" certification and are fully trained and dressed in clean uniforms.

Contractor shall provide an operational communication system, via two-way radios or headsets and microphones or a combination thereof, to all staff assigned to work events.

Contractor to provide wands and equipment to conduct bag search at events needing such service as requested by Event Park Management.

Contractors Security Guards shall patrol both building's interior and perimeter on a regular basis for events taking place inside in order to ensure protection to persons and property, this includes parking lots as well.

Contractors Security Guards shall provide crowd control and traffic control when necessary.

For a multi-year contract, quality of performance is expected to improve each year of contract, or at a minimum, stay the same.

Contractor is responsible for completing incident reports and providing copies to Event Park Management in a timely manner.

Contractor is responsible for working with local law enforcement as needed.

Contractor shall operate in a manner that enhances the Fair in the eyes of the fairgoer.

Contractor shall at all times make safety its number one concern and ensure that their actions cannot be judged negligent in any way.

Contractor will ensure that all employees familiarize themselves with the facility and are capable of assisting guests with direction and assistance.

Contractor's staff shall not bring a firearm to the Event Park Facility, unless Armed Guards have be requested, for specific interim events.

Contractor will ensure that all supervisors become familiar with the 23rd District Agricultural Associations Emergency Procedure Manual, in the event of an emergency.

Contractor must maintain one or more representatives who are authorized to take immediate action upon any request of Event Park Management at all times contractor is on the facility. This person must be identified to Event Park Management as the Contractor's authorized representative.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated to determine responsiveness to the DAA's needs as described in this RFP. This part describes the process the 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 Evaluation and Selection 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 respond to clarification questions from the Committee. Proposals cannot be changed by the bidder after the time and date for proposal submission.

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. 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.

3. The 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 inaccuracy 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 and assign points for the 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* review will be added up for *each* bidder and the result divided by the number of people on the Committee. The successful bidder is the bidder with the highest number of awarded points and is subject to the approval of the 23rd District Agricultural Association's Board of Directors.
8. In the event of a tie, the tie will be broken by a coin flip in the presence of the tied bidders.
9. All bidders will be notified of the results by email. Notice of proposed bid award will be posted for five (5) working days at the Fair's Administration Building. During that period protests may be filed.

B. SCORING PROCESS

Submission should be in written form. Interviews may be conducted to clarify and elaborate on written proposals.

Evaluation, scoring and interviews will not be public.

1. Relevant Work Experience.....25 Points

- Past experience and performance for the past five years.
- A complete list of performance history with events/facilities of similar size and nature.
- Include estimated attendance at events, dates event occurred, the number of guards per event.
- Specify overall qualifications of company and business philosophy including resume of business principles (attitude, interest in project, integrity, years of experience, etc.)

2. Personnel.....20 Points

- Attach a copy of personnel manual and applicable policies or statements regarding:
 1. Recruitment Process
 2. Dress Code
 3. Organizational Chart
 4. Level of Experience Required
 5. Safety and Training Policies (Injury Illness Prevention Policy)
- List of Supervisors and Length of Employment
- Include statement describing personnel's willingness to work with and cooperate with Fair Management.
- Include proof of Workers' Compensation Insurance coverage for employees.

3. Reference and recommendation20 Points

- Provide a minimum of three (3) letters of reference regarding services of a similar nature provided within the past two (2) years on their business letterhead with signature.
- Provide Names, addresses and telephone numbers of at least three (3) business references from events, fairs, or facilities similar in nature within the last 3 years.

4. Equipment.....10 Points

- List types of equipment, age of equipment and quantity available for use during the terms of proposed agreement. (Radios, Radio Equipment, Uniforms, Wands, Metal Detectors, Golf Carts, ATV's, Portable Command Posts)

5. Financial Proposal.....25 Points

Submit bid based on per hour rate for unarmed uniformed security guards, armed uniformed security guards, and Security Supervisors.

Maximum Points Possible 100 Points

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 manner requested;
- All questions must be answered;
- 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

Bidders will submit three (3) copies of proposals for review. Information in this 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" paper and all narrative portions of the proposal should be typed.

The first page of the 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: 02-2023** 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";
- Small Business Preference Documentation, if applicable:

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.

- Evidence of Insurance, no less than \$1,000,000 per attached CFSA Insurance Requirements.
- One (1) Copy of current Private Patrol Operator License in the name of the bidding company and has not expired.
- Bidder must provide all information/documentation requested in Part V.

PART VII**FORMS SECTION**

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

- Bidder/Contractor Status Form (mandatory)
- Financial Proposal Bid Form, completed and signed (mandatory)

B. DOCUMENTS TO BE COMPLETED BY DAA – Not in this packet

- Notice of Proposed Award, after proposed awardee is determined

C. DOCUMENTS THAT ARE PART OF THE CONTRACT TO BE AWARDED – Not in this packet

- Standard Agreement Form 213
- Standard Contract Terms and Conditions"
- Special Terms & Conditions
- California Fair Services Authority Insurance Requirements

BIDDER/CONTRACTOR STATUS FORM

RFP NUMBER 02- 2023

Contractor's Name _____
(full business name)

Contact Person _____

Address _____

City _____ Zip Code _____

Phone # _____

Indicate your organization type (PLEASE CHECK ONE)

Sole Proprietorship _____ Partnership _____ Corporation _____

Indicate the applicable employee and/or corporation number

Federal Tax ID # _____ California Corporation # _____

Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:

California Small Business _____ Disabled Veteran Business Enterprise _____

If yes to one of the above, please enter your Certification # or Service Code: _____

NOTE: A copy of your Certification is required to be included if either of the above items are indicated, or date application was submitted to OSBCR, if an application is pending.

The DAA reserves the right to verify the information provided on this form by the bidder under 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

**Financial Proposal Form
RFP # 02- 2023**

Bids are being accepted for providing uniformed security services for the 23rd District Agricultural Association, “Contra Costa Event Park” Home of the Contra Costa County Fair for Interim Event Security.

Bids will be accepted on a cost per hour basis, per year of agreement.

May 1, 2024 - April 30, 2025	\$ _____ per hour for unarmed uniformed security guard \$ _____ per hour for armed uniformed security guard
May 1, 2025 - April 30, 2026	\$ _____ per hour for unarmed uniformed security guard \$ _____ per hour for armed uniformed security guard
May 1, 2026 – April 30, 2027	\$ _____ per hour for unarmed uniformed security guard \$ _____ per hour for armed uniformed security guard
May 1, 2027 – April 30, 2028	\$ _____ per hour for unarmed uniformed security guard \$ _____ per hour for armed uniformed security guard
May 1, 2028 – April 30, 2029	\$ _____ per hour for unarmed uniformed security guard \$ _____ per hour for armed uniformed security guard

Contractor’s Name _____
(Full Business Name)

Signature Authorizing Bid _____

Print Name _____

Date _____

