13TH DISTRICT AGRICULTURAL ASSOCIATION
YUBA-SUTTER FAIRGROUNDS EVENT CENTER

FAIR-TIME SECURITY

HIGH SCORE
REQUEST FOR PROPOSAL PACKAGE

RFP Number 2026-01

For Fair-time Security Services
Years - 2026, 2027, 2028

Page Number 1 through 28

Contact Person: David Dillabo, CEO

This person is the only authorized person designated by the 13th DAA to receive communication concerning this RFP. **Please do not attempt to contact any other person concerning this RFP.**

Oral communication of 13th DAA officers and employees concerning the RFP shall not be binding on the 13th 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.

Physical Address:	442 Franklin Avenue Yuba City, CA 95991
Mailing Address:	442 Franklin Avenue Yuba City, CA 95991
Telephone:	530-674-2910
Date Issued:	March 10, 2026

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TABLE OF CONTENTS

PART I - DEFINITIONS 5

PART II - GENERAL INFORMATION 6
Delivery of Proposals 6
Contract Award Information 7
Tentative Schedule 7
Small Business Preference 8
Bidder / Contractor Status Form Information 8
History and General Background Information 9
Insurance Requirements 9

PART III - RULES GOVERNING COMPETITION & TECHNICAL EVALUATION 11
Grounds for Rejection 11
Protests 12
Other Information 13

PART IV - STATEMENT OF WORK TO BE PERFORMED 14

PART V - EVALUATION, SELECTION & SCORING PROCESS 16
Scoring Criteria 18

PART VI - MANDATORY FORMAT AND CONTENT REQUIREMENTS 19

PART VII - FORMS SECTION 21

Exhibit A – Bidder Contractor Status Form
Exhibit B – Financial Proposal Form
Notice of Proposed Award (Sample)

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PART I

DEFINITIONS

BIDDER The individual, company, organization, or business entity submitting the proposal in response to the Request for Proposal.

13th DAA Refers to the 13th District Agricultural Association, which is an agency of the State of California and is not a local agency of government.

F&E Refers to the Fairs and Expositions Branch, Department of Food and Agriculture, 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:

2399 Gateway Oaks Drive, Suite 210
Sacramento, CA 95833
Mailing Address is: 1220 N Street
Sacramento, CA 95814

DGS Refers to the Department of General Services, State of California located at:

707 Third Street
Sacramento, CA 95605
Attention: Legal Office

EVALUATION & SELECTION COMMITTEE Committee chosen by the DAA to evaluate and score proposals received.

QUALIFIED 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.

RFP Request for Proposal

HIGH SCORE A proposal in which a selection committee evaluates and scores to rank based upon objective criteria stipulated in the RFP.

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 Board of Directors of the 13th District Agricultural Association, Yuba-Sutter Fairgrounds, in releasing this RFP, intends to award a contract for a period of three years for the purpose of providing Fair-time Security Services for the 13th District Agricultural Association, for the 2026, 2027, 2028 annual fair. 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 13th 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 are unaccepted.***

Proposals must meet the following format requirements to be deemed responsive for 13th DAA consideration.

- One sealed package containing 3 copies of the technical proposal and labeled with the bidder's name, the RFP number, and "Technical Proposal." (For additional details, see Part VI, B.1.)
- One sealed package containing 3 copies of the financial proposal bid form and labeled "Financial Proposal Bid Form" (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 2026-01
David Dillabo – CEO
13th District Agricultural Association
442 Franklin Avenue
Yuba City, CA 95991

D. CONTRACT AWARD

If a contract is awarded, it shall be granted to the passing responsible bidder who submits the proposal with the highest score. Prior to the Board awarding a contract, the Fair 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. Upon the expiration of the five-day posting period (close of business on the fifth working day), if no protest has been filed, the contract is awarded. If a protest is filed prior to the contract award, the contract shall not be awarded until the protest has been withdrawn by the bidder or rejected by the Department of General Services.

E. TENTATIVE SCHEDULE

RFP Released	March 10, 2026
Proposals due at 13th DAA's Administrative Office	April 10, 2026 by 10am
Interview, if necessary, to clarify proposals **Interviews are not public**	April 13, 2026
Financial offer opened	April 13, 2026
Notice of Proposed Award posted & mailed	April 14, 2026 No later than 5pm
AWARD FINAL, No Protest may be filed after	April 21, 2026 No later than 5pm**
Proposed contract commences	May 1, 2026

** As of this date, proposed award is public information, obtainable by phone call to the Fair Office.

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 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 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 for Small Business Certification, go online to:
www.pd.dgs.ca.gov/smbus/getcertified.html.
To receive your hard-copy form by mail, e-mail 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 5PM 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% preference eligibility. For more information, e-mail osdchelp@dgs.ca.gov
or call (800) 559-5529 or (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

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 INFORMATION

All bidders must complete, sign and submit the form in response to the RFP. Failure to comply will deem the bidder non-responsive. The 13th 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. DVBE – No DVBE Program Requirement or Incentive

Website: http://www.dgs.ca.gov/pd/Programs/OSDS.aspx

I. HISTORY AND GENERAL BACKGROUND INFORMATION: FAIRTIME

Tentative Yuba-Sutter Fair Dates for the next three years includes;

- June 25 - 28, 2026 (Security needs June 21 – June 28)
- June 24 – 27, 2027 (Security needs June 20 – June 27)
- June 22 – 25, 2028 (Security needs June 18 – June 25)

HOURS: The following is the Gate Times & Carnival schedule for the 2023 Fair:
Thursday: 3 pm to 12 Midnight
Friday: 3 pm to 12 Midnight
Saturday: 12 Noon to 12 Midnight
Sunday: 12 Noon to 10 p.m.
The ticket booths close at 9:30 and we do not allow re-entry past that time.

DAY	BUILDINGS OPEN	CARS OFF GROUNDS	BOOTHS OPEN	BOOTHS CLOSE
Thursday	1:00 PM	10:00 AM	4 PM	10:00 PM
Friday	1:00 PM	10:00 AM	4 PM	10:00 PM
Saturday	9:00 AM	10:00 AM	NOON	10:00 PM
Sunday	9:00 AM	10:00 AM	NOON	9:00 PM

The 13th 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 2025 fair-time rates for fair-time event staff/gate monitoring personnel was $29.80 for event staff, $30.80 for Guard Staff, and $30.80, $34.80 for the Supervisorial Staff, with approximately 1010 total gate monitoring/event staff hours worked.

THE BID SHALL BE ON AN HOURLY BASIS. THERE SHALL BE NO ADDITIONAL CHARGES WITHOUT AN AMENDMENT TO THE AGREEMENT SIGNED BY BOTH PARTIES.

J. INSURANCE:

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

The certificate must include the following, unless the bidder is on the F&E's or CFSA's Master Insurance Certificate List

- evidence of authorized insurance for the term of the contract; including set up and tear down days,
- a 30 day cancellation notice,
- the DAA's name and address show as certificate holder, and

- the additional insured language *exactly* as stated below

"The State of California, the 13th District Agricultural Association, the California Fair Services Authority, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

For bidding purposes, submit a copy of your current insurance coverage. The exact language is not required at this time, just proof that you currently have insurance in the amounts required. Include your agent's name and phone number to enable the DAA to verify the coverage.

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 13th 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 13th 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 13th 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 which do not support attributes or conditions contended by the bidder. (The proposal shall be rejected if, in the opinion of the 13th DAA, such information was intended to mislead the 13th 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 13th DAA not to solicit proposals unless there is a bona fide intention to award a contract. However, the 13th 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
Department of General Services (DGS)
707 Third Street,
West Sacramento, California 95608,
Attention Legal Office **and** with the 13th 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 13th DAA's Administration Office.

IN ADDITION, within five (5) working days after filing the protest, the protesting bidder shall file with the 13th DAA and DGS Legal Office a fully detailed and complete written statement specifying the grounds for the protest.

PLEASE NOTE: *Failure to file (i) notice of protest by the conclusion of the fifth working day after notice of intention to award a contract has been posted and (ii) a complete detailed written statement within five (5) calendar days of filing the protest stating grounds for protest will result in the protester's protest being deemed untimely and grounds for protest waived. 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 13th 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 13th DAA will assess a fee to cover duplicating costs. Documents may be returned only at the 13th DAA's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official 13th DAA files.

2. Confidentiality of Proposals

The 13th 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 13th DAA to justify the awarding or not awarding of a contract if a protest is filed. The 13th DAA will not be liable for inadvertently releasing confidential materials although the 13th 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 13th 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.

PART IV

STATEMENT OF WORK TO BE PERFORMED AND CONTRACT TERM AND CONDITIONS

I. FAIRTIME SECURITY

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.

A. The contractor agrees to furnish uniformed security for the annual Yuba-Sutter Fair.

1. Contractor agrees to comply with staffing schedule provided annually by Fair Management. All gates and parking lots are to be guarded as per the schedule and shall not be unattended at any time during the scheduled period, i.e. changing of shifts or breaks. Fair management reserves the right to change schedule and hours. The approximate total fair-time event staffing/gate & parking lot personnel and supervisor hours worked in 2025 was 1010 hours.

2. Contractor shall provide a list of all scheduled employees (including, name, CA guard certification number and phone number) at least fourteen (14) days prior to fair.

3. Contractor shall provide an operational communication system, via two-way radios or head sets and microphones or a combination thereof, to all of the staff assigned roving duty and at least one at each gate. Contractor to provide a radio, plus charger, to the fair CEO and law enforcement dispatch office to maintain adequate communications.

4. Contractor shall provide a minimum of 8 wands to be used each day of the fair.
5. Contractor to utilize a building on the fairgrounds for a Security Office as the Security Headquarters.
6. No firearms will be carried by any security personnel on duty.
7. Contractor must agree to meet with the fair CEO and representatives of the local law enforcement team on a date(s) designated by the fair CEO prior to the Yuba-Sutter Fair each year.
8. For a multi-year contract, quality of performance is expected to improve, or at a minimum, stay the same.
9. Contractor is responsible for making sure all guards have valid “California Guard” certification and are fully trained and dressed in clean uniforms. Any employees without a “California Guard Card” will be considered and paid at the “Event Staff” rate.
10. Contractor is responsible for completing incident reports and providing copies to fair management in a timely manner.
11. Contractor is responsible for working with law enforcement throughout the event for security needs and to properly care for any lost children.
12. Contractor shall ensure that there is enough coverage at each gate to allow for the guards to perform the duties of ticket takers, hand stamping and wanding. (Subject to change)
13. Contractor shall have a supervisor on duty at all times to direct personnel.

B. Contractor shall provide personnel and management expertise.

1. Concrete management philosophies, practices, and policies shall be used to ensure professional personnel actions during execution of the contract.
2. Management shall operate in a manner that enhances the fair in the eyes of its patrons.

C. Contractor shall demonstrate a high degree of experience and performance during the term of contract period.

D. Contractor shall at all times make safety its number one concern.

1. At all times during the contract period, care shall be used that is reasonable and prudent to ensure safety of all concerned.

2. Contractor shall ensure that his actions cannot be judged negligent in any way.

E. Additional Terms & Conditions

These terms and conditions are in addition to those contained in the Standard Contract Terms and Conditions and will be made a part of the contract.

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

2. Contractor will ensure that supervisor and/or employees become familiar with the 13th District Agricultural Association Disaster or Emergency Plan, in the event of a crisis.

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

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the 13th DAA's needs as described in this RFP. This part describes the process the 13th 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-E, 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 that 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 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. The "Financial Proposal Bid Form" will then be opened and scored and added to each reviewer's points to obtain the total points each reviewer gives to each bidder. The total points of each reviewer will be added up for that bidder and the result divided by the number of reviewers for the bidder's total overall score.

7. 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 5 percent.

8. The proposed award will be made to the bidder with the highest total score.

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

SCORING CRITERIA AND ITEMS TO BE SCORED…….. SCORE

The following information must be provided by the bidder in order for the RFP to be scored.

Professional Work Experience…… 15 Points

- Past experience and previous performance for the past three years
- A complete list of performance history under similar or relevant conditions
- Include estimated attendance, the dates the event occurred, the number of guards per shift, and number of shifts that were provided.
- Specify overall qualifications of company and business philosophy including a resume of business principles (attitude, interest in project, integrity, years of experience, etc.)
- Provide copies of various reporting forms that are used by contractor Accident Reports, Incident Reports, First Aid Reports, Loss/Theft/Damage and Lost and Found.

Fairgrounds & Public Event Work Experience……..……. 15 Points

- Prior experience with fairgrounds and/or other public events
- Specify experience describing personnel's willingness to work with and cooperate with Fairgrounds Staff & Event Coordinators.

Personnel…… 10 Points

- Attach a copy of personnel manual and applicable policies or statements detailing;
  - Recruitment process
  - Dress code
  - Organizational chart
  - Personal integrity
  - Level of expertise required
- List of current supervisors and length of employment
- Attach statements of personnel's detailed working knowledge of systems and professional experience.
- Contractor must provide training manual which demonstrates a detailed operation plan for contractor’s performance and training the contractor’s personnel to function as required. Manual must also contain: Crowd psychology and control, emergency evacuation, gang control and intervention techniques, legal complaint procedures, and procedures for contacting public law enforcement.
- Include proof of Workers' Compensation Insurance coverage for employees.

References and Background Checks..... …….. 10 Points

- Attach names, addresses and telephone numbers of at least five (3) business related references from private events, public events and fairgrounds showing a minimum of the last three years of experience.
  - At least one from a large public event (attendance 10,000 or more).
  - At least one from a multi-year public event of providing security services consecutively for three (3) years or more.
- Submit at least five (3) Letters of Recommendation from previous clients, contractors, vendors and/or business-related organizations.
  - At least one (1) from a multi-year public event of providing security services consecutively for three (3) years or more.
  - Only letters of recommendation dated January 1, 2020 thru the current date will be accepted.

Financial Offer…….. 50 Points

- Submit the Financial Proposal Bid Form
- Lowest Price per hour will receive maximum points. Each subsequent offer will receive proportionate percentage of points.

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 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.

D. 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. 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 11inch 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 NUMBER 2026-01 FAIR-TIME SECURITY 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:

- Include a 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;
- Evidence of Insurance, not less than $1,000,000 CSL, in the name of the bidding company and has not expired. Please provide your agent’s name and telephone number for verification purposes.
- 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 - Sec. B.

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

- Exhibit A - Bidder Contractor Status Form
- Exhibit B - Financial Proposal Form
- Small Business Preference Documentation, if applicable

B. DOCUMENTS TO BE COMPLETED BY 13th DAA

- Notice of Proposed Award after proposed awardee is determined

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

Below forms can be viewed at https://www.dgs.ca.gov/ols/Forms.aspx

- STD - 213, Standard Agreement
- Standard Contract Terms and Conditions Form Std. 2
- CCC - 307 Contractor Certification Clauses
- STD - 204 Payee Data Record
- CFSA Insurance Requirements & Statement (Part II-J)

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.

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EXHIBIT A
BIDDER/CONTRACTOR STATUS FORM

RFP 2026-01

Contractor's Name _____ County _____
(Full business name)

Address _____ Federal Employer ID # _____

City _____ Zip Code _____
(principal place 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

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:_____

EXHIBIT A
BIDDER/CONTRACTOR STATUS FORM

RFP 2026-01

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 in reference to this IFB ____ Yes ___ No
If yes, the bidder is required to submit a copy of the OSDC's Small Business & Disabled Veteran 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 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:

_____

_____

13th 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)

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.

EXHIBIT B
FINANCIAL PROPOSAL BID FORM
RFP 2026-01

Contractor's Name: _____

I hereby submit the following financial proposal to the Yuba-Sutter Fairgrounds for a three-year period, 2026, 2027 and 2028.

2026 Bid Price:

Fair-time Event Guard per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Supervisor per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Staff per hour $_____

2027 Bid Price:

Fair-time Event Guard per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Supervisor per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Staff per hour $_____

2028 Bid Price:

Fair-time Event Guard per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Supervisor per hour $_____(*Must have a valid "Guard Card")
Fair-time Event Staff per hour $_____

Are you claiming preference as small business: _____Yes _____No

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

All bidders' must fill in the following information and sign this form in order for the "Financial Proposal Bid Form" to be considered.

_____ _____
FIRM NAME TELEPHONE NUMBER

_____ _____
ADDRESS CITY/ZIP CODE

_____
TAXPAYER IDENTIFICATION NUMBER

By its signature of this proposal form, the bidder certifies that he/she has read and understands 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 13th DAA in any manner.

_____
NAME & TITLE SIGNATURE DATE

CONTRACTOR NOTE: The Financial proposal bid form should be removed from packet and placed in a separate envelope. This envelope should be sealed and marked according to previous instructions.

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NOTICE OF PROPOSED AWARD

RFP # 2026-01

DATE – April 14, 2026

The Yuba-Sutter Fairgrounds / 13th District Agricultural Association announces proposed award of their contract Fair-time Security for the Yuba-Sutter Fair.

Awarded to: _____

If no protest is filed by 5:00 p.m. by April 21, 2026 the award will be final.

David Dillabo
Yuba-Sutter Fairgrounds
CEO

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