

**7TH DISTRICT AGRICULTURAL ASSOCIATION
Monterey County Fair
MONTEREY CALIFORNIA**

HIGH SCORE
REQUEST FOR PROPOSAL PACKAGE (RFP) FOR
SECURITY SERVICES CONTRACT RFP

NUMBER – RFP 16-01

Contact Person: Kelly Violini
CEO

Telephone: 831-372-5863

This person is the only authorized person designated by the Monterey County Fair to receive communication concerning this RFP. **Please do not attempt to contact any other person concerning this RFP.** Oral communication of Monterey County Fair officers and employees concerning the RFP shall not be binding on the Monterey County Fair, 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 awarded.

Date Issued: April 26, 2016

DEFINITIONS

- ASSOCIATION:** Refers to the Monterey County Fair, District Agricultural Association, which is an agency of the State of California overseen by the Division of Fairs and Expositions, Department of Food and Agriculture. It is not a local agency of government.
- BIDDER:** The individual, company, organization, or business entity submitting the proposal in response to the Request for Proposals.
- COMMITTEE:** Committee chosen by the Association to evaluate and score proposals received.
- CONTRACTOR:** Successful proposer who is awarded the contract based on this RFP.
- 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.
- DIVISION:** Refers to the Division of Fairs and Expositions, which is an agency of the State of California supervising the activities of District Agricultural Associations, County and Citrus Fruit Fairs and reporting to the Department of Food and Agriculture.
- DGS:** Refers to the Department of General Services, State of California.
- FORMAT:** Refers to the arrangement of requested information and statements, as well as the packaging and labeling of the proposal. Failure to use the requested format required for submittal of the proposals will be deemed not responsive. Use of the requested format is the proposer's first chance to demonstrate the ability to follow directions.
- PROPOSER:** The individual, company, organization, or business entity submitting the proposal in response to the Request for 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".
- MONTEREY COUNTY FAIR:** Refers to the District Agricultural Association, which is an agency of the State of California within the Division of Fairs and Expositions under the Department of Food and Agriculture. It is not a local agency of government.

**PART II
GENERAL INFORMATION**

A. REQUEST FOR PROPOSALS (RFP)

The Board of Directors of the 7th District Agricultural Association in releasing this RFP intends to award a contract for a period of one (1) year with (2) two one year options to renew at the sole discretion of the DAA for the purpose of providing fair time security services for the Monterey County Fair to be held August 31 - September 5, 2016 and like dates each year thereafter.

B. BIDDER RESPONSIBILITY

Read the documents very carefully as the Monterey County 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. 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. **Emails will be accepted to the attention of kelly@montereycountyfair.com.**

Proposals must meet the following format requirements to be deemed responsive for Monterey County Fair consideration.

- One sealed package containing one copy of the entire proposal and labeled with the bidder's name and RFP number.

RFP #16-01
Kelly Violini
Monterey County Fair
2004 Fairground Rd.
Monterey, Ca 93940

D. CONTRACT AWARD

If a contract is awarded, it shall be granted to the responsible bidder who submits the proposal with the highest final score. Prior to the 7th D.A.A. Board of Directors awarding a contract, the Fair shall post a "Notice of Proposed Award" at the administration office for five (5) calendar 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 calendar 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.

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	April 26, 2016
Proposals due	May 16, 2016 by 5:00 PM
Notice of Proposed Award posted and mailed	May 18, 2016
Protest deadline date	May 25, 2016
Contract Award by DAA Board Approval	May 26, 2016
Proposed contract commences	August 29, 2016

F. INSURANCE

The bidder awarded the contract shall provide original Certificate of Insurance including **\$1,000,000** in commercial general liability coverage, **\$1,000,000** automobile liability insurance, per occurrence for bodily injury and property damage liability combined and **\$1,000,000** certificate for worker's compensation coverage in a form and manner acceptable to the District prior to the time of entering into a contract to be let pursuant to this RFP.

The certificate must include:

- evidence of authorized insurance coverage for the term of the contract which includes set up and tear-down;
- a 30-day cancellation notice;
- the Fairgrounds with address shown as certificate holder; and
- the additional insured paragraph in the following exact words:
"That the State of California, the District Agricultural Association, 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 III
RULES GOVERNING COMPETITION & TECHNICAL EVALUATION
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 Monterey County Fair 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 Monterey County Fair 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 Monterey County Fair 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 Monterey County Fair, such information was intended to mislead the Monterey County Fair 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 Monterey County Fair not to solicit proposals unless there is a bona fide intention to award a contract. However, the Monterey County Fair 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) 707 Third Street, Second Floor, South, W. Sacramento, CA 95605, Attention Legal office **and** with the Monterey County Fair. The protest must be received prior to the expiration office (5) calendar days from notice of the proposed award being posted and, in no event, later than 5:00 p.m. on the fifth calendar day after notice of proposed award was posted in a public place at the Monterey County Fair Administration Office.

IN ADDITION, within five (5) calendar days after filing the protest, the protesting bidder shall file with the Monterey County Fair 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 calendar 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 Monterey County Fair. 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 Monterey County Fair will assess a fee to cover duplicating costs. Documents may be returned only at the Monterey County Fair's option and at the bidder's expense. One copy of each bidder's proposal shall be retained for official Monterey County Fair files.

2. Confidentiality of Proposals

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

**STATEMENT OF WORK TO BE PERFORMED
AND CONTRACT TERM AND CONDITIONS**

This part describes the work to be performed by the bidder who is awarded this contract and contains terms and conditions which shall be deemed incorporated and will become a part of any contract awarded pursuant to this RFP. The contract awarded pursuant to this RFP will also contain the Standard Contract Terms and Conditions, which will be incorporated and made a part of the contract. All terms and conditions are fixed and non-negotiable.

- A. The services to be provided by the contractor shall include trained capable personnel, in specific job duties, in sufficient numbers as outlined below:
1. Provision of trained, capable personnel to perform the following duties: Crowd Control Security Guards, Security Guards with sufficient supervisory personnel for all classifications.
 2. Provision of trained, capable personnel to perform the following duties: Parking Control and Event Staffing for the Monterey Pines Golf Course (MPGC) on Wednesday – Friday; the Monterey Peninsula College Lots A&B from Friday – Monday and the VIP Lot at MPGC from Wednesday – Monday. All City of Monterey Parking Signage to be placed by Tuesday at 10:00 PM prior to opening day of Fair including but not limited to tear down and set up of Golf Course Lot. Parking Staff will be responsible for collecting funds daily and turning in audited funds to the Fairgrounds Admission Staff.
 2. All security personnel assigned to the Fairgrounds shall be attired in neat, clean and properly fitted uniforms. The uniforms shall consist of identical pants, shoes and a shirt with a patch logo indicating the contracting company on the shoulder or back. Uniforms must be properly ironed and cleaned. Nighttime uniforms may consist of a jacket. Shoes must be of one color only. All uniforms may be replaced and/or cleaned at the request of Fair management. Any security personnel reporting to work in an unacceptable uniform, not presenting a neat, clean and well-groomed appearance will be dismissed from work detail at no cost to the District Agricultural Association regardless of the number of hours worked prior to dismissal.
 3. Lights and signaling equipment for all outside personnel calendar are subject to approval by Fair Management.
 4. Waterproof and light reflective clothing for all outside personnel are subject to approval by Fair Management.
 5. Contractor shall provide an operational communication system, via two-way radios to all of the staff assigned to duty. Contractor to provide a radio, plus charger to the Fair manager and one radio plus charger to the dispatch office to maintain adequate communications. Contractor shall provide frequencies and make/model of radios.
 6. All Crowd Control Security Guards are required to be licensed by the State of California, Department of Consumer Affairs, and have licenses in their possession during duty hours (i.e. Guard Cards).
 7. Contractor shall provide a list of all scheduled employees (including name, address, phone number and social security numbers) at least fourteen (14) days prior to fair.
 8. An orientation and indoctrination in public relations must be held prior to the start of this contract to insure proper appearance and attitude to deal firmly but fairly with all security or other situations in a manner that will reflect only credit to the District Agricultural Association.

9. Personnel assigned to duty at MCFEC shall:
 - a. Upon arriving at the Fairgrounds check-in with event promoter and/or event coordinator for specific instructions.
 - b. After check-in, proceed to scheduled event posts.
 - c. Remain at assigned post during entire shift unless specifically assigned to another post.
 - d. Assist in traffic control around post assigned to prior to the event opening, to minimize traffic confusion and parking problems.
 - e. Insure that no alcoholic beverages are brought into the fairgrounds. Help with checking identification to insure against consumption of alcoholic beverages by minors. (It is recommended that Companies have LEAD trained guards, but is not required)
 - f. Insure that the Buildings, including the restrooms, are vacant (except for cleaning crews) at closing time.
 - g. Generally, protect property, maintain order and enforce MCFEC regulations.
 - h. Check with Supervisor prior to leaving for any specific instructions for closing event.
 - i. May not smoke in public while on duty.
10. Business submitting RFP must show a minimum of (5) years in business by submitting a copy of Business License.
11. Provide evidence of authorized insurance for the term of this agreement protecting the legal liability of the State of California, the H District Agricultural Association, their agents, officers, servants and employees from occurrences as to bodily injury liability and property damage liability which are limited to the operations of the contractor in an amount not less than \$1,000,000.00 per occurrence as specified in form FE-20 hereto attached.
12. Provide Worker's Compensation Insurance for all employees assigned to Fairgrounds.
13. In an emergency and/or on special occasions, contractor must be able to provide additional personnel within two (2) hours' notice.
14. Due to any number of reasons, the guard detail requested and the number of hours actually worked may vary from what was originally requested for a particular job assignment. If, for any reason, should this occur, in order to be paid for such variances the contractor is required to fully justify and substantiate any changes with documentation to the Manager each morning.
15. Billing for services rendered are required to have the following information shown on the billing invoice:
 - a. The name, date and hours of each employee being billed for.
 - b. The number hours (more or less) differing from what was originally requested for each event.
16. The contractor shall operate within the laws and restrictions regulating private security operations at all times and shall maintain a solid rapport with all local law enforcement agencies closely in all cases of arrest.

B. Scheduling for the 2016 Monterey Country Fair Security and Parking Staffing will be similar to the attached schedule. See attachment "A" Contractor is responsible for providing personnel for breaks.

C. The Contractor must demonstrate previous satisfactory performance of a contract for provision of substantially similar services to a publicly owned/managed facility having similar capacities for a period of at least five (5) years. All references must include names and current addresses and telephone numbers of persons able to verify information provided.

D. Current Operation/Management Philosophies and Policies must be in effect and presented in written form:

1. Contractor must maintain at least one representative (an Owner or Manager) who is authorized to take immediate action upon any request of Fair Management at all times.
2 Management Staff: Contractor must provide detailed information showing current employee management staff having ability and experience to effectively train, organize, and supervise personnel necessary to perform all functions required. All references must be current and able to verify the provided information. The contractor must provide name, address, education and work history of all training, supervisory and management personnel who would act for the contractor. All personnel named must provide written consent allowing the Monterey County Fair to verify information provided.
- 3 Operating Manuals: The Company must provide a manual, which describes in detail the company's standard operating procedures. The procedures must provide a written basis for operations at all levels and cover the following:
 - a. Company philosophy of crowd control
 - b. Company training policy and procedures
 - c. Company Ethics/Sensitivity customer service training
 - d. Company complaint handling policy
 - e. Company health and safety manual per SB 198
- 4 Current Personnel Manual listing hiring practices and diversity awareness.

- E. Proposed pricing for Services: Contractors must provide the services described herein at straight hourly rates. No overtime rates allowed. Rates must be identified for each level of billed personnel. No additional administrative charges or overhead will be paid. Reimbursable expenses must receive prior written approval from Fair Management prior to incurring.
- F. Bidder must include the company's general emergency preparedness plan that can be adapted to the 7th DAA facility during fair time. This emergency preparedness plan must include but not be limited to addressing situations such as bomb threat, active shooter and acts of terrorism. It must also include emergency evacuation plans
- G. All incidents and accidents shall be reported to the Monterey County Fair Administration Office immediately and shall be on Fair forms. The Fair shall retain the original; however, copies of the forms will be made available to the contractor.
- H. Prior to the actual Fair, the contractor shall make a Fair time supervisor available for pre-conference and safety meeting. These meetings will be held in August.

PART V

EVALUATION, SELECTION AND SCORING PROCESS

Each proposal shall be evaluated for responsiveness to the Monterey County Fair's needs as described in this RFP. This part describes the process the Monterey County Fair 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 11, each proposal will be examined to determine if
 - o submittal (receipt) was by the deadline time and date; and the physical format requirements were met. **This is not a public review.**

- 2 The Monterey County Fair 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.
- 3 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.
- 4 All bidders will be notified of the results.

B. SCORING PROCESS

Selection of the contractor shall be based on the highest score awarded by the Committee, subject to the approval of the Board of Directors for the 7th D.A.A.

The Selection and Evaluation Committee has assigned the following number of points for the Security RFP:

SCORING CRITERIA AND ITEMS TO BE SCORED	SCORE
1. Relevant Work Experience	30 Points
<ul style="list-style-type: none"> o Past experience and previous performance for the last five years o A complete list of performance history under similar or relevant conditions o Include estimated attendance, the dates the event occurred, the number of guards per shift, and number of shifts that were provided o Specify overall qualifications of company and business philosophy including a resume of business principles (attitude, interest of project, integrity, years of experience, etc.) 	
2. Personnel	25 Points
<ul style="list-style-type: none"> o Attach a copy of personnel manual and applicable policies or statements of same <ul style="list-style-type: none"> • Company Ethics/Sensitivity customer service training • Company complaint handling policy • Recruitment process • Picture of Uniform • Organizational chart • Personal integrity • Level of expertise required o List of supervisors and length of employment o Attach statements of personnel's detailed calendar knowledge of systems and professional experience. o Include statements describing personnel's willingness to work with and cooperate with Fair Staff, performers and their representatives. o Include proof of Workers' Compensation Insurance coverage for employees. 	
3. Reference and Background Checks	15 Points
Attach copies of at least three current letters of recommendation and three to five Business references	
4. Financial Proposal	30 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.

B. PROPOSAL FORMAT AND CONTENT

Each proposal must be prepared as and include the following:

1. "Technical Proposal"

Information in the technical proposal is to be provided in the order requested beginning with the cover letter page. Each page is to be numbered at the bottom, starting with the number 1; all pages should be 8-1/2 x 11-inch paper; and all narrative portions of the proposal should be typed.

The technical proposal must include the company's personnel handbook, including but not limited to hiring practices and diversity awareness.

The technical proposal must include the company's general emergency preparedness plan that can be adapted to the 7th DAA facility during fair time. This emergency preparedness plan must include but not be limited to addressing situations such as bomb threat, active shooter and acts of terrorism. It must also include emergency evacuation plans.

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 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 bidder/contractor status form listed below must be submitted as part of the RFP.

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.

2. "Financial Proposal Bid Form"

The Financial Proposal Bid Form must be completed and signed

BIDDER / CONTRACTOR STATUS FORM
PAGE 1 OF 2

CONTRACTOR'S
NAME: _____ COUNTY: _____

ADDRESS: _____ FEDERAL ID# _____

_____ CITY/STATE: _____

_____ ZIP: _____ 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 NAME OF SOLE PROPRIETOR: (I.E., JOHN ROE SMITH; NOT J. ROE SMITH OR NOT JOHN R. SMITH)

PARTNERSHIP (PLEASE CHECK ONE)

____ LIMITED PARTNERSHIP _____ GENERAL 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 CORPORATION WAS
AUTHORIZED TO DO BUSINESS IN CALIF.: _____

CURRENT OFFICERS:

PRESIDENT: _____ VICE PRES.: _____

____ SECRETARY: _____ TREASURER: _____

OTHER OFFICERS: _____

ALL MUST ANSWER:

ARE YOU SUBJECT TO FEDERAL BACKUP WITHHOLDING? _____

BIDDER/ CONTRACTOR STATUS FORM

PAGE 2 OF 2

FICTITIOUS NAME

IF CONTRACTOR IS DOING BUSINESS UNDER A FICTITIOUS BUSINESS NAME AND WILL BE PERFORMING UNDER THE FICTITIOUS NAME, PLEASE ATTACH A CLEARLY LEGIBLE COPY OF THE CURRENT FICTITIOUS FILING.

SMALL BUSINESS PREFERENCE

ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS IN REFERENCE TO THIS RFP?

YES _____ NO _____

IF YES, THE BIDDER IS REQUIRED TO SUBMIT A COPY OF THE OSMB'S SMALL BUSINESS CERTIFICATION APPROVAL LETTER WITH THE TECHNICAL PROPOSAL PACKAGE.

YOUR SMALL BUSINESS ID NUMBER: _____

PENDING LITIGATION 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, AGENCY, OR COURT WHERE PENDING AND STATUS OF LITIGATION OR HEARING:

THE ASSOCIATION RESERVES THE RIGHT TO VERIFY THE INFORMATION PROVIDED ON THIS FORM BY THE BIDDER DURING THE RFP PROCESS. BY SIGNING THIS FORM, YOU ARE AUTHORIZING THE RELEASE OF ANY AND ALL INFORMATION PERTAINING TO YOURSELF AND BUSINESS IN WHICH YOU PARTICIPATE OR HAVE PARTICIPATED, INCLUDING INFORMATION OF A CONFIDENTIAL OR PRIVILEGED NATURE IN THE POSSESSION OF GOVERNMENT OF PRIVATE AGENCIES OR INDIVIDUALS WHO FURNISH SUCH INFORMATION FROM LIABILITY FOR DAMAGES WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED.

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.

SIGNATURE

PRINT NAME

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. ANY FALSE OR MISLEADING INFORMATION WILL CAUSE THE BID TO BE REJECTED AS NON-RESPONSIVE.

FINANCIAL PROPOSAL

(Times and hours may vary)

CLASSIFICATION	HOUR x	PRICE =	TOTAL
2016 Security/Parking	1535	\$_____ =	\$_____
Security Supervisor	166	\$_____ =	\$_____
			TOTAL \$_____

Proposer Signature: _____

Title: _____

Date _____

FORMS SECTION

A. FORMS TO BE COMPLETED AND SUBMITTED BY BIDDER

Bidder/Contractor Status Form
Financial Proposal Bid Form, completed and signed Business
License showing 5 years in business
Copy of BSIS License

B. DOCUMENTS TO BE COMPLETED BY Monterey County Fair

Notice of Proposed Award after proposed award is determined

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

Std. 215, Standard Agreement
Standard contract Terms and Conditions Forms (SCTC) FE-20,
Insurance Statement

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.

NOTICE OF PROPOSED AWARD

RFP # _____

DATE: _____

The **Monterey County Fair** announces proposed award

of their contract for _____
(type of contract)

to _____
(proposed bidder)

If no protest is filed by 5:00 p.m. on _____
(last day of 5-day waiting period)

The award will be final.

	# Persons	Shift	# Reg Hours	Sup. Hrs	
Tuesday					
Gate 4	1	1000-1800	8		
Gate 6	1	1000-2400	14		
Gate 7	1	1000-1800	8		
Supervisor/Grounds	1	1000-2400		14	
			<u>30</u>	<u>14</u>	

8/30/2016

Wednesday

<u>Position</u>	<u>Staff #</u>	<u>Shift</u>	<u># Reg Hours</u>	<u>Sup. Hrs</u>	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2400	16		
Entertainment	3	1800-2400	18		
Carnival	2	1600-2400	16		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	6	1600-2400	48		
Livestock Rover	2	1800-2400	12		
Gate3,5 grounds	2	2000-0200	12		
Finance	1	1500-2300	8		
Supervisor	1	0001-2400		24	
MPGC Gate/VIP	2	1000-2300	26		
Driving Range	2	1200-2300	22		
			232	24	

8/31/2016

Thursday

Position	Staff #	Shift	# Reg Hours	Sup. Hrs	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2400	16		
Entertainment	3	1800-2400	18		
Carnival	2	1600-2400	16		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	4	1600-2400	32		
Livestock Rover	2	1800-2400	12		
Gate3,5 grounds	2	2000-0200	12		
Finance	1	1500-2300	8		
Supervisor	1	0001-2400		24	
MPGC Gate/VIP	2	1000-2300	26		
Driving Range	2	1200-2300	22		
			216	24	

9/1/2016

Friday

Position	Staff #	Shift	# Reg Hours	Sup. Hrs	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2400	16		
Entertainment	4	1800-2400	24		
Carnival	0	1600-2400	0		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	4	1600-2400	32		
Rodeo then Grounds	4	1600-2400	32		
Livestock	2	1800-2400	12		
Gate3,5 Grounds	2	2000-0200	12		
Finance	1	1500-2300	8		
Supervisor	1	0001-2400		24	
MPG Parking Lot	2	1300-2400	18		
MPGC Gate/VIP	2	10:00 - 2300	26		
Driving Range	2	1200-2300	22		
			256	24	

9/2/2016

Saturday

<u>Position</u>	<u>Staff #</u>	<u>Shift</u>	<u># Reg Hours</u>	<u>Sup. Hrs</u>	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2400	16		
Entertainment	2	1800-2400	12		
Carnival (1800-stage)	2	1400-2200	16		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	4	1600-2400	32		
Grounds/Rodeo	4	1600-2400	32		
Livestock	2	1800-2400	12		
Gate 3,5,Grounds	2	2000-0200	12		
Finance	1	1100-0100	14		
MPGC VIP	2	1000-2400	28		
MPC	4	1100-2400	52		
Supervisor	1	0001-2400		24	
			280	24	

9/3/2016

Sunday

Position	Staff #	Shift	# Reg Hours	Sup. Hrs	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2400	16		
Entertainment	2	1600-2200	12		
Carnival	2	1200-1800	12		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	4	1600-2400	32		
Grounds/rodeo	4	1600-2400	32		
Livestock	2	1800-2400	12		
Gate3,5 grounds	2	2000-0200	12		
Finance	1	1100-0100	14		
MPGC VIP	2	1000-2400	28		
MPC	4	1100-2400	52		
Supervisor	1	0001-2400		24	
			276	24	

9/4/2016

Monday

5-Sep-16

<u>Position</u>	<u>Staff #</u>	<u>Shift</u>	<u># Reg Hours</u>	<u>Sup. Hrs</u>	
Gate 6	1	2400-2400	24		
Gate 9	1	1800-2400	6		
Gate 4	1	0800-2300	15		
Entertainment	0	1800-2300	0		
Carnival	2	1500-2300	16		
Grounds	1	0001-0800	8		
Grounds	2	0800-1600	16		
Grounds	4	1600-2400	32		
Grounds	2	1800-2400	12		
MPGC VIP	2	1000-2400	28		
MPC	4	100-2400	52		
Livestock (Gate 7)	1	1500-2300	8		
Gate Closure 3,5	2	2000-0200	12		
Finance(move grounds)	1	1200-2000	8		
Supervisor	1	0001-2400		24	
			237	24	

note: 3 PM walk out

Tuesday

6-Sep-16

Gate 6	1	2400-0800	8		
Grounds	0	2400-0800	0		
Supervisor	1	2400-0800		8	
			8	8	

<u>Day</u>	<u>Regular</u>	<u>Supervisor</u>
Pre Tuesday	30	14
Wednesday	232	24
Thursday	216	24
Friday	256	24
Saturday	280	24
Sunday	276	24
Monday	237	24
Tuesday AM Close	8	8
	1535	166