



May 21, 2021

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, RFP # HV-05-20

The purpose of this addendum is to revise the components of the Request for Proposal (RFP) for Hanger Building and Grounds Video Equipment and Product Services. All terms and conditions of the original RFP remain unchanged.

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Document to be revised as follows:

**1. RFP, PART VIII, ADDITIONAL CONTRACT TERMS AND CONDITIONS**

Page 38: Add:

29. FORCE MAJEURE. If as a result of any Act of God, war, epidemic, accident, fire, violent weather or weather related disaster, strike, lock-out, or other labor controversy, riot, civil disturbance, act of Public enemy, law enactment, rule, restraint, order, or act of any governmental instrumentality or military authority, failure of technical facilities, failure, delay or reduction in transportation services, fire, explosion, or other cause not reasonably within either Party's control and which renders either party's performance impossible, infeasible, or unsafe ("Force Majeure Event"), then either party may cancel this agreement and neither party shall have any further liabilities and/or obligations in connection with this agreement.

The above Force Majeure will be added in the sample of contracts, page 83 as well.

**2. RFP, PART VI, EVALUATION, SELECTION & SCORING PROCESS**

Page 26, Section B, SCORING PROCESS, number 1. Company History and Personnel

Original: d.-e. Description of personnel policies and safety programs; submit Employee Handbook and Grooming Standards.

New: d. Description of personnel policies and safety programs; submit Employee Handbook and Grooming Standards.

**3. RFP, PART VII, MANDATORY FORMAT AND CONTENT REQUIREMENTS, C. TECHNICAL PROPOSAL**

Page 29, Section B, number 1

Revise as follow:

**1. Company History and Personnel**

a. Provide an overview of the Bidder's company history, including years in business, location(s), total number of staff and other key elements of business operations.

b. Attach an organization chart of the proposing company.

c. Describe background and professional experience of Bidder's management team, including the personnel that would be assigned to this contract. Provide a listing of the key staff who will supervise the contract, detailing the qualifications and responsibilities of those key members.

d. Describe and include any applicable personnel policies and training materials, including safety programs and customer service education. Provide commentary on safety record and programs. Submit Employee Handbook and Grooming Standards.

This will be incorporated in as part of the contract. All other terms and deadlines remain unchanged.

To comply with the Addenda (Addendum) requirements we are asking that bidders to either reply to this email such as "Received RFI #1, Addendum #1" or acknowledge on the Financial Proposal Bid Form, Excel Spreadsheet on the right hand corner with "Received RFI #1, Addendum #1". We will consider both options as confirmation.

Thank you.

*-End Addendum #1-*



May 21, 2020

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, RFP # HV-05-20

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the RFP Hanger Building Sound Equipment and Services. All terms and conditions of the original RFP notice remain unchanged.

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### Questions and Answers

Clarifications: The District would like to take this opportunity to clarify with all prospective bidders that due to recent change in the bid submission procedure, the District will not reject any proposals that may lack or not following clerical instruction such as page numbering, the proposal is not in one continuous document, or out of sequence as mentioned anywhere in the RFP. For example: The District is asking for items a, b, c, d in section one, the Bidder answered a, b, d, and c in the Bid Proposal. This is acceptable as long as all answers are provided within section one. This will not cause for rejection. The District encourages all Bidders to pay close attention and follow instruction carefully, and double check their financial numbers, signature, etc.

The District suggested all bidders to limit their attachments up to five when sending their bid proposal, in PDF format (Including Financial Proposal Bid Form), and only one email, not multiple emails. The District will work with each bidder to ensure the District receives Bid Proposals in the timely manner through Wetransfer.com. The District will not consider any bid proposal that did not get to our server by the time of deadline.

Please submit your proposal as soon as you're able to. It's a challenge for the District staff to work with all bidders within the few minutes before the deadline to ensure your proposal is received. If you've submitted your bid proposal please send an email to [rfp@ocfair.com](mailto:rfp@ocfair.com) to notify us so the District may track it.

#### Questions:

1. Is there any registration necessary for another vendor to bid on the Hangar/Grounds Video RFP#HV-05-20? We know of an additional company that may be interested in bidding. If there is, please advise of the process.

Answer: There's no registration procedure for bidding. Any qualified vendors may submit bid proposal.

2. You specifically call out the need for a video server input. Do you have the specific specs/needs of the server i.e. Time code, SMTPE, Output, channels, etc? What will the server be used for?

Answer: The district will require 2 outputs of audio(music and SMTPE time code) and 2 outputs of video(District's projection screen and LED walls). The server is used to play daily content on both screens(District's projection screen and LED walls) in sync and also play the nightly main mall multimedia show in sync on both screens.

3. Can Camera 1 as well as Camera 3 in the hanger both be Robo Cameras?

Answer: The district's preference is to keep camera #1 as a manual camera and not use a robo cam for the FOH location.

4. For the recorded content, who is responsible for providing the hard drives for all the final footage to be on. Also do you want just a line cut or ISO recorded as well?

Answer: The district will supply hard drives for recorded final content. Line cut is fine.

5. Will the Daily crews be given any ample time in schedules for breaks to be in compliance with CA labor laws or should vendor provide additional crews for breaks?

Answer: Scheduling will be the responsibility of the bidder as well as keeping in compliance with CA labor laws.

6. Will District accept a substitution for the ROE LED tiles for an Absen PL3.9 Outdoor rated LED Wall? Specs would be as follows; Pixel Pitch is 3.9mm, 84 tiles for 1536x896 pixel count, weighing in at 1932lbs, measuring in at 11.48'w x 19.69'T per wall.

Answer: As stated in the RFP, LED screen substitutions are not permitted.

7. A single comment is made that the district may provide additional camera operators for Hanger video, what would this be for and would they provide additional equipment?

Answer: No additional camera operators would be needed outside of what is stated in the RFP.

8. Our legal department is requesting a few amendments to the Fair's General Terms And Conditions – will the Fair abide that? IF so, can we submit those changes for consideration prior to submitting our response to the RFP?

Answer: All the Terms and Conditions in the Exhibits of Sample of Contract are non-negotiable.

9. Part V / Statement Of Work / Minimum Requirements / Point #3 part a.: Can you provide an example of what type of event this might be? Are you asking for examples where equipment and personnel were set up for five days of performances, in one location, and then struck and taken to another location where, again, equipment and personnel were set up for five consecutive days of performances? Just want to make sure we're submitting relevant examples of work we've performed?

Answer: Equipment and personnel setup for five days of performances in different venues( at same time or strike and moved) for same event would be examples like a fair, festival or large convention.

10. Part V / Statement Of Work / Minimum Requirements / Point #3 part b.: Are you asking for examples of venues, like the Hangar, where our gear was set up over a season, and where the equipment and personnel serviced every client that came to that venue, wherein, over the run of the season, a total of at least 800,000 audience members attended (tickets sold)? Or are you asking for examples of where we supplied equipment and personnel on a concert tour, where the same equipment and personnel serviced one client, throughout the duration of the tour, that sold a minimum of 800,000 tickets over the length of the tour?

Answer: Overall venue or event had attendance of a minimum of 800,000 or more in attendance.

11. Part V / Statement Of Work / Section E / Bid Equipment / Page 24: Among the equipment the contractor is expected to supply is, "Rigging, motors and lifts." On page 17, point L. it says contractor shall hang LED screens from a District provided truss structure. Is the Fair supplying the truss structure with our without the chain motors?

Answer: Truss structure and motors will be supplied.

12) Page 24 bullet point number 4 reads "Rigging, motors, and lifts". Are motors provided or is that included with the "District-provided truss structure".

Answer: Motors are included with the "District-provided truss structure.

13) Can you clarify the discrepancies between the **Scoring Process** and **Mandatory Format And Content Requirements, 1.a-e**.

A) **Scoring** 1.a-b, lists history and organizational chart

**Mandatory Format** 1.a, lists history

**Mandatory Format** 1.b, background and professional experience

B) **Scoring** 1.c, lists background, professional experience, qualifications and key personnel

**Mandatory Format** 1.c lists organizational chart, background, professional experience, qualifications and key personnel

C) **Scoring** 1.d-e, lists personnel policies, safety programs and employee handbook/grooming standards

**Mandatory Format** 1.d, personnel policies, safety programs and employee handbook/grooming standards

**Mandatory Format** 1.e, Operations plan (also requested in Mandatory Format 4.e)

Answer: Please refer to addendum #1

*-End RFI #1-*