



January 1, 2026

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, IFB # TSS-01-25

The purpose of this Addendum is to revise the components of the Invitation For Bid (IFB) for the Temporary Staffing Services. All terms and conditions of the original RFP remain unchanged.

Document to be revised as follows:

1. IFB, page 23, Attachment 3, Financial Proposal Bid Form.

Change from:

It is estimated the District will utilize 1000 hours for each classification. The District will use the proposed hourly rate multiple by 1000 hours for each classification to calculate the total bid. The District may use more or less than 1000 hour per year per classification. The estimated number of hours is not a guarantee.

Change to: it is estimated the District will utilize 800 hours for each classification. The District will use the proposed hourly rates multiple by 800 hours for each classification to calculate the total bid. The District may use more or less than 800 hours per year per classification. The estimated number of hours is not a guaranteed.

2. IFB, page 25, Attachment 3, Financial Proposal Bid Form.

Change from:

The price quote shall be inclusive of all wages, allowances, supervision, insurance(s), material, labor, supervision, taxes, emission, certificate, license, travel, meal reimbursements, hotel accommodation, equipment, transportation, fuel, uniforms, or any other related services required. The District shall not be billed for any costs that were not included in the contract.

Change to: The price quote shall be inclusive of all wages, allowances, insurance(s), labor, tools, taxes, emission, certificate, license, travel, meal, hotel accommodation, equipment, transportation, fuel, uniforms or any other related services required. The District shall not be billed for any costs that were not included in the contract.

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

All bidders to comply with the Addenda (Addendum) requirements on page 10, Addenda (Changes to the IFB)

"Bidders must acknowledge all Addendum(s) and RFI(s) by email upon receipt. Failure to do so will be deemed as non-responsive."

Thank you.

-End Addendum #1-



January 7, 2026

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, IFB # TSS-01-25

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB Temporary Staffing Services. All terms and conditions of the original IFB notice remain unchanged.

Questions and Answers

1. How many employees currently work under (or will be anticipated to work under) this contract?

Answer: None. This is the first IFB for this service.

2. Who are the present vendors?

Answer: None. This is the first attempt.

3. How many vendors will be awarded as a result of this solicitation?

Answer: One

4. What are the current billable hourly rates or percentage mark-up rates?

Answer: This is the first attempt. However, the proposed rate should be all inclusive including the mark-ups and any other expenses.

5. What were the hourly bill rates or percentage mark-up rates at the time of award?

Answer: This is the District's first attempt. The billing rates (proposed hourly rate) should be all inclusive including markups.

6. How much was spent (dollar value) on this service last year?

Answer: None. This is the District's first attempt.

7. How much is intended to be spent (dollar value) once the contract is awarded?

Answer: Approximately \$100,000. This amount is not a guaranteed.

8. Is there a Prevailing/Living wage requirement associated with this project?

Answer: Yes. Prevailing wage is required. Bidders must factor in the prevailing wage and any other costs in the Hourly Rates. The proposed rate shall be all inclusive. The District should not be billed for any additional costs.

9. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

Answer: This is IFB, not RFP; therefore, there will be no points given. There is a 5% small certified business preference. Please refer to IFB page 6 for DVBE incentive and Small Business preference

10. May we attend the bid opening meeting in-person?

Answer: Yes, this is a public bid opening.

11. Is this new initiative? If not, please share the current vendor details?

Answer: Yes, this is a new program.

12. What is the allocated budget for this RFP

Answer: Answer: Approximately \$100,000. This amount is not a guaranteed.

13. Is there a preference for local vendors for this project?

Answer: This is a public bid opens to all vendors. The award will be based to the lowest responsive bid. There's no geographic incentive or preference.

14. Are there any pain points or issues with the current vendor(s)?

Answer: There is no current contract

15. Approximately how many vendors does DHA anticipate awarding under this multi-award solicitation, and how does DHA expect job orders to be distributed among awarded vendors?

Answer: Award will be made to one vendor.

16. Will job orders be competed among all awarded vendors, or may DHA assign job orders directly based on operational needs, response time, qualifications, or performance?

Answer: The award will be made to one Bidder (Awarded Contractor). The staffing needs will be provided by that Awarded Contractor. If you would like to use other vendors to fulfill your contract, that's up to the Awarded Contractor.

17. Does DHA anticipate any minimum or maximum annual spend, or can DHA confirm that the estimated labor hours provided are for evaluation purposes only and do not represent a guaranteed budget?

Answer: We will most likely be requesting help during the 2026 OC Fair set-up in June. Then the duration of the Fair, July thru August.

18. Can DHA share whether there is an incumbent contractor or contractors currently providing similar temporary labor services, and whether any transition or onboarding process will be required following award?

Answer: There's no current contract.

19. Are job orders generally expected to be short-term assignments, or does DHA anticipate longer continuous placements under this contract?

Answer: Short term, as needed basis.

20. Does the requirement to provide laborers within two (2) hours apply only during normal business hours, or does it also apply outside standard working hours?

Answer: During Business hours.

21. Is overtime anticipated under this contract, and if so, does overtime require prior written authorization from DHA before being billed?

Answer: Yes. Overtime maybe required, but it will be predetermined and approved by the Facility Director.

22. Are background checks required once at initial onboarding, or must they be repeated for each new assignment or job order?

Answer: It is the Contractor's responsibility to perform background check for its employees. All employees dispatch to the OC Fair must be cleared before assigned to the OC Fair. Background check is required annually. The District may ask for proof before scheduling the work. Please refer to Sample of Contract, Exhibit F, Megan's Law. Contractor must certify upon awarding the contract.

23. Will Section 3 labor hour goals and compliance be evaluated on a per-vendor basis or cumulatively across all awarded vendors?

Answer: Award will be made to one Bidder. The Propose Awardee must comply with the requirements.

24. **21 – Vehicles/equipment/supplies-** Please confirm if you need a staffing partner to provide talent under your supervision or a services provider who manages, supervises, and bills for materials and labor. Staffing and service providers have different cost structures. If you need staffing, we need the specified roles, quantities, and duration required.

Answer: Staff only. The OCFEC supervisors will delegate tasks each day and will oversee work performed. The OCFEC does expect to have a contact that will have authority over the staff on site. The OCFEC supervisor will also need this person of authority available to review paperwork and approve hours, and any HR issues.

25. **If you are looking for a staffing partner- please confirm that you are NOT looking for the following:** Contractor shall furnish all necessary labor, supervision, equipment, tools, materials (excluding dumpsters), permits, transportation and insurance in the performance of these specifications.

Answer: The OCFEC is looking for staff only. However, staff will need to provide all hand tools/ tool bags to perform the discipline they are being hired for.

26. G- DVBE Requirements- we aren't DVBE certified, are you looking for only DVBE certified vendors?

Answer: DVBE is not required; however, refer to IFB page 6 for DVBE incentive.

27. H – Small Business Preference- We aren't small Business Certified or eligible- does this disqualify us from proceeding?

Answer: This IFB is open to all bidders. There's a 5% Small certified small businesses preference. Please refer to IFB page 6.

28. "OCFED reserves the right to hire agency provided personnel directly without a placement fee at any time without a fee"- a minimum number of hours works would need to be agreed upon for this to be agreeable by us for no conversion fee- please confirm this is acceptable by you as well.

Answer: If the dispatched employees apply for any opening positions at the OC Fair & Event Center directly through the OC Fair & Event Center recruitment process, the OC Fair & Event Center should not compensate the Contractor any fees.

The OCFEC currently has (5) fulltime positions open, (1) electrician, (2) maintenance worker, and (2) landscapers. The candidate would have to apply for these positions. Just because they are currently fulfilling the roles does not automatically move them to the front of the process.

29. Will there be prevailing wage?

Answer: The Contractor must comply with prevailing wage rules and regulation. The bid price must be all inclusive.

30. Invoicing until all work is done- clarification needed. We pay and bill for temporary workers weekly for hours worked, in line with industry standards. Please confirm this is acceptable.

Answer: The District cannot comment on the Contractor/Bidder's payment process. However, invoices can be submitted on a Bi-weekly basis. Payment will be made net 30.

31. Page 48 (uniforms) – who provides uniforms? Does OCFEC provide uniforms? If not- we will need details on uniforms including costs.

Answer: OCFEC will provide OC Fair monogramed polo shirts for identifying them as OCFEC staff.

32. When was the last time they did an RFP and what is driving this one?

Answer: This is the first IFB the District issued for this service.

33. What is their primary objective they are hoping to achieve for this RFP?

Answer: To provide staff support for our maintenance department.

34. For the positions listed: How many hires do you believe you will need throughout year?

Answer: The number of hires would really depend on the talent provided.

Maintenance – (4)
Electrician- (4)
Plumber – (2)
HVAC Technician – (2)

35. What is the average duration of assignment per position?

Answer: June thru August would be the general service needs.

36. What is the annual spend in the listed positions in the last 12 months?

Answer: None. We have not had this service type of service in the past.

37. Are these positions eligible to apply for full-time roles or are all assignments terminated at 800 hours?

Answer: The 800 hours is an estimated number of hours. The Dispatch Employees may apply with the OC Fair & Event Center directly. The OC Fair & Event Center should not compensate the Contractor any fees.

The OCFEC currently has (5) fulltime positions open, (1) electrician, (2) maintenance worker, and (2) landscapers. The candidate would have to apply for these positions. Just because they are currently fulfilling the roles does not automatically move them to the front of the process.

38. The bid mentioned a max of 800 hours and then the bid indicates a 1,000 hours per classification, why the change?

Answer: 800 is the number of hours the OC Fair & Event Center (OCFEC) most likely be using. To avoid the confusion, the OC Fair & Event Center will use the Proposed hourly rate X 800 hours. See Addendum #1.

39. Who is expected to track the hours worked for when contractors hit the maximum 800 hours?

Answer: The hours should be tracked weekly and confirmed with OCFEC staff before billing.

The above information will be incorporated as part of the IFB requirements and contract. Please send an email to rfp@ocfair.com for acknowledgment if you intend to bid on this project.

-End RFI #1-