



January 12, 2026

To: All Potential Bidders
From: Kelly Vu, Business Services Supervisor
Re: RFI #1, Q & A, RFP # SM-09-25

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

Questions and Answers

1. **Question:** There seems to be a small error in due dates: The RFP states bids are due on January 16. The posting on the OC Fair website says bids are due January 13...

Answer: The correct bid due date is January 16, 2026. It was a typo from the website ocfair.com and has been corrected.

2. RFP, page 6:

Question: "Small business preference qualification information must be included in all bid documents. **This must include procedures for claiming small business preference, microbusiness preference**, and non-small business contractor/small business subcontractor preference processes. *Note: A non-small business, which qualifies for this preference, may not take an award away from a certified small business".*

The sentence in bold, above: we are unsure as to what this means- we have the SB(micro) cert, email letter, etc., showing our SB classification and approval with dates. Is this all that is required, or are you asking for some kind of narrative as well?

Answer: This applies to Bidders (non-small certified) who use certified small business(s) as subcontractor(s) to qualify for the 5% small business preference.

The bold sentence refers to the paragraph above it. Refer to page 6.

Non-small business Bidders may be granted a five percent (5%) non-small business subcontractor preference on a bid evaluation when a responsible non-small business Bidder includes notification that it commits to subcontract at least twenty five percent (25%) of its net bid price with one or more small businesses. Bidder must submit a list of the small businesses it commits to subcontract with for a commercially useful function in the performance of the contract. The list of sub-contractors shall include the subcontractor's name, address, phone number, description of work to be performed and dollar amount of percentage for each subcontractor.

3. **Question:** RFP, page 7:

"The Proposal Forms, Certifications, Letters, and all Documents must **be signed with the firm's name as indicated.** A proposal by a corporation must be signed by a duly authorized officer, employee, or agent". Are you saying that each page in our bid proposal must have an actual signature from a person in the firm, or, is the fact that each page is on our letterhead, with company name at the top and address, phone, email at the bottom sufficient?

Answer: Signature is not required on each page of the proposal. However, where a signature is required, for example, the Cover Letter, the Financial Proposal Bid Form, and other Forms, where applicable, must be signed by an authorized officer, employee, or agent of the Company.

4. **Question: "SIGNATURE** - The Proposal Forms, Certifications, Letters, and all Documents must be signed with the firm's name as indicated...."**We are seeking clarification here.**

The, 'as indicated' means this only applies wherein a page or section states that a signature is required- correct? For the body of the RFP response, we have our company name on each page. In some cases in our bid, we have included documents we previously made, for example: Employee Handbook. In this case, there is no company name on each page, and no 'signature' on each page- is this acceptable, or?

For the financial section, are we to handwrite and scan the form into our bid, and are we to sign each page, as well as include company name on each page?

Answer: See answer from number 3 above. Regarding the Financial Proposal Bid Form, it is recommended that financial numbers to be typed. Handwritten is acceptable; however, it must be legible. Bidder must use the provided Financial Proposal Bid Form.

The above information will be incorporated as part of the RFP requirements and contract. Bidders must confirm receipt of this RFI#1 by email to rfp@ocfair.com or kvu@ocfair.com to acknowledge. Failure to do so will result in disqualification.

-End RFI #1-