



**REQUEST FOR QUALIFICATIONS
(RFQ)**

TEMPORARY ELECTRICAL POWER SUPPLY

**For the 2019
Riverside County Fair & National Date Festival**

Contact Person: Maria Cruz Lascano, Development Specialist
Address: 82-503 Hwy 111, Indio, CA 92201
Phone: (760) 863-8247
Date: August 16, 2018

**REQUEST FOR QUALIFICATIONS
PART I**

THE RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL

A. GENERAL INFORMATION

The Riverside County Fair & National Date Festival (herein after referred as Fair) in releasing this RFQ intends to award a temporary electrical power supply contract for a period of one (1) year, with two (2) one-year options for the purpose of providing temporary electrical power supply services for the *Riverside County Fair & National Date Festival* ("Fair").

The Riverside County Fair & National Date Festival Fair dates are:

2019	February 15-24
2020	February 14-23
2021	February 12-21

This contract will be subject to annual evaluation of contract performance and contractor continuing to meet all requirements each respective year of the contract

B. PROPOSER RESPONSIBILITY

Read the documents very carefully, as the Fair shall not be responsible for error or omissions on the part of the proposer. Carefully review final submittal, as reviewers will not make interpretations or detect, or correct, error in calculations.

C. DELIVERY OF PROPOSALS

Each firm shall submit two (2) sets of original proposals which must be received prior to the closing time and at the place stated below. Failure to meet these requirements will result in an unaccepted proposal. **Faxes are unacceptable.**

Proposals must be received at the address listed below no later than 2:00 p.m., Wednesday, September 5, 2018 to:

ATTN: Maria Cruz Lascano, Development Specialist
Riverside County Fair & National Date Festival
82-503 Hwy 111
Indio, CA 92201

D. SCHEDULE

RFQ Released: August 16, 2018

REQUEST FOR QUALIFICATIONS PART II: INSURANCE

The proposer awarded the contract shall provide a signed original Certificate of Insurance with evidence of the following coverages from companies licensed to issue such insurance in the state of California:

- (a) Workers' compensation insurance as required by the laws of the State of California;
- (b) Commercial general liability insurance, on an occurrence basis, with limits not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence);
- (c) For contracts involving use of vehicles (automobiles, trucks or other vehicles), commercial automobile liability insurance, or an occurrence basis, with limits of not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence; and
- (d) Any other insurance required by law or the State of California for this type of activity or event.

The insurance certificate must include:

- a) The dates of inception and expiration of the insurance;
- b) A statement that the following are listed as additional insureds: The County of Riverside; the Riverside County Fair & National Date Festival; the Riverside County Economic Development Agency; and the officers, employees, servants and agents of these entities;
- c) A statement that the insurance cannot be cancelled or reduced without 30 days prior written notice to County; and
- d) A statement that the certificate holder shall be: County of Riverside, Riverside County Fair & National Date Festival, 82-503 Hwy. 111, Indio, California 92201.

Proposal shall indemnify and hold harmless COUNTY, including its officers, employees and agents, from any and all liabilities, claims, debts, damages, demands, or actions of whatever kind or nature (including, but not by way of limitation, wrongful death, bodily injury, property damage and legal representation and expenses) arising out of or in any manner connected with CONTRACTOR's performance related to this Agreement.

"The County of Riverside, the Fair, their agents, officers, servants and employees are made additional insured, but only insofar as the operations under this contract are concerned."

REQUEST FOR QUALIFICATIONS PART III: SYSTEM SPECIFICATIONS

- Connect approximately 60 food trailers throughout various locations of the fairgrounds
- Connect approximately 116 (individual 10x10) commercial vendors in Commercial Building and provide power for lighting and exit signs
- Connect approximately 44 commercial vendors in the Royal Marketplace Area (individual 10x10 canopy quads)
- Connect approximately 36 commercial vendors in the Aladdin's Bazaar (individual 10x10 canopies)
- Connect power for VIP tent (20' x 60' x 10').
- Connect power to four modular office trailers
- Provide 30 amp power to approximately 140 RV's in RV Lot, with the exception of approximately 5 RV's being in specific entertainment areas.
- Provide 30 amp RV power to approximately 80 units in the Livestock area.
- Power 4 temporary ticket booths by connecting to electrical panel located on Arabia and Hwy 111
- Power 4 temporary ticket booths located at gate 6
- Power cold storage area
- Power Sheriff's compound
- Power Shalimar lawn entertainment
- Connect two 300 KW generators and one 100 KW generator at Fantasy Springs Concert Pavilion Stage
- Connect 55KW generator for one concession stand
- Provide standby tech(s) for duration of Fair

***Please note:**

(Yellow jackets must be provided to cover all areas needed.)

Installation: (To be determined each year prior to start of fair)

Removal: (First Monday after fair)

Additional installation dates to be determined prior to each annual fair.

REQUEST FOR QUALIFICATIONS PART IV: PROPOSAL FORMAT

Each firm shall submit two (2) copies of their proposal. The proposal must include the following information, in the following order:

1. **Cover Letter** - the letter shall indicate that the proposer has a clear understanding of the project's scope and timing. The letter should also include a list of names of the individuals who will be primary contacts, as well as a list of sub-contractors, if any.
2. **Qualifications and Experience** - a list of the proposer's qualifications and experience as they relate to the proposed provision of specified services.
3. **References** - Attach names, addresses, and telephone numbers of at least three (3) business related references from events, fairs or facilities. Submit at least three (3) letters of recommendation from any past contractors within the past three years.
4. **Fee Schedule** – provide a fee breakdown of all services. The fee schedule shall be categorized, corresponding with the items listed in Part III.

REQUEST FOR QUALIFICATIONS PART V: SELECTION PROCESS

EDA will evaluate all complete proposals. The written proposals will be evaluated and scored based upon the following proposal criteria:

	Points
Qualifications and Experience Relating to comparable projects	50
References	20
Fee Schedule	<u>30</u> 100

The Economic Development Agency reserves the right to accept, reject, and evaluate any and all proposals, and to change or modify the scope of this *Request for Qualifications*. EDA reserves the right to require oral interviews from the firm(s) considered most qualified. Any proposal submitted during this *Request for Qualifications* process becomes the property of the Economic Development Agency.

The Economic Development Agency will not be held liable for nor pay any cost incurred by the respondent in preparation of a response to this *Request for Qualifications* or any other costs including travel expenses.

Questions concerning this *Request for Qualifications* should be directed to:

Riverside County Fair & National Date Festival
Attn: Maria Cruz Lascano, Development Specialist
82-503 Hwy 111
Indio, CA 92201
(760) 863-7268 ■ (760) 863-8973 FAX
Email: [Mlascano@rivco.org](mailto:MLascano@rivco.org)