



**State of California
California Exposition & State Fair**

REQUEST FOR PROPOSALS

**TEMPORARY PERSONNEL SERVICES
CSF-11-1033**

May 17, 2011

You are invited to review and respond to this Request for Proposals (RFP), entitled Temporary Personnel Services, #CSF-11-1033. In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with California Exposition & State Fair (Cal Expo) will include by reference State of California General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site www.ols.dgs.ca.gov/standard+language. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of California Exposition & State Fair, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Janice Risso
Contracts Office
916-263-4042
jrisso@calexpo.com

Please note that no *verbal* information given will be binding upon Cal Expo unless such information is issued in writing as an official addendum.

Thank you for your interest in the California Exposition & State Fair.

Janice Risso
Janice Risso
Contracts Manager

CALIFORNIA EXPOSITION & STATE FAIR

P.O. Box 15649 • Sacramento, CA 95852-1649 State of California • Jerry Brown, Governor

A. Purpose and Description of Services

Introduction: The annual California State Fair is held at Cal Expo in Sacramento. The 2011 State Fair will be held July 14 through 31, 2011, and dates in future years will be similar.

Cal Expo hires staff for various jobs required to be accomplished prior to and during the Fair. The successful proposer will provide temporary labor, as described in this Request for Proposals (RFP), to supplement the staff hired by Cal Expo.

For some jobs, workers will be expected to remove large quantities of livestock, horse, and poultry waste material in an environment that has a great deal of dust, feces, urine, and debris.

Cal Expo reserves the right to enter into contracts with more than one contractor if it deems this to be in its best interest.

Proposal must not contain any qualifications or additional terms and conditions. Proposals must be firm for the entire term of the agreement with the exception of the state minimum wage rate. If the state minimum wage rate increases during the term of the contract, the proposal cost would increase to match the state increase in minimum wage.

Scope of Work: The successful proposer will be required to provide services included in this Scope of Work.

1. Provide workers to perform duties as described in this RFP and as requested by Cal Expo.
2. Contractor will furnish all labor, permits, transportation, and insurance in performance of the agreement.
3. Workers provided must be able to speak and understand basic English to effectively respond to customers' questions.
4. **Time Cards:** Contractor will maintain hourly time cards for all workers during the State Fair. These time cards will be available to be audited by Cal Expo management. The time cards must be punched by machine or computer system; handwritten time cards will not be acceptable. Computer aided time keeping system must be approved by Cal Expo management prior to services being provided.
5. **Megan's Law:** Contractor shall screen all workers to identify sex offenders required to register with local law enforcement (also known as Megan's law) at Contractor's expense. Contractor shall certify in writing that the required screening has been conducted and will indemnify Cal Expo for any negligence arising out of or connected with its obligations pertaining to the required screening.

6. Transportation: Contractor shall provide transportation to actual job site for workers within the fairgrounds upon direction of Cal Expo. In some cases, temporary workers will report to Cal Expo's Gate 12 staging area and, upon approval of Cal Expo representative, Contractor shall transport workers to the work site designated by Cal Expo's representative. Cal Expo will meet with Contractor in advance to establish this process, depending on the jobs to be performed by temporary workers.
7. Supervisors:
 - a) Except for the Janitorial positions, Contractor must provide one supervisor for each crew of 10 or fewer (Fur & Feathers crew of 15 or fewer). All supervisors must meet with Cal Expo representative prior to work period for orientation. Supervisors must have the ability to handle any performance problems with workers and have the ability to dismiss and/or replace workers as requested by Cal Expo.
 - b) For the Janitorial positions, Contractor shall meet with Cal Expo's representative in advance to discuss staffing requirements. Note: For Janitorial Lead, the hours indicated on Attachment 4, Cost Sheet, are the best estimate used for bid evaluation purposes. Number of hours required is subject to change; although it is not expected that the hours indicated will increase.
8. Schedule:
 - a) In most cases, Cal Expo will notify Contractor of specific crew needs three (3) days prior to work to be performed; however, in some cases Cal Expo may give as little as eight (8) hours notice or the need may be immediate. When Cal Expo gives less than eight hours notice, Contractor shall provide workers to the extent reasonably possible. Actual detailed work schedule will be provided at time of notification. For the Janitorial positions, crew needs and schedule will be provided to Contractor well in advance.
 - b) Size of crew may decrease as the workload decreases during the work shift, but all shifts shall begin with a full crew. Layoffs during the shift shall be coordinated through Cal Expo's representative. Contractor shall provide Cal Expo with a copy, in advance, of the release from service procedure for workers. Cal Expo does not guarantee a minimum and/or maximum number of hours and/or days that services will be required.
9. Replacement of Workers: Contractor must make a reasonable effort to replace any and all employees that are not acceptable to Cal Expo within two (2) hours of verbal notice by Cal Expo representative. Contractor must provide on-site supervisors that have the ability to fulfill this requirement. Contractor must pay employees for any hours worked.

10. Breaks: Contractor and Cal Expo will mutually agree, in advance, on the procedure for breaks, including meal breaks, for workers. During the annual State Fair, workers must remain on-site for all breaks.
11. Authorized Representative: Contractor must maintain one or more representatives who are authorized to take immediate action upon the request of Cal Expo management. This person must be identified to Cal Expo as the Contractor's authorized representative.
12. Telephone Numbers: Contractor shall provide Cal Expo with a 24-hour "on call" telephone number for emergencies and event schedule changes.
13. Uniforms:
 - a) Assigned workers must wear uniform shirts with Contractor's company name and logo. Uniform shirts must have sleeves and be worn with tails or shirt ends tucked into the pants. Pants may be any style, but denim or dark colors are preferred. Pants cannot be sagging and a belt must be worn. If hats are worn, they must have Contractor's company name and logo on them. Workers' uniforms must be clean and properly laundered at the beginning of each shift.
 - b) Assigned workers must possess a company photo identification badge.
14. Training: Contractor must provide workers with orientation, regular safety and equipment training on the duties they will be required to perform, sexual harassment training, and customer service training.
15. Office Space: Contractor may, if desired, provide small temporary office facilities and supplies adequate to meet the needs of this agreement such as office trailer, telephone, radios, and time clocks. Cal Expo will supply space water source and electricity commencing one (1) week prior to the start of the State Fair through one (1) week after the close of the State Fair.
16. Recyclable Materials: Cal Expo has a recycling program with designated recycling bins. Recyclable materials must be placed in the designated recycling bins provided by Cal Expo. All recyclable materials on Cal Expo property become the property of Cal Expo and cannot be removed from the grounds by Contractor or Contractor's representatives.
18. Work to be Performed: The jobs to be performed by the temporary workers are as follows. Dates shown are for 2011. Dates in 2012 and 2013 will be similar.

a) **Janitorial:**

1) **Job Description**

- (a) Restroom Assignment: Clean restrooms using appropriate chemicals and equipment.
- (b) Trash Assignment: Lift garbage liners out of 55-gallon trash cans (must be able to lift 25 lbs.).
- (c) Parking Lot/Grounds Assignment: Pick up trash by hand and/or with a lobby pan if required in various parking lots and on the grounds in general. Shoveling up horse manure may be required.
- (d) Set up and take down chairs, tables, and other equipment required for various events.
- (e) Some positions may be required to operate vehicles and other equipment.
- (f) Workers will be responsible to not leave equipment and supplies unattended and to return the equipment and supplies to the designated areas when not in use.

2) **Dates:** July 13 through August 2, 2011

3) **Number of Workers per Shift:** Staffing needs are indicated on Exhibit A of this IFB. Shift end times are approximate; some shift times may be extended based on need.

4) **Environmental Factors:** Contractor must ensure that workers provided understand that they may be exposed to and must have the ability to tolerate the following environmental factors or activities:

- (a) Climate (temperature extremes)
- (b) Airborne dust, fumes, and vapors
- (c) Chemicals
- (d) Strenuous physical activity and/or lifting

5) **Equipment Needed:**

- (a) Cal Expo will provide workers with minimal safety gear to include gloves, masks, and ear plugs as required for specific tasks; and all supplies

required for the completion of tasks including utility carts, trucks, trailers, pressure washers, and general cleaning supplies and chemicals.

- (b) Contractor is responsible for providing all other safety equipment beyond equipment supplied by Cal Expo that Contractor deems necessary for worker job safety.
- 6) Lead Workers: In addition to the above, lead workers must have the ability to do the following job duties:
- (a) Provide orientation and training to all workers under their direction.
 - (b) Understand and enforce the Cal Expo work rules and Employee Handbook that are provided.
 - (c) Understand the material safety data sheets (MSDS) for chemicals used in their areas of responsibility. Cal Expo will provide copies of all MSDS to Contractor.
 - (d) Train and supervise workers on proper cleaning procedures and use of tools, materials, safety equipment, and chemicals used for custodial work at Cal Expo.
 - (e) Ability to act as Lead on work assignments, break times, timekeeping, and reporting performance issues to Cal Expo supervisory staff for resolution.

b) Barn Crew

- 1) Job Description
 - (a) Clean livestock and horse stalls and surrounding areas of large quantities of animal bedding and manure using rakes, shovels and brooms.
 - (b) Move stock panels and other livestock equipment (some heavy lifting required).
- 2) Dates: Various one-day shifts, five to six times, during the period July 1 through August 5, 2011; most shifts are late evening and very early morning hours.
- 3) Number of Workers per Shift: 25 to 75
- 4) Environmental Factors: Contractor must ensure that workers provided understand that they may be exposed to and must have the ability to tolerate the following environmental factors or activities:

- (a) Climate (temperature extremes)
- (b) Dusty and/or damp
- (c) Strenuous physical activity and/or lifting

5) Equipment Needed:

- (a) Cal Expo will provide workers with the tools necessary to complete the tasks (i.e., brooms, shovels, rakes, etc.).
- (b) Contractor is responsible for providing all other equipment that Contractor deems necessary for worker job safety (i.e., face masks, gloves, and/or clothing).

6) Lead Workers: In addition to the above, lead workers must have the ability to do the following job duties:

- (a) Understand and enforce the Cal Expo work rules that are provided.
- (b) Ability to facilitate the resolution of any worker performance issues.

c) **Fur & Feathers Building Crew**

1) Job Description

- (a) Clean small animal (poultry, rabbits, and rodents) cage units and surrounding areas of animal bedding and manure.
- (b) Move equipment and supplies.

2) Dates: Various shifts during the period July 1 through August 5, 2011; most shifts are late evening and very early morning hours.

3) Number of Workers per Shift: 15 to 25

4) Environmental Factors: Contractor must ensure that workers provided understand that they may be exposed to and must have the ability to tolerate the following environmental factors or activities:

- (a) Climate (temperature extremes)
- (b) Dusty and/or damp
- (c) Strenuous physical activity and/or lifting

5) Equipment Needed:

- (a) Cal Expo will provide workers with the tools necessary to complete the tasks (i.e., brooms, shovels, rakes, etc.).
- (b) Contractor is responsible for providing all other equipment that Contractor deems necessary for worker job safety (i.e., face masks, gloves, and/or clothing).

6) Lead Workers: In addition to the above, lead workers must have the ability to do the following job duties:

- (a) Understand and enforce the Cal Expo work rules that are provided.
- (b) Ability to facilitate the resolution of any worker performance issues.

d) **Maintenance Services**

1) Job Descriptions

- (a) Painter Helper: Work under the guidance of Painters in the preparation of painting surfaces. Duties include scraping, sanding, washing, degreasing, and masking. Must be able to operate equipment and machinery and follow instructions and safety guidelines.
- (b) Painter Apprentice: Work under the guidance of Painters in the preparation and painting of various surface substrates including masonry, metal, wood, etc., throughout the facility including special exhibits and displays. Must be able to operate equipment and machinery and follow instructions and safety guidelines.
- (c) Painter: Prepare and paint various surface substrates including masonry, metal, wood, etc., throughout the facility including special exhibits and displays. Must have experience with brushes, rollers, surface texture methods, airless and conventional spray equipment. Elevated platforms may be used at times. Provide direction to Painter Helper and Painter Apprentice workers.
- (d) Carpenter Helper: Assist carpenters with job layout, material acquisition, and general support. Duties include operating power equipment, constructing basic displays, meeting deadlines, and performing building maintenance throughout the facility.
- (e) Carpenter Apprentice: Work under the direction of Supervisor or Carpenter in performing job layout and assigned construction duties. Must understand basic construction principles and have working

knowledge of tools needed to build structures, exhibits, displays, and site fencing.

- (f) Carpenter: Must understand construction principles and be able to utilize saws, hammers, nail guns, planers, drills, etc., to build structures, exhibits, and displays in addition to performing maintenance throughout the facility.
- (g) Equipment Operator: Must be able to operate a water truck, dump truck, forklift, boom lift, tractor, scissor lift, etc. Must have class A license with printout.
- (h) Automotive Mechanic: Perform preventive maintenance/repairs on pickups, cars, and landscape equipment. Should have knowledge of basic hand tools, power equipment, and vehicle maintenance procedures. Must have Class A license with printout.
- (i) Diesel Mechanic: Perform preventive maintenance/repairs on heavy equipment including water trucks, tractors, loaders, forklifts, scissor lifts, and diesel and gasoline powered equipment. Should be familiar with mechanics' hand tools, power equipment, and vehicle maintenance procedures. Must have Class A license with printout.
- (j) Plumber: Install, maintain, troubleshoot, inspect, and repair water, gas, sewage, and fire control valves and backflow devices. Complete paperwork with plumbing department. Follow Supervisor instructions and safety guidelines.
- (k) Electrician: Perform skilled commercial/industrial electrical work as assigned by supervisor. Must be able to troubleshoot, repair, or replace electrical components, devices, fixtures, or system equipment as needed. Should have working knowledge of schematics, controls, wiring specifications, and motors to understand and repair system problems.
- (l) Maintenance Mechanic: Perform basic electrical work and carpentry and plumbing repairs as assigned. Will be required to troubleshoot, repair, and replace defective components within an electrical system as directed by an electrician. Perform basic construction tasks and must have knowledge of materials and tools needed to complete those tasks with minimal supervision.
- (m) Monorail Worker: Perform basic electrical work, mechanical repairs, and fabrication as assigned. Will be required to troubleshoot, repair, and replace defective components within an electrical system as directed by an electrician. Will perform basic construction tasks and must have

knowledge of materials and tools needed to complete those tasks with minimal supervision.

- (n) Landscape Worker: Maintain landscapes and hard surfaces. Install plant material, perform soil preparation and debris removal, and maintain equipment. Operate loud equipment in dusty and varied climatic conditions. Perform sprinkler repairs.
- 2) Dates and Number of Workers per Shift: Varied
 - 3) Environmental Factors: Contractor must ensure that workers provided understand that they may be exposed to and must have the ability to tolerate the following environmental factors or activities:
 - (a) Climate (temperature extremes)
 - (b) Dusty and/or damp
 - (c) Strenuous physical activity and/or lifting
 - 4) Equipment Needed:
 - (a) Cal Expo will provide workers with the tools necessary to complete the tasks.
 - (b) Contractor is responsible for providing all other equipment that Contractor deems necessary for worker job safety (i.e., face masks, gloves, and/or clothing).
 - 5) Lead Workers: In addition to the above, lead workers must have the ability to do the following job duties:
 - (a) Understand and enforce the Cal Expo work rules that are provided.
 - (b) Ability to facilitate the resolution of any worker performance issues.
- 4. Term: Term of this agreement will begin approximately July 1, 2011, through June 30, 2012. Cal Expo may, at its sole discretion, extend this agreement for two additional one-year terms at the same bid prices.
 - 5. Payment: Payment will be made, in arrears, not more frequently than every two weeks, upon satisfactory completion of services and approval of invoices.

B. Minimum Qualifications for Proposers

1. Proposer must include not less than three (3) references where labor, as described in this IFB, has been provided to a fair, festival, or similar multi-week event (see Attachment 3). References will be checked by Cal Expo staff to verify services provided were the same as those described in this IFB. Not meeting this qualification shall be grounds for rejection of the proposal.
2. Proposer must have a minimum of two (2) years experience providing services for venues with similar activities to those at the California State Fair.

C. Proposal Requirements and Information

1. Key Action Dates

<u>Event</u>	<u>Date</u>
Final Date for Proposal Submission	June 1, 2011, 2:00 PM
Notice of Intent to Award (tentative)	June 3, 2011
Proposed Award Date (tentative)	June 10, 2011

2. Required Proposal Content

- a) Proposal/Proposer Certification Sheet (Attachment 1): This form is self-explanatory.
- b) Minimum Qualifications Certification (Attachment 2): The proposer must complete the Minimum Qualifications Certification certifying that the proposer satisfies all minimum qualifications and requirements. Failure to certify satisfaction may result in the immediate rejection of the proposal.
- c) Qualifications and Experience
 - (1) Submit a company profile describing the company's experience and qualifications for the services included in this RFP.
 - (2) Submit résumés of management and supervising staff, including description of qualifications.
 - (3) Provide at least three (3) letters of recommendation relating to services provided within the last three (3) years.
 - (4) Submit references (see Attachment 3) of similar accounts (past or present) where services were provided similar to those included in this RFP.

References will be checked and responses received will be reflected in the scoring of the proposal. This information is mandatory; however, the information may be submitted in a format other than the form provided.

- d) Operation Plan: Submit the company's plan for providing sufficient number of workers.
 - e) Customer Service
 - (1) Submit a description of the company's training method for workers.
 - (2) Submit a description of the company's worker appearance standards.
 - (3) Submit a sample or photograph of the uniform worn by workers.
 - f) Cost Sheet (Attachment 4): Provide a quotation of costs to Cal Expo for services as described in this RFP.
 - g) Additional Information: Along with the mandatory requirements, the proposer may also include any other relevant information or pertinent exhibits.
4. Submission of Proposal:
- a) Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements will be sufficient cause for rejection of a proposal.
 - b) The proposal package should be prepared in the least expensive method.
 - c) All proposals must be submitted under **sealed** cover and sent to Cal Expo by dates and times shown in Section C, Proposal Requirements and Information. Proposals received after this date and time will not be considered.
 - d) A minimum of three (3) copies of the proposal must be submitted.
 - e) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

- f) The proposal envelopes must be plainly marked with the RFP number and title, your firm name and address, and must be marked with "DO NOT OPEN," as shown in the following example:

Jan Risso
Contracts Manager
California Exposition & State Fair
PO Box 15649
Sacramento, CA 95852
RFP # CSF-11-1033
TEMPORARY PERSONNEL SERVICES
DO NOT OPEN

If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided.

Proposals not submitted under sealed cover and marked as indicated may be rejected.

- g) All proposals shall include the documents identified in Section E, Required Attachment Checklist. Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
- h) Mail or deliver proposals to the following address:
- | <u>U.S. Postal Service Deliveries</u> | <u>Hand Deliveries</u> |
|--|---|
| Jan Risso, Contracts Manager
California Exposition & State Fair
PO Box 15649
Sacramento, CA 95852 | (UPS, Express Mail, Federal Express)
Jan Risso, Contracts Manager
California Exposition & State Fair
1600 Exposition Boulevard
Sacramento, CA 95815 |
- i) Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- j) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. Cal Expo may reject any or all proposals and may waive any immaterial deviation in a proposal. Cal Expo's waiver of immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- k) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to Cal Expo.

- l) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- m) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- n) A proposer may withdraw its proposal by submitting a written withdrawal request to Cal Expo, signed by the proposer or an authorized agent. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- o) Cal Expo may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- p) Cal Expo reserves the right to reject all proposals. Cal Expo is not required to award an agreement.
- q) Before submitting a response to this solicitation, proposers should review, correct all errors and confirm compliance with the RFP requirements.
- r) Where applicable, proposer should carefully examine work sites and specifications. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- s) More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
- t) Cal Expo does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- u) No oral understanding or agreement shall be binding on either party.

6. Evaluation Process

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

- b) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored responsible proposal.
- d) Proposal Evaluation: The proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below.

Rating/Scoring Criteria

Maximum Possible Points

Qualifications and Experience30

- Qualifications of management and supervising staff.... 10
- Firm's experience performing similar duties as those included in this RFP 10
- References..... 10

Operation Plan.....25

- Plan for providing sufficient number of workers

Customer Service.....15

- Training method for workers provided
- Worker appearance standards
- Uniform worn by workers

Cost Proposal30

- Cost for services provided (see Attachment 4)

TOTAL POSSIBLE POINTS.....100

7. Award and Protest

- a) Notice of the proposed award shall be posted in a public place in the office of California Exposition & State fair, 1600 Exposition Boulevard, Sacramento, CA for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with Cal Expo and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and Cal Expo a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204) to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the Internet at www.osp.dgs.ca.gov under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- e) Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, *page one (1)* of the Contractor Certification Clauses (CCC), which can be found on the Internet at www.dgs.ca.gov/contracts.

8. Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of Cal Expo and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

9. Agreement Execution and Performance

- a) Performance shall start not later than the express date set by Cal Expo and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to Cal Expo for the difference between Contractor's proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

D. Preference Programs

Small Business Preference: Section 14835, et seq. of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Administrative Code, Section 1896, et seq. Complete information can be found at

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>. Questions regarding the preference approval should be directed to the Office of Small Business & Disabled Veteran Business Services through the above link or at 916-375-4940.

E. Required Attachments

A complete proposal package will consist of the items identified paragraph C.2, Required Proposal Content.

ATTACHMENT 1

PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.

- A. Place all required attachments behind this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

An Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
E-mail address:		
Indicate your organization type:		
4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Proposer's Name (Print)		11. Title
12. Signature		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. California Small Business Yes ☐ No ☐ If yes, enter certification number: _____		
b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter your service code below: _____		
NOTE: A copy of your Certification is required to be included if either of the above items is Date application was submitted to OSBCR, if an application is		

Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the
Bid/Bidder Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

ATTACHMENT 2

Minimum Qualifications Certification

The Proposer must meet the following minimum qualifications, to Cal Expo's satisfaction, to be given further consideration for a contract award. The Proposer must certify in writing, by signing this certification, that the firm meets the applicable minimum qualifications. Failure to satisfy the minimum qualifications, based on Cal Expo's sole judgment, will result in the immediate rejection of the proposal.

1. Proposer must include not less than three (3) references where labor, as described in this RFP, has been provided to a fair, festival, or similar multi-week event (see Attachment 3). References will be checked by Cal Expo staff to verify services provided were the same as those described in this RFP. Not meeting this qualification shall be grounds for rejection of the proposal.
2. Proposer must have a minimum of two (2) years experience providing services for venues with similar activities to those at the California State Fair.

Name of Firm

Proposer's Authorized Signature

Printed Name

Title

Date

ATTACHMENT 3

PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment (or an attachment in a different format which includes the required information) with your proposal will cause your proposal to be rejected and deemed non-responsive.

List below three references for services performed, within the last five years, which are similar to the scope of work to be performed in this agreement.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

ATTACHMENT 4

COST SHEET

Name of Proposer: _____

Signature of Proposer: _____

Proposer agrees to furnish all labor, materials, tools and equipment necessary to accomplish the work in accordance with the specifications herein for amounts as follows. NOTE: The estimated hours below are the best estimates and will be used for evaluation purposes. Cost proposal score will be based on Total Bid amount. Number of hours required is subject to change.

JOB	ESTIMATED HOURS	X	HOURLY RATE	=	TOTAL
Janitorial Worker	22,149	x	\$	=	\$
Janitorial Working Foreman (shown as WF on Exhibit A)	454	x	\$	=	\$
Barn and Fur & Feathers Worker	2,000	x	\$	=	\$
Barn and Fur & Feathers Supervisor	200	x	\$	=	\$
Painter Helper	880	x	\$		\$
Painter Apprentice	880	x	\$		\$
Painter	2,640	x	\$		\$
Carpenter Helper	1,936	x	\$		\$
Carpenter Apprentice	1,936	x	\$		\$
Carpenter	4,224	x	\$	=	\$
Equipment Operator	2,880	x	\$	=	\$
Automotive Mechanic	960	x	\$	=	\$
Diesel Mechanic	960	x	\$	=	\$
Plumber	960	x	\$	=	\$
Electrician	960	x	\$		\$
Maintenance Mechanic	960	x	\$		\$
Monorail Worker	2,112	x	\$		\$
Landscape Worker	960	x	\$	=	\$
			TOTAL BID	=	\$

Sample Standard Agreement

General Contract Provisions

General Terms and Conditions (GTC 610)

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT**: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT**: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT**: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION**: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES**: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE**: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. TIMELINESS: Time is of the essence in this Agreement.
13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
 - a. If for this Contract, Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
 - b. If for this Contract, Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)
20. LOSS LEADER: If this Contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

Special Terms and Conditions

1. GENERAL LIABILITY INSURANCE: At all times Contractor shall maintain at its own cost and expense commercial general liability insurance coverage with minimum limits of at least \$1,000,000 per occurrence combined single limit for bodily injury and property damage and cover damages for bodily injury, property damage, personal injury liability, and products and completed operations liability. The general liability insurance coverage shall include the following provisions:
 - a. State of California, California Exposition & State Fair, its agents, officers, directors, employees, and servants are made additional insured but only insofar as the operations under this agreement are concerned.

- b. The coverage will not be cancelled or reduced in coverage without 30 days prior written notice to Cal Expo.
 - c. Cal Expo shall not be responsible for the payment of any premiums or assessments on the policy.
 - d. Contractor shall submit insurance certificates to Cal Expo for approval by appropriate agencies prior to the commencement of operation on the premises. At least thirty (30) days prior to the expiration of any policy, a new insurance certificate with renewal information shall be filed with Cal Expo. Contractor shall furnish Cal Expo a certified copy of the policy within ten (10) days upon request.
 - e. Certificate of Insurance and/or policy must cover for the term of the agreement including the period described as set-up and clean-up period, if any.
 - f. Contractor agrees that the liability insurance herein provided shall be in effect at all times during the term of this agreement. In the event said insurance coverage expires at any time or times during the term of this agreement, Contractor agrees to provide the California Exposition & State Fair, PO Box 15649, Sacramento, CA 95852, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than one year or the remainder of the term of this agreement. New Certificates of Insurance are subject to the approval of the California Exposition & State Fair and Contractor agrees that no activity by Contractor contemplated by this agreement be performed after the insurance expires and prior to the giving of such approval. In the event Contractor fails to keep in effect at all times during the term of this agreement the insurance coverage as herein provided, Cal Expo may, in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.
2. WORKERS' COMPENSATION INSURANCE: Contractor certifies that it is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Contractor affirms to comply with such provisions before commencing the performance of the work of this agreement.
3. AUTOMOBILE LIABILITY INSURANCE: At all times Contractor shall maintain at its own cost and expense automobile liability insurance coverage with limits not less than \$1,000,000 combined single limit per accident.
4. POTENTIAL SUBCONTRACTORS: Nothing contained in this agreement or otherwise shall create any contractual relation between Cal Expo and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to Cal Expo for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from Cal Expo's obligation to make payments to the Contractor. As a result, Cal Expo shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

[illegible]

* Shift end times are an approximation. Some shift times may be extend based on need

[illegible]

* Shift end times are an approximation. Some shift times may be extended based on need.

		Start	End	2010 Attendance																									Total People	Shift Hours	Total Hours
					Carnival	EC	x - Zone	Main Gate	A/B	Wine	Promenade	Concert	C/D	Kids C	Livestock	Bin	Hose	Vacuum	Floor	Utility	Trash	Restroom	Barrel	Support	Equip Ops	Bull Gang	Misc.				
*	PM	4:30 PM	12:00 PM	5	4	5	5	4	3	6	3	4	4	4											2			49	7	343.0	
	PM Dailies/admi	4:30 PM	11:30 PM																							3		3	6.5	19.5	
	PM W/F	4:00 PM	12:00 PM	1			1	1				1													2		4	7.5	30.0		
	Resupply	2:00 AM	10:00 AM																								2	7.5	15.0		
				73363																						Monday Sub Total		150			
Tue, Jul 26	AM	11:00 AM	4:30 PM	6	5	6	7	5	5	9		5	5	7											2			62	5	310.0	
	AM Dailies/Admi	8:30 AM	4:30 PM																							3		3	7.5	22.5	
	AM W/F	10:30 AM	4:30 PM	1					1					1													3	5.5	16.5		
	Graveyard	12:30 AM	9:00 AM												1	2			1	1	6	4	4	3	1		23	8	184.0		
* (Mon Night)*	GY W/F	12:00 PM	9:00 AM												1				1	1		1		1			4	8.5	34.0		
	PM	4:30 PM	12:00 PM	8	6	7	8	5	4	10	3	5	6	7											2			71	7	497.0	
	PM Dailies/admi	4:30 PM	11:30 PM																							3		3	6.5	19.5	
	PM W/F	4:00 PM	12:00 PM		1				1					1												2		3	7.5	22.5	
																										2		2	7.5	15.0	
Wed, Jul 27	Resupply	2:00 AM	10:00 AM																												
	AM	11:00 AM	4:30 PM	26663																						Tuesday Sub Total		174			
	AM Dailies/Admi	8:30 AM	4:30 PM	5	4	4	5	4	4	5		4	3	5											2			45	5	225.0	
	AM W/F	10:30 AM	4:30 PM																							3		3	7.5	22.5	
* (Tue Night)*	Graveyard	12:30 AM	9:00 AM	4	3		2	3	10	8	7	4	1												1			4	5.5	22.0	
	GY W/F	12:00 PM	9:00 AM												1													42	8	336.0	
	PM	4:30 PM	12:00 PM	6	4	5	5	4	3	6	3	4	4	5											2			51	7	357.0	
	PM Dailies/admi	4:30 PM	11:30 PM																							3		3	6.5	19.5	
* (Tue Night)*	PM W/F	4:00 PM	12:00 PM			1				1			1												1			4	7.5	30.0	
	Resupply	2:00 AM	10:00 AM																								2	7.5	15.0		
				26242																						Wednesday Sub Total		157			
Thu, Jul 28	AM	11:00 AM	4:30 PM	5	4	4	5	4	4	5		4	4	5											2			46	5	230.0	
	AM Dailies/Admi	8:30 AM	4:30 PM																							3		3	7.5	22.5	
	Graveyard	12:30 AM	9:00 AM												1	2			1	1	6	4	4	3	1		23	8	184.0		
	GY W/F	12:00 PM	9:00 AM																1	1								3	8.5	25.5	
* (Wed Night)*	PM	4:30 PM	12:00 PM	6	4	5	5	4	3	6	3	4	4	5											2			51	7	357.0	
	PM Dailies/admi	4:30 PM	11:30 PM																							3		3	6.5	19.5	
	PM W/F	4:00 PM	12:00 PM																							1		4	7.5	30.0	
	Resupply	2:00 AM	10:00 AM																								2	7.5	15.0		
																										Thursday Sub Total		131			
Fri, Jul 29	AM	8:30 AM	4:30 PM	39965																						2			49	7.5	367.5
	AM Dailies/Admi	8:30 AM	4:30 PM	5	4	4	5	5	4	5		5	4	6													3	7.5	22.5		
	Graveyard	12:30 AM	9:00 AM												1	2			1	1	6	4	4	3	1		23	8	184.0		
	PM	4:30 PM	12:00 PM	9	6	7	8	6	4	12	3	6	6	7											2			76	7	532.0	
* (Thur Night)*	PM Dailies/admi	4:30 PM	11:30 PM																								3	6.5	19.5		
	Resupply	2:00 AM	10:00 AM																								2	7.5	15.0		
				74996																						Friday Sub Total		156			
Sat, Jul 30	AM	8:30 AM	4:30 PM	6	5	6	8	5	5	9		5	5	8											2			64	7.5	480.0	
	AM Dailies/Admi	8:30 AM	4:30 PM																								3	7.5	22.5		
	Graveyard	12:30 AM	9:00 AM												4	3			2	3	10	8	7	4	1		42	8	336.0		
	PM	4:30 PM	12:00 PM	9	7	7	8	6	4	12	3	6	6	7											2			77	7	539.0	
* (Fri Night)*	PM Dailies/admi	4:30 PM	11:30 PM																								3	6.5	19.5		
	Resupply	2:00 AM	10:00 AM																								2	7.5	15.0		
																										Saturday Sub Total		191			
Sun, Jul 31	AM	8:30 AM	4:30 PM	70395																						2			66	7.5	495.0
				6	5	6	8	6	5	9		6	5	8																	

* Shift end times are an approximation. Some shift times may be extend based on need

		Start		End		2010 Attendance																								Total People		Shift Hours		Total Hours
						Carnival	EC	x - Zone	Main Gate	A/B	Wine	Promenade	Concert	C/D	Kids C	Livestock	Bin	Hose	Vacuum	Floor	Utility	Trash	Restroom	Barrel	Support	Equip Ops	Bull Gang	Misc.						
*	AM Dailies/Adm	8:30 AM	4:30 PM																										3	7.5	22.5			
(Sat Night)	Graveyard	12:30 AM	9:00 AM													4	3		2	3	10	8	7	4	1				42	8	336.0			
*	PM	4:30 PM	12:00 PM			9	7	8	6	4	12	3	6	5	7											2			76	7	532.0			
*	PM Dailies/admi	4:30 PM	11:30 PM																										3	6.5	19.5			
*	Resupply	2:00 AM	10:00 AM																								2		2	7.5	15.0			
Mon,Aug 01																												Sunday Sub Total	192					
*	AM	9:00 AM	5:00 PM																										8	7.5	60.0			
*	Graveyard	5:00 PM	1:00 AM																										8	7.5	60.0			
(Sun Night)*	Graveyard	12:30 AM	9:00 AM													4	3		2	3	10	8	7	4	1				42	8	336.0			
Tue,Aug 02																												Monday Sub Total	58					
*	AM	7:00 AM	3:30 PM																										10	8	80.0			
*	PM	3:00 PM	11:30 PM																										10	8	80.0			
Wed,Aug 03																												Tuesday Sub Total	20					
*	AM	7:00 AM	3:30 PM																										16	8	128.0			
*	PM	3:00 PM	11:30 PM																										15	8	120.0			
Thu,Aug 04																												Wednesday Sub Total	31					
*	AM	7:00 AM	3:30 PM																										16	8	128.0			
*	PM	3:00 PM	11:30 PM																										15	8	120.0			
Fri,Aug 05																												Thursday Sub Total	31					
*	AM	7:00 AM	3:30 PM																										16	8	128.0			
*	PM	3:00 PM	11:30 PM																										15	8	120.0			
																												Friday Sub Total	31					

Total positions for any one day of the fair	192
Total Hours proposed in this plan	22603.0

192
22603.0

* Shift end times are an approximation. Some shift times may be extended based on need