



# **LED Lighting Upgrade Project Request for Proposal (RFP) Attachment Packet**

Issued By:

Trinity County Fair Association

RFP No.: TCF-2024-LTG02

Release Date: April 23, 2025

Proposal Due: May 5, 2025 by 5:00 PM PST

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# Request for Proposal (RFP)

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**Issued By: Trinity County Fair Association**

**Project Name: LED Fixture Replacement Services**

**RFP No.: TCF-2024-LTG02**

## 1. Introduction and Purpose

The Trinity County Fair Association (hereinafter referred to as “Owner”) is soliciting proposals from qualified, licensed, and insured contractors for the removal of seventy-five (75) outdated lighting fixtures and installation of seventy-five (75) new energy-efficient LED fixtures across the Trinity County Fairgrounds. This project must comply with the FY 2024 California State Nonprofit Security Grant Program (CSNSGP) regulations, 2 C.F.R. Part 200 and applicable state procurement requirements.

The Trinity County Fairgrounds is a central gathering place for residents across Trinity County, hosting year-round events, the annual county fair, and critical community services. It is one of the only designated polling places in the county, making it a vital asset for civic participation and democratic access. The fairgrounds also serve as a Community Resiliency Center, supporting emergency sheltering, resource distribution, and mass evacuation operations. Ensuring the safety, security, and functionality of this site—both day and night—is essential to supporting public use, electoral access, and emergency response.

## Project Background

Many of the existing light fixtures at the fairgrounds are outdated or non-operational, contributing to dark zones that compromise safety, especially during evening events or emergency activation. The project will replace seventy-five (75) failing fixtures and install additional LED lighting in areas that are currently unlit. These upgrades will provide compliant, energy-efficient, and reliable lighting



coverage across pedestrian walkways, parking areas, polling access points, and perimeter zones. This initiative aligns directly with several National Priority Areas identified by the California Office of Emergency Management (CalOES), FEMA and Department of Homeland Security), including:

- **Enhancing the Protection of Soft Targets and Crowded Places**
- **Enhancing Community Preparedness and Resilience**
- **Enhancing Election Security**

This lighting upgrade is part of a broader initiative to improve nighttime visibility, reduce accidents, deter criminal activity, and increase the fairgrounds' utility as a secure venue for events and emergency response.

**Key improvements include:**

Replacing broken, dim, or outdated lighting heads with high-efficiency LED fixtures to provide consistent brightness across event areas, walkways, and parking zones.

- Illuminating previously unlit or underlit spaces, particularly in parking areas and perimeter zones, which are frequently used during nighttime events and are vulnerable to safety incidents.
- Reducing the risk of pedestrian accidents, loitering, and altercations, especially in areas where inadequate lighting has historically contributed to unsafe conditions.
- Deterring trespassers and unauthorized use of fairground facilities such as showers and campgrounds, which has been a recurring issue during off-hours.

**Expected Outcome**

The completion of the LED Replacement Project will result in a safer, more secure, and more functional fairgrounds environment. By upgrading seventy-five (75) outdated or non-functioning light fixtures with modern, energy-efficient LEDs, the project will eliminate dark zones across pedestrian walkways, parking areas, and public gathering spaces. This enhanced illumination will deter trespassing, reduce



the likelihood of accidents, and improve overall visibility for attendees, staff, and first responders. The lighting improvements will also support the fairgrounds' critical role as a designated Community Resiliency Center, ensuring that the facility remains operational, safe, and accessible during public emergencies, mass evacuations, and nighttime operations.

This project must be completed by December 31, 2025.

## 2. Scope of Work

- Remove and properly dispose of seventy-five (75) existing lighting heads or fixtures.
- Supply and install seventy-five (75) Title 24-compliant LED fixtures with appropriate lighting controls.
- Ensure all systems are tested, secured, and functioning.
- Minimize disruption to fairground operations during installation.

## Environmental Compliance (CEQA):

The contractor shall assist the Owner in identifying and complying with any applicable environmental permitting or notification requirements, including but not limited to the California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000–21177) and the CEQA Guidelines (14 CCR §§ 15000–15387). Coordination with the Trinity County Planning Department shall be required to document any exemptions or review status.

- Submit as-built documentation and fixture cut sheets for Title 24 verification.
- Coordinate all work with Trinity County Fairgrounds staff.



### 3. Project Schedule

Milestone	Date / Details
RFP Release Date	April 23, 2025
Optional Site Walkthrough	Upon request (must be scheduled and completed at least three (3) business days prior to proposal deadline)
Deadline for Questions	April 29, 2025 — submit all questions in writing to fairmanager@trinitycountyfair.com
Proposal Submission Deadline	May 5, 2025, by 5:00 PM PST
Anticipated Award Notification	May 12, 2025
Contract Execution Date	May 15, 2025
Project Completion Deadline	December 31, 2025
Reimbursement Note	Failure to complete work by the required deadline or comply with documentation requirements may result in ineligibility for grant reimbursement.

### 4. Proposal Requirements

- Company profile and experience
- Statement of qualifications
- Valid California contractor license
- Proof of insurance (General Liability, Workers' Comp, Auto if applicable)
- Work plan and schedule
- Warranty and specifications
- Detailed itemized cost estimate
- References (3 projects in past 5 years)
- Signed federal and state certifications

### 5. Federal Compliance Requirements

- Compliance with 2 C.F.R. Part 200 and Appendix II
- Not listed on SAM.gov exclusions
- Byrd Anti-Lobbying Certification (if applicable)
- Domestic Preference (2 C.F.R. § 200.322)
- Huawei/ZTE Prohibition (2 C.F.R. § 200.216)
- Use of Recovered Materials (if applicable)



## 6. Site Walkthroughs

Walkthroughs may be scheduled upon request. Requests must be received no later than three (3) business days before the proposal deadline. Walkthroughs are encouraged to ensure understanding of fixture locations and conditions.

## 7. Evaluation Criteria

Proposals will be evaluated based on:

- Technical qualifications and relevant experience (25%)
- Cost proposal and reasonableness (25%)
- Project work plan and proposed schedule (20%)
- References and past performance (15%)
- Compliance understanding (15%)

## 8. Submission Instructions

All proposals must be submitted electronically in PDF format via email to: [fairmanager@trinitycountyfair.com](mailto:fairmanager@trinitycountyfair.com).

Proposals must be received by May 1, 2025, at 5:00 PM PST.

Contact: Carrie Bayley, CEO

Trinity County Fair Association

P.O. Box 880 / 6000 CA-3, Hayfork, CA 96041

Email: [fairmanager@trinitycountyfair.com](mailto:fairmanager@trinitycountyfair.com) | Phone: (530) 628-5223

## 9. Estimate and Invoice Requirements

- Make, model, and manufacturer
- License number and estimate/invoice ID
- Itemized costs for labor, materials, equipment
- Taxes and miscellaneous clearly separated



- Signature from contractor representative
- Invoices must come from the installing vendor, not subrecipient

## **10. Licensing and Insurance Requirements**

This project is not subject to California Public Works laws unless otherwise determined by the Department of Industrial Relations. Contractors are responsible for confirming prevailing wage applicability.

- Valid license in good standing with the CSLB
- Compliance with CA BPC § 7048
- Alarm installers must be licensed under BSIS (if applicable)
- Proof of General Liability, Workers' Compensation, and Auto Insurance

## **11. Ineligible Costs**

Travel, meals, lodging, and backfill labor are not reimbursable under this program.

## **12. Right to Reject Proposals**

The Trinity County Fair Association reserves the right to reject any or all proposals or cancel this solicitation without obligation.

## **13. Bid Protest Procedure**

Any protest must be submitted in writing within five (5) business days of the award notice. The protest must outline specific violations or concerns. The Trinity County Fair Association reserves the right to deny protests lacking merit or proper documentation.

## **14. Grant Reimbursement & Performance Compliance Clause**

Although grant funds have been obligated, reimbursement depends on project completion and compliance with CSNSGP. All work must be completed by December 31, 2025. Failure to meet deadlines or provide required documentation may result in non-payment or termination.





## **15. Questions and Clarifications**

Submit all questions by April 25, 2025, to: [fairmanager@trinitycountyfair.com](mailto:fairmanager@trinitycountyfair.com)

## **16. Attachments**

Attachment A: Site Map

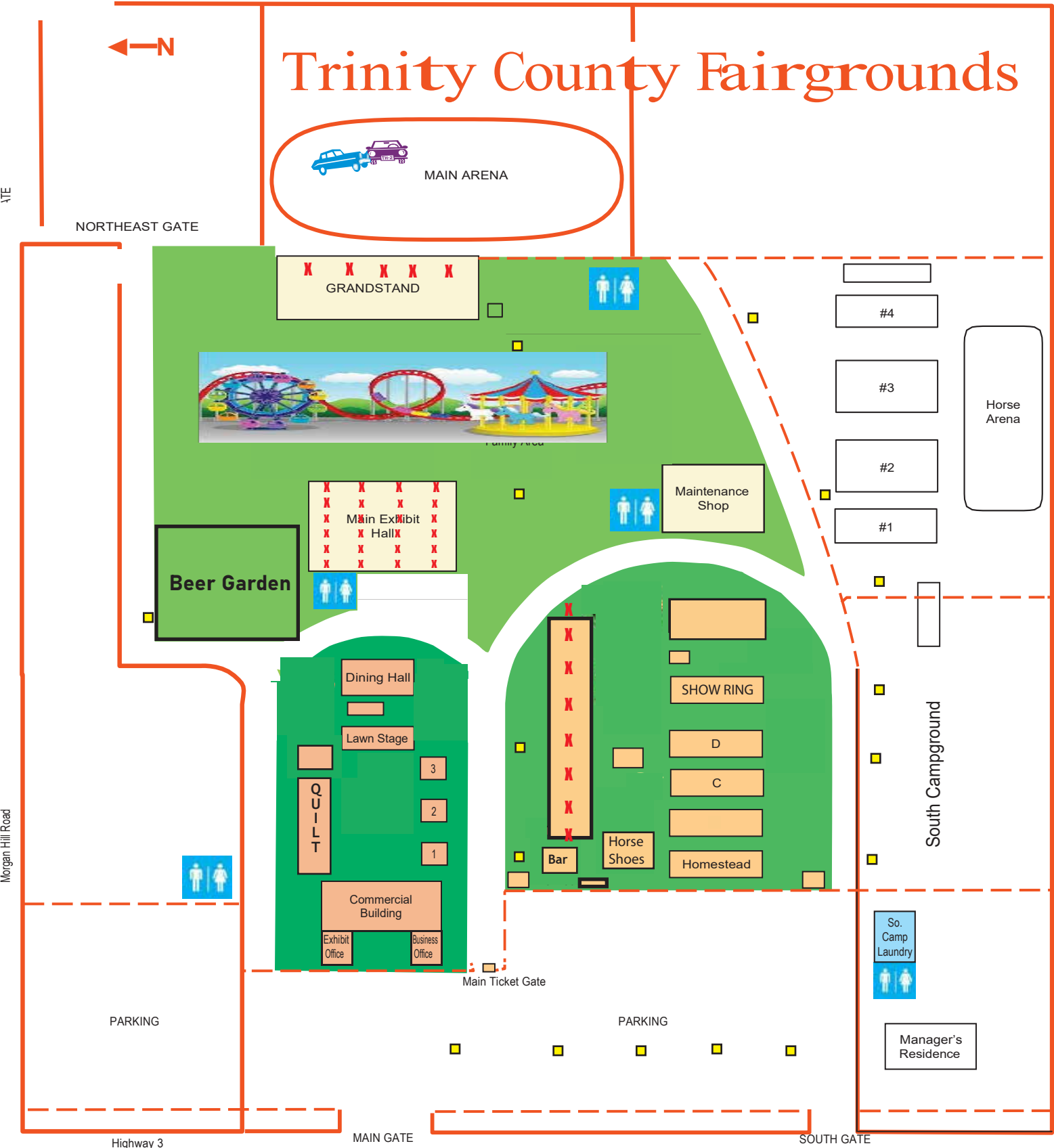
Attachment B: Contractor Compliance Packet

Attachment C: Submission Checklist

Attachment D: Proposal Evaluation Scoring Rubric

Attachment E: Walkthrough Acknowledgment Form

August, 2016



X = Individual Lights = 37  
■ = Existing Light Poles = 38Lights



## Attachment B-Contractor Compliance Packet

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### Trinity County Fair Association –LED Replacement RFP: TCF-2024-LTG02

#### 1. Debarment and Suspension Certification

As required by Executive Order 12549 and California Public Contract Code § 6109, the undersigned certifies, to the best of their knowledge and belief, that neither the contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracts funded by federal or state programs.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 2. Anti-Lobbying Certification

For contracts exceeding \$100,000, the undersigned certifies that no federal or state funds will be used to influence the award or administration of any contract. If non-appropriated funds have been used, a Standard Form-LLL will be submitted.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 3. Drug-Free Workplace Certification

In accordance with California Government Code § 8355 and 44 CFR Part 17, the undersigned certifies that a drug-free workplace will be maintained. This includes



employee notifications, awareness programs, and disciplinary actions as outlined in applicable law.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **4. Non-Discrimination Compliance Statement**

Pursuant to Government Code § 12990 and applicable federal civil rights laws, the contractor certifies compliance with equal opportunity and non-discrimination in employment, subcontracting, and service delivery. Compliance with ADA and Title VI is also affirmed.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **5. Contractor License Declaration**

The undersigned certifies that they possess a valid license from the California Contractors State License Board (CSLB) in accordance with CA Business and Professions Code § 7048 and any specific requirements for the scope of work.

CSLB License Number: \_\_\_\_\_

License Classification: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 6. Insurance Acknowledgment

The contractor agrees to maintain insurance coverage required by the State of California, including but not limited to General Liability, Workers' Compensation, and Auto Liability. Certificates and endorsements will be submitted upon award.

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## 7. Estimate and Invoice Acknowledgment

The contractor certifies that all estimates and invoices submitted will include the following required details:

- • Make, model, and manufacturer of all equipment
- • Contractor's License Number and Invoice/Estimate Number
- • Detailed item list with quantities, unit prices, and descriptions
- • Labor, installation, and miscellaneous items listed separately
- • State and local taxes listed separately
- • Signature of contractor representative
- • Invoices issued only by the vendor performing the service, not the Subrecipient

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment C: Contractor Proposal Submission Checklist

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### Trinity County Fair Association – LED Replacement RFP: TCF-2024-LTG02

All contractors submitting a proposal for the LED Replacement Project must include the following documents. This checklist must be completed, signed, and submitted with your proposal.

- ☐ Signed Proposal Cover Letter
- ☐ Company Profile and Background
- ☐ Statement of Qualifications and Experience
- ☐ Detailed Work Plan and Proposed Timeline
- ☐ Itemized Cost Estimate (including materials, labor, taxes, etc.)
- ☐ Proof of California Contractor License (with License Number and Classification)
- ☐ Proof of Required Insurance (General Liability, Workers' Compensation, Auto if applicable)
- ☐ List of Three (3) References from Similar Projects
- ☐ Signed Debarment and Suspension Certification
- ☐ Signed Anti-Lobbying Certification (if contract exceeds \$100,000)
- ☐ Signed Drug-Free Workplace Certification
- ☐ Signed Non-Discrimination Compliance Statement
- ☐ Signed Contractor License Declaration
- ☐ Signed Insurance Acknowledgment



☐ Signed Estimate and Invoice Acknowledgment

☐ Completed Estimate/Bid Including Required Details and Signature

By signing below, the contractor certifies that all required documents are included in this submission package and acknowledges the requirements outlined in the RFP and this checklist.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment D: Proposal Evaluation Scoring Rubric

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### Trinity County Fair Association –LED Replacement RFP: TCF-2024-LTG02

Proposals submitted in response to this RFP will be evaluated using the criteria listed below. Each proposal may receive a maximum score of 100 points. The evaluation team will assign points based on how well each proposal addresses the criteria listed.

Criteria	Weight	Evaluation Description
Technical Qualifications and Relevant Experience	25%	Experience with similar projects, qualifications of personnel, and relevance of past work.
Cost Proposal and Reasonableness	25%	Competitive and detailed cost estimate with clear breakdown of labor, materials, and taxes.
Project Work Plan and Proposed Schedule	20%	Feasibility and clarity of work plan, and ability to meet the January 30, 2026 deadline.
References and Past Performance	15%	Satisfactory completion of similar projects and positive reference feedback.
Compliance Understanding	15%	Demonstrated understanding of state and federal requirements, including Title 24, CEQA, and 2 C.F.R. Part 200.





# Attachment E: Walkthrough Acknowledgment Form

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## Trinity County Fair Association –LED Replacement RFP: TCF-2024-LTG02

This form acknowledges that the undersigned contractor has participated in an optional walkthrough of the proposed fixture replacement areas for the LED Replacement project at the Trinity County Fairgrounds. The walkthrough provided an opportunity to examine the existing lighting infrastructure and installation conditions, and to ask clarifying questions regarding the project scope.

Contractor Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Walkthrough: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_