



Request for Proposal (RFP) Light Pole Installation Services

Issued By:

Trinity County Fair Association

RFP No.: TCF-2024-LTG01

Release Date: April 23, 2025

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

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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 provision and installation of five (5) fixed 25-foot outdoor lighting poles at designated locations throughout the Trinity County Fairgrounds. The project must comply with the terms of the FY 2024 California State Nonprofit Security Grant Program (CSNSGP) and applicable federal procurement regulations, specifically those outlined in 2 C.F.R. Part 200, and FEMA procurement guidance for subrecipients.

Project Background

Founded in 1921, the Trinity County Fair Association is a vital institution that fosters community unity through its iconic four-day fair, rodeo, livestock exhibitions, and year-round public events. The fairgrounds also serve as a designated polling location, host political meet-and-greet events, and accommodate spiritual and cultural gatherings. These factors, combined with the large crowds drawn to our events, make the site a potential target for violent attacks or extremist activity. The fairgrounds have also played a critical role in past emergencies, serving as a command center for CalFire, CalOES, the U.S. Forest Service, and the Red Cross. During the 2020 wildfires and the COVID-19 pandemic, the site housed and fed responders and evacuees, provided testing and vaccines, and distributed food through a community food bank. Annual emergency drills conducted with local schools further reinforce their emergency response capabilities.



Project Impact and Outcomes

This project will significantly enhance the safety and functionality of the Trinity County Fairgrounds by installing five (5) 25-foot fixed outdoor light poles in high-risk, previously underlit areas. These improvements will deter trespassers, reduce the risk of pedestrian accidents, prevent loitering and unauthorized use of the property, and improve visibility during nighttime events. The lighting will also enhance emergency response operations by improving line-of-sight and safety for responders and evacuees. Combined with other planned security enhancements, such as hiring contracted security personnel, this project will foster a more secure and welcoming environment. As a designated Community Resiliency Center, these upgrades will also support local and state emergency operations, making the fairgrounds a more reliable staging and shelter site for mass evacuations and disaster recovery.

2. Scope of Work

CEQA and Environmental Compliance

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) (California Public Resources Code §§ 21000–21177) and associated CEQA Guidelines (14 CCR §§ 15000–15387). The Contractor must coordinate with the Trinity County Planning Department or other relevant local planning agencies to determine if the project qualifies for a CEQA Categorical Exemption and ensure that documentation is available for audit or review.

- Install five (5) 25-foot fixed lighting poles in locations identified on the Site Map (Attachment A).
- Ensure all poles are securely mounted, properly grounded, and fully connected to electrical infrastructure.
- Coordinate with Trinity County Fairgrounds staff to avoid disruption of operations during construction.



- Ensure compliance with Title 24 of the California Building Standards Code and all applicable safety regulations.
- Obtain and pay for all required State, County, and Local permits related to construction and electrical installation.

3. Project Schedule/Milestones

Milestone	Date / Details
RFP Release Date	April 23, 2025
Optional Site Walkthroughs	Upon request (must be completed at least 3 business days prior to proposal deadline)
Deadline for Questions	April 29, 2025
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

4. Proposal Requirements

- Company profile and background.
- Statement of qualifications and summary of relevant experience.
- Copy of valid California contractor's license.
- Proof of insurance: General Liability, Workers' Compensation, and Auto Liability (if applicable).
- Detailed work plan and estimated project timeline.
- Warranty information for all materials and workmanship.
- Itemized cost estimate for labor, materials, and equipment.
- List of three (3) references for comparable projects completed within the last five years.
- Federal certifications, including debarment status and lobbying compliance (if applicable).



5. Federal Compliance Requirements

- Adherence to 2 C.F.R. Part 200 and Appendix II provisions.
- Verification that contractor and subcontractors are not listed on the SAM.gov exclusion list.
- Execution of the Byrd Anti-Lobbying Certification for projects exceeding \$100,000.
- Compliance with Domestic Preference for Procurements (2 C.F.R. § 200.322).
- Prohibition on the use of Huawei/ZTE equipment (2 C.F.R. § 200.216).
- Use of recovered materials when applicable (per 2 C.F.R. § 200.323).

6. Site Walkthroughs

Pre-bid walkthroughs will be scheduled upon request to allow prospective bidders to examine the project site and ask clarifying questions. Walkthroughs must be requested no later than three (3) business days prior to the submission deadline.

7. Evaluation Criteria

- Technical qualifications and relevant experience (25%)
- Cost proposal and reasonableness (25%)
- Project work plan and proposed schedule (20%)
- References and past performance (15%)
- Demonstrated understanding of federal and state compliance requirements (15%)

8. Submission Instructions

All proposals must be submitted in electronic PDF format via email to:

fairmanager@trinitycountyfair.com



Proposals must be received no later than 5:00 PM PST on May 5, 2025.

Submit to:

Carrie Bayley, CEO

Trinity County Fair Association

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

9. Estimate and Invoice Requirements

- Make, model, and manufacturer of proposed equipment.
- Contractor's License Number and Estimate/Invoice Number.
- Detailed list of quantities, unit cost, and total item pricing.
- Separately itemized labor, equipment, and miscellaneous costs.
- Clearly defined and verifiable taxes and fees.
- Signature of preparer or authorized representative of the contractor.
- All estimates and invoices must be issued by the service provider performing the work (not by the 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.

Contractors must possess all required licenses and be in good standing with the California Contractors State License Board (CSLB). Contractors performing work valued at \$500 or more must comply with CA Business and Professions Code Division 3, Chapter 9, Article 3, Section 7048. Alarm and electrical installers must be certified through the Bureau of Security and Investigative Services as applicable.



Proof of current insurance coverage is required and must meet the minimums established by the State of California.

11. Ineligible Costs

Costs that will not be reimbursed under this project include travel, meals, lodging, backfill, and other incidental personal expenses.

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

All decisions regarding vendor selection are final. Any protest or challenge to the procurement process must be submitted in writing to the Trinity County Fair Association within five (5) business days of the award notification. The protest must clearly state the grounds for dispute and provide supporting documentation. Trinity County Fair Association reserves the right to deny any protest that lacks merit or falls outside of applicable procurement policy or grant guidance.



14. Grant Reimbursement & Performance Compliance Clause

Although grant funds for this project have been awarded and obligated under the California State Nonprofit Security Grant Program (CSNSGP), reimbursement is contingent upon the timely and complete execution of all contracted work within the grant's period of performance.

The successful contractor must complete all deliverables no later than December 31, 2025.

In such cases, the Trinity County Fair Association reserves the right to withhold payment, pursue recovery of non-reimbursable costs, and/or terminate the contract for non-performance.

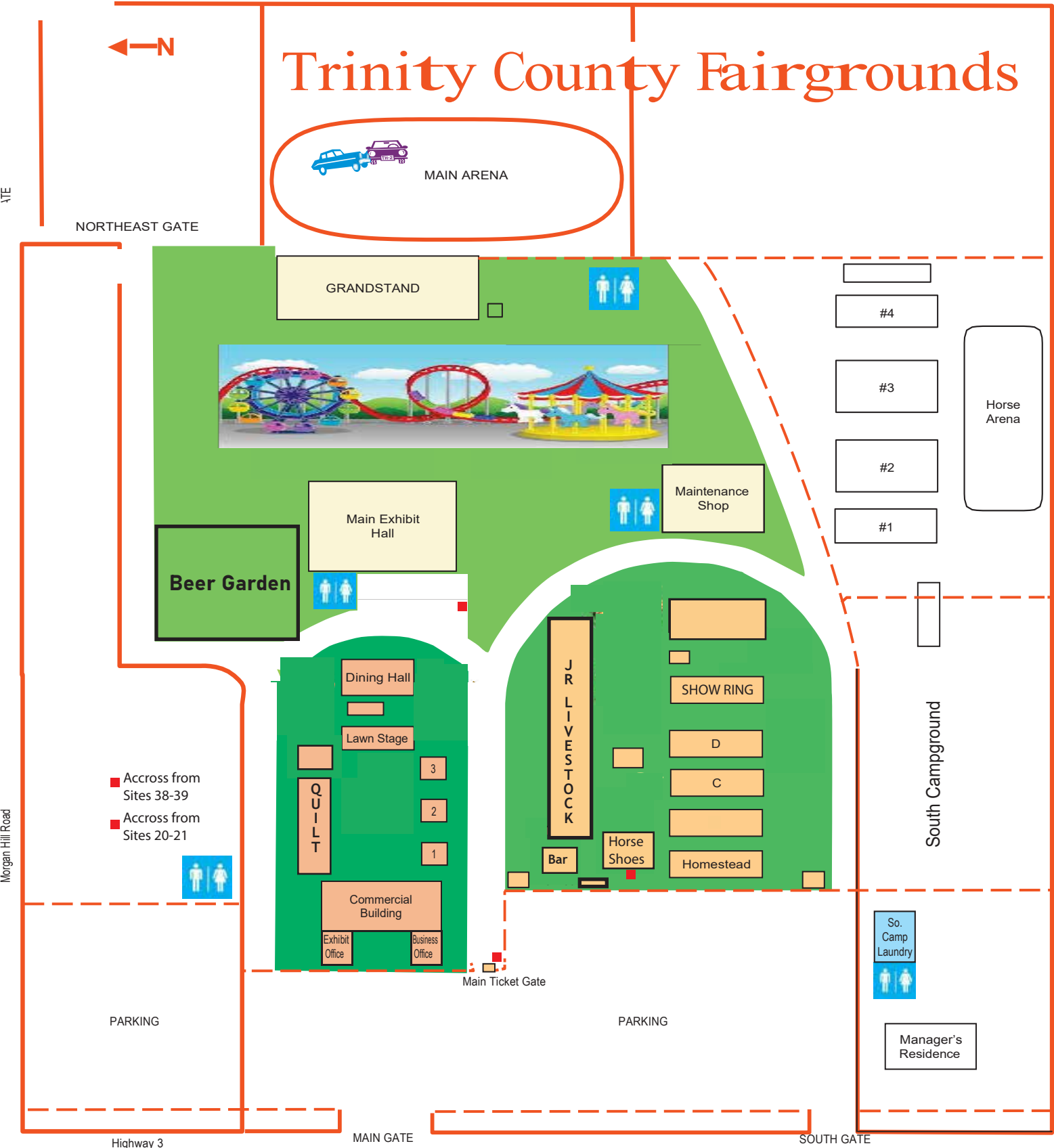
15. Questions and Clarifications

Submit all questions in writing no later than April 29, 2025, to:
fairmanager@trinitycountyfair.com.

16. Attachments

- Attachment A: Site Map
- Attachment B: Contractor Compliance Package
- Attachment C: Submission Checklist
- Attachment D: Proposal Evaluation Scoring Rubric
- Attachment E: Walkthrough Acknowledgment Form

August, 2016





Attachment B: Contractor Compliance Packet

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Project Name: Light Pole Installation RFP

RFP No.: TCF-2024-LTG01

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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All contractors submitting a proposal for the Light Pole Installation 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
- ☐ Acknowledgment of CEQA Compliance Responsibility

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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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. Proposals must meet all submission requirements and include supporting documentation to receive full consideration.

Criteria	Weight	Evaluation Description
Technical Qualifications and Relevant Experience	25%	Experience with similar projects, qualifications of key personnel, and project history.
Cost Proposal and Reasonableness	25%	Detailed cost breakdown, competitive pricing, and cost-effectiveness.
Project Work Plan and Proposed Schedule	20%	Clarity, feasibility, and alignment with required project completion deadlines.
References and Past Performance	15%	Satisfaction of previous clients, similar project scope, responsiveness.
Compliance Understanding	15%	Demonstrates understanding of federal and state requirements, including 2 C.F.R. Part 200, Title 24, and CEQA.



Attachment E: Walkthrough Acknowledgment Form

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This form acknowledges that the undersigned contractor has participated in an optional walkthrough of the proposed installation areas for the Light Pole Installation project at the Trinity County Fairgrounds. This walkthrough allowed the contractor to visually inspect the installation sites, ask questions, and better understand the project scope and logistics.

Contractor Name: _____

Authorized Representative: _____

Date of Walkthrough: _____

Signature: _____

Date Signed: _____

Phone Number: _____

Email Address: _____