



November 30, 2023

Caring for Our Coast

♦ ♦ ♦
Gary Jones
Director

Amy M. Caves
Chief Deputy Director

Carol Baker
Deputy Director

LaTayvius R. Alberty
Deputy Director

**Addendum One Invitation for Bids (IFB)
Concession Services at County Owned and Operated Beaches
IFB # DBH-79**

The Department of Beaches and Harbors issues Addendum One to the IFB for Beach Concession Services at County Owned and Operated Beach #DBH-79, which was released on November 29, 2023.

As indicated in the IFB, Section 3.1, County's Right to Amend Invitation for Bids (IFB), the County reserves the right to amend the IFB by written addendum. This Addendum contains portions of the IFB that have been revised as follows:

- Addition of a paragraph to Section 6.9.4.1 (Bidder's Background and Experience)
- Addition of new Section 6.9.4.3 (Bidder's Debarment History and List of Terminated Contracts)
- Addition of new Section 6.9.4.4 (Bidder's Financial Capability)
- Renumbering of Section 6.9.4.3 (Bidder's Pending Litigation and Judgments) to Section 6.9.4.5
- Addition of new Section 6.9.7 (Proof of Licenses)

The information contained in this Addendum One supersedes any related information previously provided.

Thank you for your interest in our IFB for Concession Services at County Owned and Operated Beaches. As a reminder, the deadline for receipt of bids is **January 2, 2024, 3:00 p.m. (PST)**.

We look forward to receiving your bids.

Very truly yours,
GARY JONES, DIRECTOR

Arnulfo Delgado

Arnulfo Delgado, Real Property Agent
Asset Management Division



The information hereunder, specific to the sections discussed below, supersedes any information previously provided as to those sections. Revisions will appear in red.

6.9.4. Bidder's Qualifications

Demonstrate that the Bidder's organization has the experience to perform the required services. The following sections must be included:

6.9.4.1 Bidder's Background and Experience

The Bidder must complete, sign and date the Bidder's Form 2 (Organization Questionnaire/Affidavit) as set forth in Appendix D (Required Forms). **The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a Contract.**

Provide a summary of relevant background information to demonstrate that the Bidder meets the minimum requirements stated in Paragraph 2.6 (Bidder's Minimum Requirements) of this IFB and has the capability to perform the required services as a corporation or other entity.

Taking into account the structure of the Bidder's organization, Bidder must determine which of the below referenced supporting documents the County requires. If the Bidder's organization does not fit into one of these categories, upon receipt of the Bid or at some later time, the County may, in its discretion, request additional documentation regarding the Bidder's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of Bid submission, Bidders must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Bidder must submit the following documentation with the Bid:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Bidder must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

The review will include verification of references submitted, a review of the Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County contracts, and a review of terminated contracts.

6.9.4.2 Bidder's References

Bidder must provide a minimum of five (5) business/financial references where the same or similar scope of Authorized Activity (concession services) was provided, demonstrating at least five (5) years of experience, and must include all public entities contracts for the last three (3) years. Bidder's completed Form 4 (Bidder's List of References), in Appendix D (Required Forms) must be provided in the bid. Bidders may use additional sheets, if necessary.

It is the Bidder's sole responsibility to ensure that the firm's name, and point of contact's name, title, email and phone number for each reference is accurate.

County may disqualify a Bidder if:

- 3)** References fail to substantiate Bidder's description of the services provided; or
- 4)** References fail to support that Bidder has a continuing pattern of providing capable, productive and skilled personnel, or
- 5)** The Department is unable to reach the point of contact with reasonable effort. It is the Bidder's responsibility to inform the point of contact of normal working hours.

6.9.4.3 Bidder's Debarment History and List of Terminated Contracts

The County will conduct a review of Bidder's terminated contracts and debarment history. Bidder must include contracts terminated within the past three (3) years with a reason for termination in Appendix D (Required Forms), Form 6 (Bidder's Debarment History and List of Terminated Contracts). Bidder's completed Form 6

(Bidder's Debarment History and List of Terminated Contracts) must be provided as part of their bid.

6.9.4.4 Bidder's Financial Capability

The County will conduct a review of Bidder's financial capability. Bidder must provide copies of the company's most current and prior two (2) fiscal years financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

6.9.4.5 Bidder's Pending Litigation and Judgments

The County will conduct a review of bidder's pending litigation and judgements. Bidder must identify by name, case and court jurisdiction any pending litigation in which Bidder is involved, or judgments against Bidder in the past five (5) years. Additionally, Bidder must provide a statement describing the size and scope of any pending or threatening litigation against the Bidder or principals of the Bidder.

A review to determine the magnitude of any pending litigation or judgments against the Bidder will be conducted by County.

6.9.5. Required Forms

Include the following forms as provided in Appendix D (Required Forms). Complete, sign and date all forms.

Form 1 Offer to Perform / Rent Proposal

Form 2 Organization Questionnaire/Affidavit

Form 3 Bidder's Pending Litigation and Judgments

Form 4 Bidder's List of Reference

Form 5 List of Contracts

Form 6 Bidder's Debarment History and List of Terminated Contracts

Form 7 Certification of Compliance

Form 8 Request for Preference Consideration

Form 9 Voluntary Artificial Trans Fat Reduction (AFTR) Program Application

Form 10 Authorization to Release Information

Form 11 IFB Exception Form

Form 12 Minimum Requirements

Form 13 Community Business Enterprise (CBE) Information
(Excel)

Form 14 Waiver of Liability, Assumption of Risk, and Indemnity
Agreement

Form 15 Bidder's EEO Certification

Form 16 Declaration

6.9.6. Proof of Insurability

Bidder must provide proof of insurability that meets all insurance requirements set forth in the Appendix A (Sample License), Paragraphs 18.24 (General Provisions for all Insurance Coverage) and 18.25 (Insurance Coverage). If a Bidder does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Bidder be awarded a Contract may be submitted with the Bid.

6.9.7. Proof of Licenses

Bidder must furnish a copy of all applicable licenses.