



# CITY OF SACRAMENTO

PROCUREMENT SERVICES DIVISION

**FILED**

JAN 09 2008

By The  
Office of The City Clerk

**Bid Number: B081181044**

## INVITATION FOR BID And Contract Specifications

**FOR: Sports Officials**

**Bids Must Be Received Prior To 2:00 P.M. on January 9, 2008**

**Bids Must Be Submitted To:** City Clerk's Office  
P.O. Box 122391  
Sacramento, CA 95812-2391

Pre-Bid Conference: December 21, 2007 at 2:00 PM  
Recommended:  Yes Historic City Hall, 915 I Street-2<sup>nd</sup> Floor  
 No Sacramento, Ca 95814

**NAME AND ADDRESS OF BIDDER SUBMITTING THIS BID:**  
(Bidder to complete the following information)

Name of Bidder: Sacramento Area Sports Officials

Address: Po Box 22730

City, State, Zip Code: Sacramento Ca 95822-0730

Phone Number: 916-452-2050 / 916-737-8646 FAX

Email Address: KSSASD214@AOL.COM

SECTION I – REQUIREMENTS

**C. BID SIGNATURE PAGE**

BID NO. B081181044

FOR SERVICES/SUPPLIES: Sports Officials

To the City of Sacramento:

The undersigned bidder (hereafter referred to as the "bidder" or the "Contractor") submits the attached bid, and certifies as follows: that the only persons or parties interested in this bid as principals are those named herein as bidder; that this bid is made without collusion with any other person, firm, or corporation; that in submitting this bid the bidder has examined all of the Contract Documents identified below; that the bidder proposes and agrees that if this bid is accepted, the bidder will execute and fully perform the contract for which bids are called; that the bidder shall perform all the work and/or furnish all the materials specified in the Contract Documents, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the bidder shall take in full payment therefore, the prices set forth in the attached Pricing Schedule.

**CONTRACT DOCUMENTS**

Performance of and payment for the contract for which bids are called shall be subject to all terms and conditions of the Invitation for Bid, the Bid Instructions and Requirements, the Bid, the Pricing Schedule(s), the Items Requiring Bidder Response, the Required Submittals, the General Conditions, and any Addenda, Amendments, Special Provisions, Specifications, Plans, or other requirements applicable to performance of the work and/or furnishing the materials specified herein. Such documents referred to herein as the "Contract Documents", are fully incorporated herein by this reference and are collectively referred to as the "Contract". By submitting this Bid, the Contractor agrees to fully perform each and every provision of the Contract, provided that City awards the Contract to the Contractor, and provided further that City shall have no obligation hereunder unless and until such award is made. Contractor shall not make any changes to this form without City's written approval, and any changes made without such approval shall be void.

**To Be Filled Out By Bidder**

NAME OF CONTRACTOR: Sacramento Area Sports Officials

ADDRESS: P. Box 22730 Sacramento CA 95822

PHONE #: 952 2050 FAX #: 737 8646 E-MAIL: KSSASO214@Soc.com

STATE TAX I.D. #: \_\_\_\_\_ FED. TAX I.D. #: 68-0145218

City of Sacramento Business Operation Tax Certificate #: 153471  
(Contract award will not be processed without a valid and current Certificate Number.)

TYPE OF BUSINESS ENTITY (check one):  Individual/Sole Proprietor  Partnership  
 Corporation  Limited Liability Company  
 Other (please specify: \_\_\_\_\_)

BY: (signature of authorized person) Russell Tamihana

PRINT NAME: RUSSELL TAMIHANA

BID NO. B081181044

TITLE: Quinn

**Note:** All information submitted in or in connection with a bid is submitted under penalty of perjury. The City shall have the right to terminate at any time any contract awarded pursuant to a bid that contains false information.

DATE BID OPENED	<u>1-9-08</u>
EMPLOYEE INITIALS	<u>V.M.</u>
MARK ONE BOX FOR EACH ITEM ONLY	
<b>BID SECURITY</b>	
<input checked="" type="checkbox"/>	MONIE REQUIRED
<input type="checkbox"/>	PROPERLY SIGNED
<b>BID DEPOSIT TYPE</b>	
<input type="checkbox"/>	BID BOND
<input type="checkbox"/>	CALIF. BANK CASHIER'S CHECK
<input type="checkbox"/>	CERTIFIED CHECK
<input type="checkbox"/>	CASH
<input type="checkbox"/>	CALIF. BANK MONEY ORDER
<b>AFTER AWARD OF BID</b>	
<input type="checkbox"/>	SECURITY RETURNED
<input type="checkbox"/>	SECURITY ACCEPTED
EMPLOYEE INITIALS	_____
DATE	_____

**FOR CITY USE ONLY**

The Bid was opened on \_\_\_\_\_.

Bid Bond Required: N/A - Amount: \$ \_\_\_\_\_

Received: [ ] Cashiers or Certified Check drawn on a California bank; [ ] Surety Bond

\_\_\_\_\_  
City Clerk/Procurement Services Manager

**CONTRACT AWARD**

Bid Items Included in the Contract: All Items, unless otherwise specified below

Specify: \_\_\_\_\_

Contract Not-to-Exceed Amount: \$ \_\_\_\_\_

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

**CONTRACT APPROVAL**

Approved as to Form:

Approved:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager  
(Or Authorized Designee)

\_\_\_\_\_  
City Clerk

SECTION III – BIDDER RESPONSE DOCUMENTS

**A. ITEMS REQUIRING BIDDER RESPONSE**

**NOTE: Bidders must provide responses where indicated to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of bid.**

**1. SBE/EBE FIVE PERCENT (5%) BID EVALUATION PREFERENCE**

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities. Any bid or quotation submitted by a firm that is certified as a SBE by the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) bid evaluation preference for the purpose of determining the lowest responsible bidder. If, after applying the 5% bid evaluation preference, the bid of an SBE/EBE firm receiving such preference is determined to be the lowest responsible bid, the award will be made for the actual amount bid. To receive this bid evaluation preference, a firm must be certified as a SBE or EBE at the time of bid opening. Questions regarding eligibility for SBE/EBE certification should be addressed to the City of Sacramento Procurement Division, at (916) 808-6747.

**A. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION**

Is the firm submitting the bid certified by the City of Sacramento as a small business enterprise? Check the appropriate block below:

YES – our firm is certified by the City of Sacramento as a small business enterprise.

NO -our firm submitting is not certified by the City of Sacramento as a small business enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number \_\_\_\_\_.

**B. EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION**

Is the firm submitting the bid certified by the City of Sacramento as an *emerging business enterprise*? Check the appropriate block below:

YES - our firm is certified by the City of Sacramento as an emerging business enterprise.

NO - our firm is not certified by the City of Sacramento as an emerging business enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number: \_\_\_\_\_.

**2. LOCAL BUSINESS SALES/USE TAX DEDUCTION**

The Sacramento City Code requires the City to identify those bids that are subject to the City's local sales or use tax under the provisions of Part 1.5 of Division 2 of the California Revenue and Taxation Code and Chapter 3.24 of the Sacramento City Code. The lowest responsible bidder shall be determined after the amount of local sales or use tax that would be received by the City is deducted from such bids. The current rate at which such local sales or use tax is received by the City is one percent (1%). Therefore, in evaluating bids to determine the lowest responsible bidder, bids that are subject to this tax at the time of bid opening shall have an amount equal to one percent (1%) of the taxable total deducted from the bids. This deduction shall be in addition to the application of any bid price preferences or other deductions authorized by the City Code. Such deductions shall be made for bid evaluation purposes only. Contract awards shall be made at the actual bid amount.

In order to identify those bids that are subject to the City's local sales or use tax, all bidders shall respond to the following:

Does the bidder have fixed offices or locally taxable distribution points within the boundaries of the City of Sacramento?  Yes; or \_\_\_ No

If the answer to Question #1 is "Yes":

1) Provide the address of the bidder's fixed offices or locally taxable distribution point(s):

Po Box 22730  
Sacramento Ca 95822

Specify: fixed office location or distribution point(s): D.P.

a. Provide the bidder's current, valid City of Sacramento Business Operations Tax Certificate Number: 153471

**3. DELIVERY GUARANTEE**

Contractor guarantees delivery within 30 days after receipt of order (ARO).

**4. PAYMENT DISCOUNT**

Will you offer a prompt payment discount? Yes [ ] or No  (Net 30 days)

If Yes, the Payment Discount is \_\_\_\_\_% for payment within \_\_\_\_\_ calendar days, which will be computed from the date delivery is made and is accepted by the City, or the date a proper invoice is received, whichever is later.

PAYMENT DISCOUNTS SHALL BE CONSIDERED IN AWARDING THE CONTRACT AS SET FORTH IN THE "BID INSTRUCTIONS AND REQUIREMENTS", PARAGRAPH 11 (ENTITLED "PAYMENT DISCOUNTS").

SECTION III – BIDDER RESPONSE DOCUMENTS

**F. DRUG FREE WORKPLACE POLICY AND AFFIDAVIT**

**BID PROPOSAL MAY BE DECLARED NONRESPONSIVE IF THIS FORM (COMPLETED) IS NOT ATTACHED.**  
*Pursuant to City Council Resolution CC90-498 dated 6/26/90 the following is required.*

The undersigned contractor certifies that it and all subcontractors performing under this Agreement will provide a drug-free workplace by:

1. Publishing a "Drug-Free Workplace" statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establishing a Drug-Free Awareness Program to inform employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The contractor's policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation, and employee assistance program.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Notify employees that as a condition of employment under this Agreement, employees will be expected to:
  - a. Abide by the terms of the statement.
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace.
4. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy on the "Drug-Free Workplace" statement.
5. Taking one of the following appropriate actions, within thirty (30) days of receiving notice from an employee or otherwise receiving such notice, that said employee has received a drug conviction for a violation occurring in the workplace:
  - a. Taking appropriate disciplinary action against such an employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

\* I certify that no person employed by this company, corporation, or business has been convicted of any criminal drug statute violation on any job site or project where this company, corporation or business was performing was within three years of the date of my signature below

EXCEPTION: \_\_\_\_\_  
Date Violation Type Place of Occurrence

If additional space is required use back of this form.

**\* The above statement will also be incorporated as a part of each subcontract agreement for any and all subcontractors selected for performance on this project.**

**IN THE EVENT THIS COMPANY, CORPORATION, OR BUSINESS IS AWARDED A CONTRACT, AS A RESULT OF THIS BID; THE CONTRACTOR WITH HIS/HER SIGNATURE REPRESENTS TO THE CITY THAT THE INFORMATION DISCLOSED IN THIS DOCUMENT IS COMPLETE AND ACCURATE. IT IS UNDERSTOOD AND AGREED THAT FALSE CERTIFICATION IS SUBJECT TO IMMEDIATE TERMINATION BY THE CITY.**

The Representations Made Herein On This Document Are Made Under Penalty Of Perjury.

CONTRACTOR'S NAME: Sacramento Area Sports Officials  
BY: [Signature] Owner Date: 1.9.03  
Signature Title

Effects of violations: a. Suspension of payments under the Agreement. b. Suspension or termination of the Agreement. c. Suspension or debarment of the contractor from receiving any Agreement from the City of Sacramento for a period not to exceed five years.

**BID NO. B081181044**

The bid items are for evaluation purposes only. The quantities and items specified are estimates only of the City's requirements. Vendor agrees to furnish more or less than the estimates at the unit prices quoted in accordance with availability of funds and actual needs as they occur throughout the contract period. The Unit Price needs to also include any administrative charges.

The pricing schedule contains the number of games anticipated the first year. Each bidder will bid and will be evaluated on each sport category. Each bidder can choose all or a portion of the sport categories to bid upon. The City reserves the right to make separate awards for any item or category/group of items to the lowest responsible bidders for any following pricing options.

Option 1: One year contract with four 1-year renewal option if requested by City.

Option 2: Three years contract with two 1-year renewal option if requested by City.

Option 3: Five years contract with no renewal option.

Softball: Schedule 1-option (1): One year contract with four 1-year renewal option if requested by City

Description	Estimated Quantity for 1st year period (hrs)	Unit Price	Ext.	Proposed increase in 2nd year (%)	Proposed increase in 3rd year (%)	Proposed increase in 4 <sup>th</sup> year (%)	Proposed increase in 5th year (%)
Officials	4,980	\$ 25.00	\$ 124,500	≤	≤	≤	≤

Softball: Schedule 1-option (2): Three years contract with two 1-year renewal option if requested by City

Description	Estimated Quantity for 3-year period (hrs)	Unit Price	Ext.	Proposed increase in 4th year (%)	Proposed increase in 5th year (%)
Officials	14,940	\$ 20.00	\$ 298,800.00	≤	≤

Softball: Schedule 1-option (3)

Description	Estimated Quantity for 5-year period (hrs)	Unit Price	Extension
Officials	24,900	\$ 27.00	\$ 672,300.00

Baseball: Schedule 2-option (1) : One year contract with four 1-year renewal option if requested by City

Description	Estimated Quantity for 1st year period (hrs)	Unit Price	Ext.	Proposed increase in 2nd year (%)	Proposed increase in 3rd year (%)	Proposed increase in 4 <sup>th</sup> year (%)	Proposed increase in 5th year (%)
Officials	600	\$	\$				

Baseball: Schedule 2-option (2) ):Three years contract with two 1-year renewal option if requested by City

Description	Estimated Quantity for 3-year period (hrs)	Unit Price	Ext.	Proposed increase in 4th year (%)	Proposed increase in 5th year (%)
Officials	1,800	\$	\$		

Baseball: Schedule 2-option (3)

Description	Estimated Quantity for 5-year period (hrs)	Unit Price	Extension
Officials	3,000	\$	\$

Volleyball: Schedule 3-option (1) : One year contract with four 1-year renewal option if requested by City

Description	Estimated Quantity for 1st year period (hrs)	Unit Price	Ext.	Proposed increase in 2nd year (%)	Proposed increase in 3rd year (%)	Proposed increase in 4 <sup>th</sup> year (%)	Proposed increase in 5th year (%)
Officials	81	\$ 31.00	\$ 2,511.00	5	5	5	5

Volleyball: Schedule 3-option (2) ): Three years contract with two 1-year renewal option if requested by City

Description	Estimated Quantity for 3-year period (hrs)	Unit Price	Ext.	Proposed increase in 4th year (%)	Proposed increase in 5th year (%)
Officials	243	\$ 33.00	\$ 8,019.00	≤	≤

Volleyball: Schedule 3-option (3)

Description	Estimated Quantity for 5-year period (hrs)	Unit Price	Extension
Officials	405	\$ 34.00	\$ 13,762.00

Basketball: Schedule 4-option (1) ): One year contract with four 1-year renewal option if requested by City

Description	Estimated Quantity for 1st year period (hrs)	Proposed increase in 2nd year (%)	Proposed increase in 3rd year (%)	Proposed increase in 4th year (%)	Proposed increase in 45h year (%)	Unit Price	Ext.
Officials	396	≤	≤	≤	≤	\$ 30.00	\$ 11,880.00

Basketball: Schedule 4-option (2) ): Three years contract with two 1-year renewal option if requested by City

Description	Estimated Quantity for 3-year period (hrs)	Unit Price	Ext.	Proposed increase in 4th year (%)	Proposed increase in 5th year (%)
Officials	1,188	\$ 32.00	\$ 38,016.00	≤	≤

Basketball: Schedule 4-option (3)...

Description	Estimated Quantity for 5-year period (hrs)	Unit Price	Extension
Officials	1,980	\$ 33.00	\$ 65,340.00

Complete the information below for evaluation of bid and for each option.

**BID NO. B081181044**

Summary of Sport Categories submitted by Contractor—Option 1: One year contract with four 1-year renewal option if requested by City.

Softball Sub-Total.....	\$ <u>124,500.00</u>
Baseball Sub-Total.....	\$ <u>                    </u>
Volleyball Sub-Total.....	\$ <u>2,511.00</u>
Basketball Sub-Total.....	\$ <u>11,820.00</u>
<b>Total Bid</b>	<b>\$ <u>                    </u></b>

Summary of Sport Categories submitted by Contractor—Option 2: Three years contract with two 1-year renewal option if requested by City.

Softball Sub-Total.....	\$ <u>384,440.00</u>
Baseball Sub-Total.....	\$ <u>                    </u>
Volleyball Sub-Total.....	\$ <u>8,09.00</u>
Basketball Sub-Total.....	\$ <u>38,000.00</u>
<b>Total Bid</b>	<b>\$ <u>                    </u></b>

Summary of Sport Categories submitted by Contractor—Option 3: Five years contract with no renewal option.

Softball Sub-Total.....	\$ <u>672,300.00</u>
Baseball Sub-Total.....	\$ <u>                    </u>
Volleyball Sub-Total.....	\$ <u>13,702.00</u>
Basketball Sub-Total.....	\$ <u>65,340.00</u>
<b>Total Bid</b>	<b>\$ <u>                    </u></b>

**ADDENDUM NO. 1 TO Bid NO. B081181044**

**FOR: SPORTS OFFICIALS**

1. The Bid due date (of) January 9, 2008 has not been changed.
2. The following paragraphs have been changed as follows:

Page 35, Paragraph No.1: Overall General Scope

Add at the end of paragraph:

Each interested bidder may place a bid on just one of the 4 sport categories, any two of the 4 sport categories, 3 of the 4 sport categories, or all four sport categories. Each sport activities will be evaluated separately and the City may make multiple (up to four) awards on this invitation to bid.

On Page 35: Paragraph No.3--Sport Requirements for Softball:

Delete: Contractor shall have at least one year of actual experience in providing official services.

Existing verbiage: The contractor shall provide adequate and suitable equipment to meet the requirements of the sport category and when ordered by the city, remove unsuitable equipment form the work site.

Changed to: The contractor shall provide equipment suitable for the sport activity to which they are assigned to officiate. Officials, when ordered by the City, shall remove unsuitable equipment from the work site.

Page 36: Paragraph No.7--Sport Requirements for Baseball:

Add to definition of base retainer:

*This service applies to William Land Park and the charge for this extra service needs to be built into the hourly rate for the overall baseball bid.*

Delete: Contractor shall have at least one year of actual experience in providing official services.

Existing verbiage: The contractor shall provide adequate and suitable equipment to meet the requirements of the sport category and when ordered by the city, remove unsuitable equipment form the work site.

Changed to read: The contractor shall provide equipment suitable for the sport activity to which they are assigned to officiate. Officials, when ordered by the City, shall remove unsuitable equipment from the work site.

Page 37: Paragraph No.9--Sport Requirements for Volleyball:

Delete: Contractor shall have at least one year of actual experience in providing official services.

Existing verbiage: The contractor shall provide adequate and suitable equipment to meet the requirements of the sport category and when ordered by the city, remove unsuitable equipment from the work site.

Changed to read: The contractor shall provide equipment suitable for the sport activity to which they are assigned to officiate. Officials, when ordered by the City, shall remove unsuitable equipment from the work site.

Page 38: Paragraph No.10--Sport Requirements for Basketball:

Existing verbiage: Contractor shall provide sport officiating services required for softball, baseball, basketball, volleyball and unassigned related sports.

Changed to read: Contractor shall provide sport officiating services required for basketball.

Delete: Contractor shall have at least one year of actual experience in providing official services.

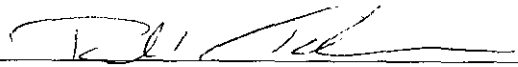
Existing verbiage: The contractor shall provide adequate and suitable equipment to meet the requirements of the sport category and when ordered by the city, remove unsuitable equipment from the work site.

Changed to read: The contractor shall provide equipment suitable for the sport activity to which they are assigned to officiate. Officials, when ordered by the City, shall remove unsuitable equipment from the work site.

3. All other terms, conditions and specifications of the Bid remain unchanged.
4. If a bid package is not submitted, it is not necessary to return this addendum or acknowledge receipt of such.
5. Vendors submitting a bid package must acknowledge receipt of this addendum prior to the hour and date specified in the bid request by one of the following methods:
  - (a) By signing and returning one (1) copy of this addendum with the bid package if not previously submitted; or
  - (b) If the bid package has been previously submitted, the addendum may be submitted by separate letter, which must include on the outside of the mailing envelope the bid and addendum number and the bid due date. This information must be clearly marked in CAPITAL LETTERS on the outside of the envelope. Failure of your acknowledgment to be received at the City Clerk's Office, ATTN: Bid # B081181044PO Box 122391, Sacramento, CA 95814 prior to the hour and date specified, may result in rejection of your bid.

(c) If, by virtue of this addendum you decide to change a bid already submitted, such change may be made by letter, as specified in (b) above.

Vendor's Name: Sherman Area Sports Officials

Signature: 

Typed or Printed Name & Title: RUSSELL TANIGAWA

Date: 1-8-08