

DATE: June 15, 2012
MEETING OF: June 26, 2012
FROM: Staff
RE: **ACTION ITEMS X.5 – Fairtime Admissions & Concessions contract**

BACKGROUND

The fair hires personnel for fairtime to provide admissions supervision and concessions auditing services. Rebecca Reis, who has provided admissions supervision for 19 years, is unavailable to return. Staff has researched available options to upgrade to barcode tickets and scanners. The vendor ADA Event Services provides these services at the following other fairs, Monterey County Fair, San Joaquin County Fair, Yuba City Fair, Amador County Fair, Contra Costa County Fair, and Big Fresno Fair.

FISCAL IMPACT

Maximum contract cost of \$14,190, consisting of \$5,600 for management services and \$8,590 for equipment as budgeted in the Fair attendance operations budget. Equipment cost may be less, as Fair will only pay for actual equipment used.

This represents an approximate \$5,000 savings over 2011 Admission Operations cost of \$19,250.

STAFF RECOMMENDATION

That the Board approves a motion to adopt the fairtime Admissions Supervision & Concessions Auditing contract with ADA Event Services..

ATTACHMENTS

- Short Form Contact 2012-24.

AGREEMENT NUMBER 2012-24
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
 Santa Cruz County Fair / 14th District Agriculture Association

CONTRACTOR'S NAME
 ADA Event Services

2. The term of this Agreement is: 9/10/2012 through 9/17/2012
 September 10, 2012 through September 17, 2012

3. The maximum amount of this Agreement is: \$ 14,190.00
 Fourteen Thousand One Hundred and Nintely Dollars and 00/100 ----

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

- | | |
|---|-----------|
| Exhibit A – Scope of Work | 1 page(s) |
| Exhibit B – Budget Detail and Payment Provisions | 2 page(s) |
| Exhibit C* – General Terms and Conditions | 4 page(s) |
| Check mark one item below as Exhibit D: | |
| <input type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) | page(s) |
| <input checked="" type="checkbox"/> Exhibit - D* Special Terms and Conditions | 2 page(s) |
| Exhibit E – Additional Provisions | |
| Attachment A - Management Services List | |
| Attachment B - Rental Equipment Breakdown | |

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
 These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) ADA Event Services		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Andy Cline, Contractor		
ADDRESS 326 Clay Street, Monterey, CA 93940		
STATE OF CALIFORNIA		
AGENCY NAME Santa Cruz County Fair/14 th DAA		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Dave Kegebein, Interim Manager		
ADDRESS 2601 East Lake Avenue, Watsonville, CA 95076		

Exempt per:

**EXHIBIT A
(Interagency Agreement)**

SCOPE OF WORK

1. ADA Event Services agrees to provide the following services:

ADA Event Services will serve as Admission Officers (gate and parking), Concessions Auditing, and Beer Seller Coordinators for the Santa Cruz County Fair located on the fairgrounds of the 14th District Agricultural Associations, 2601 East Lake Avenue, Watsonville, CA 95076-1498.

Contractor agrees to hire all ticket sellers (including parking and beer sales); provide all equipment needed; produce all needed reports; work with management for accounting/deposit procedures; and work under direction of Fair Management.

Contractor's duties are completed when the final accounting of all sales and persons attending the Fair are submitted to Fair Management. ADA Event Services will also provide a maximum of three lead employees.

Attachment "A" and "B" become a part of this agreement.

2. 14th District Agriculture Association/ Santa Cruz County Fair agrees to provide the following services:

The 14th DAA will pay ADA Event Services \$14,190.00 for their services and equipment in 2012.

3. The project representatives during the term of this agreement will be:

State Agency: 14 th DAA/ SCCF	Contractor: ADA Event Services
Name: Dave Kegebein, Fair Manager	Name: Andy Cline
Phone: (831) 724-5671	Phone: (209) 406-2878
Fax: (831) 761-5827	Fax:

Direct all inquiries to:

State Agency: 14 th DAA/SCCF	Contractor: ADA Event Services
Section/Unit: Office Manager	Section/Unit:
Attention: Emily Grunewald	Attention: Andy Cline
Address: 2601 East Lake Ave, Watsonville	Address: 326 Clay Street, Monterey, CA 93940
Phone: (831) 724-5671, ext. 202	Phone: (209) 406-2878
Fax: (831) 761-5827	Fax:

AGREEMENT SUMMARY

STD 215 (Rev 4/2002)

AGREEMENT NUMBER

AMENDMENT NUMBER

2012-25

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME ADA Event Services		2. FEDERAL I.D. NUMBER
3. AGENCY TRANSMITTING AGREEMENT Santa Cruz County Fair	4. DIVISION, BUREAU, OR OTHER UNIT 14 th District Agriculture Association	5. AGENCY BILLING CODE
6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT		

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?
 NO YES (If YES, enter prior contractor name and Agreement Number) _____

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES
 Contractor will provide Admission services and equipment.

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)
 ADA Event Services will serve as Admission Officers (gate and parking), Concessions Auditing, and Beer Seller Coordinators for the Santa Cruz County Fair located on the fairgrounds of the 14th District Agricultural Associations, 2601 East Lake Avenue, Watsonville, CA 95076-1498. Contractor agrees to hire all ticket sellers (including parking and beer sales); provide all equipment needed; produce all needed reports; work with management for accounting/deposit procedures; and work under direction of Fair Management. Contractor's duties are completed when the final accounting of all sales and persons attending the Fair are submitted to Fair Management. ADA Event Services will also provide a maximum of three lead employees.

Attachment "A" and "B" become a part of this agreement.

10. PAYMENT TERMS (More than one may apply.)
 MONTHLY FLAT RATE QUARTERLY ONE-TIME PAYMENT PROGRESS PAYMENT
 ITEMIZED INVOICE WITHHOLD _____ % ADVANCED PAYMENT NOT TO EXCEED
 REIMBURSEMENT/REVENUE \$ _____ or _____ %
 OTHER (Explain) _____

11. PROJECTED EXPENDITURES	FUND TITLE	ITEM	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
						\$
						\$
						\$

OBJECT CODE	AGREEMENT TOTAL \$
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OPTIONAL USE	AMOUNT ENCUMBERED BY THIS DOCUMENT \$
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I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.	PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$
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ACCOUNTING OFFICER'S SIGNATURE 	DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE \$
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12. AGREEMENT	TERM		TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
	From	Through		
Original	9/10/2012	9/17/2012	\$ 14,190.00	Bid
Amendment No. 1			\$	
Amendment No. 2			\$	
Amendment No. 3			\$	
	TOTAL		\$	

(Continue)

AGREEMENT SUMMARY

STD. 215 (Rev 04/2002)

13. BIDDING METHOD USED:

- REQUEST FOR PROPOSAL (RFP) INVITATION FOR BID (IFB) USE OF MASTER SERVICE AGREEMENT
(Attach justification if secondary method is used)
- SOLE SOURCE CONTRACT EXEMPT FROM BIDDING OTHER *(Explain)* Verbal/written bidding
(Attach STD. 821) *(Give authority for exempt status)*

NOTE: Proof of advertisement in the State Contracts Register or an approved form STD. 821, Contract Advertising Exemption Request, must be attached

14. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)

ADA Event Services

15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank)

N/A

16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?

N/A

17. JUSTIFICATION FOR CONTRACTING OUT (Check one)

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified. Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.

Justification:

N/A

18. FOR AGREEMENTS IN EXCESS OF \$5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING?

- NO YES N/A

19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10?

- NO YES N/A

20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE?

- NO YES NONE ON FILE N/A

21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR?

- A. CONTRACTOR CERTIFICATION CLAUSES NO YES N/A
 B. STD. 204, VENDOR DATA RECORD NO YES N/A

22. REQUIRED RESOLUTIONS ARE ATTACHED

- NO YES N/A

23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? (If an amendment, explain changes, if any)

- NO *(Explain below)* YES *(If YES complete the following)*

DISABLED VETERAN BUSINESS ENTERPRISES: _____ % OF AGREEMENT

- Good faith effort documentation attached if 3% goal is not reached.

- We have determined that the contractor has made a sincere good faith effort to meet the goal.

Explain:

24. IS THIS A SMALL BUSINESS CERTIFIED BY OSBCR?

- NO YES *(Indicate Industry Group)*

SMALL BUSINESS REFERENCE NUMBER

25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN ONE YEAR? (If YES, provide justification)

- NO YES

I certify that all copies of the referenced Agreement will conform to the original Agreement sent to the Department of General Services.

SIGNATURE/TITLE

DATE SIGNED



"Attachment A"

ADA Event Services
209-406-2878

Santa Cruz County Fair
September 11-16, 2012

MANAGEMENT/SERVICE PROVIDER FEE		
\$700.00 @ 8 days (6=event day and 2= set up and closing)	fixed	\$5,600.00
TOTAL ESTIMATED EXPENSE 2012		\$5,600.00

With Management services the following will be provided:

- Backpacks
- Counterfeit bill readers
- Currency counters
- Calculators
- Multiple computer set up
- Cash trays
- Counterfeit pens
- Computer generated reporting for all areas service
 - Time clock for hours worked
 - Spread sheets
 - Graphing/charting
 - Three year comparative
 - Daily deposit summary
 - Gross hourly
 - Sales at the gate hourly
 - Ticket inventory
 - Sales by gates, individual sellers
 - Parking inventoried nightly
 - State form 4A
 - Ticket break down by type and location
- Currency straps
- Tamper proof deposit bags for pick ups throughout the day
- Audit of ticket inventory
- State audit tickets (form 4A)
- Deposit of funds received
- Separate deposits for each area: script for wine, admission, food vendor, merchandise, etc.
- Deliver, pick up, and set up of all equipment
- On site support where needed as needed
- Personal consultation before and after event
- Time clock
- Time clock card stock
- Tracking of hours
- Spread sheet for hours worked

"Attachment B"

**Santa Cruz County Fair
September 11-16, 2012**

RENTAL EQUIPMENT COSTS:

		Quantity	Days	Total
Ticket Machines	\$125 per day	8	6	\$3,000
Ticket Spitters	\$85 per day	4	6	\$1,020
Turnstyles	\$100 per day	6	6	\$1,800
Barcode Scanners	\$85 per day	4	6	\$1,020
Walkie-Talkie	\$12.50 per week/per unit (only pay for units used)	56	1 week	\$700
Office set up	FIXED	1	6	\$1,050
		Equipment Cost		\$8,590