

**SAN DIEGO CONVENTION CENTER CORPORATION
REQUEST FOR PROPOSALS
FOR
TEMPORARY STAFFING SERVICES
RFP #25-1060**

Issue Date: February 18, 2025

Pre-Bid Question Deadline: March 5, 2025 at 5:00 p.m. local time

Response to Pre-Bid Questions: March 12, 2025 at 5:00 p.m. local time

Bid Deadline: March 21, 2025 at 5:00 p.m. local time
San Diego Convention Center Corp., Procurement Dept.
Send bids to: robin.wied@visitsandiego.com

Bid Evaluation Period: March 24, 2025 – March 31, 2025

Shortlist Interviews: April 7, 2025 – April 9, 2025

Final Evaluation: April 10, 2025

Notice of Intent to Award: April 11, 2025
(contingent on approvals)

Procurement Contact: Robin Wied, Procurement Analyst
E-Mail: robin.wied@visitsandiego.com
Phone: (619) 577-3099

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified staffing agencies (“Contractor”) to provide professional services in the areas of temporary event staffing for specific events (“Event”) being held at the San Diego Convention Center (“Center”). For full details of the scope of work, see Section 2 – Scope of Work.

Exhibits incorporated in this RFP:

- Exhibit A – Sample Contract
- Exhibit B – Bid Form (Line Items)
- Exhibit C – City of San Diego Compliance Department (Living Wage Rates)

Any addendum or exhibit that is issued for this RFP can be found at:

<https://www.visitsandiego.com/procurement>

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to robin.wied@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

PROCUREMENT REQUIREMENTS

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Section 1 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted, and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **PRE-BID MEETING:** There is no pre-bid meeting scheduled for this RFP.
4. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
5. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **e-mail** to robin.wied@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
6. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
7. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.

- 8. REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director of Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a contractor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.
9. The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 10. PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
- 11. NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 12. BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:

 - A. Price – 35%**
 - B. Ability to Meet Corporation's Requirements – 35%**
 - C. Company Resume – 10%**
 - D. Comparable Projects (similar size & complexity) – 10%**
 - E. Shortlist Interview (if shortlisted) – 10%**
- 13. CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Contractor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
- 14. DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:

 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
- 15. DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.

- 16. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
- 17. **SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor’s responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
- 18. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation’s approval.
- 19. **INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 20. **DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
- 21. Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder’s personnel shall be subject to disqualification.
- 22. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 23. **CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation’s Board of Directors approval where required, and subsequent execution of the Corporation’s Contract. Commencement of a contract without these approvals is solely at the Bidder’s own risk and is likely to result in no payment for services performed or goods received.
- 24. **LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

Section 2 – Scope of Work

- 1.0 OVERVIEW:** The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified staffing agencies (“Contractor”) to provide professional services in the areas of temporary event staffing for specific events (“Event”) being held at the San Diego Convention Center (“Center”). Contractor shall assign temporary personnel to Corporation to provide cleaning services during Event. Contractor shall provide Corporation with an option to convert temporary staff into regular Corporation employees.

The term of the awarded contract shall be in effect for an Initial Term of three (3) years, commencing on May 1, 2025 and terminating on April 30, 2028. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement for an Extension Term of two (2) additional one-year periods.

- 2.0 SCOPE OF WORK:** Contractor shall provide as much temporary personnel as required by Corporation for each Event day. When possible, Corporation will provide six (6) weeks’ notice of the required amount of temporary personnel that will need to be scheduled for an Event day. Contractor shall complete the following scope of work:

2.1 Cleaning Services Workers:

- Provide temporary Cleaning Services Workers to cover first (1st), second (2nd), and third (3rd) shift hours to ensure cleanliness and sanitation throughout the Center during Event.
- Duties include, but are not limited to, cleaning and removing trash from restrooms, common areas, exhibit halls, and other designated areas at the Center.
- Temporary employees must go through Corporation orientation, when scheduled, to be considered for employment for the event.
- The same temporary worker shall be provided for the same shift for the length of the event except in the case of terminations or absences.
- Provide replacement staff if there are temporary staff who do not show up for a scheduled shift during Event dates.
- Contractor shall designate a manager that will be available to Corporation to contact on an as-needed basis anytime Contractor employees are on-site during Event at Center. On-site Contractor presence across all three (3) shifts is required during event activity.

2.2 Payment Terms:

Contractor is solely responsible for the compensation of its employees and must pay each employee for all hours worked. Corporation agrees to remit the negotiated Service Rate for all hours worked, including California overtime bill rates for hours worked in excess of 8 hours in a workday. Contractor shall invoice Corporation at end of Event. Corporation shall remit payment to Contractor within thirty (30) days of receipt of approved invoices. The Contractor Service Rate includes all deductions required by state and federal legislation, including employer's contributions for FICA taxes, providing Unemployment and Workers' Compensation, liability insurance and fidelity bonding, as well as all other deductions and benefits paid to temporary employees. Additionally, Contractor covers all administrative charges related to employee payroll, including preparation of W-2 forms at the end of the year.

2.3 Payroll Management:

Ensure compliance with all relevant labor laws and regulations regarding wages, overtime, and benefits for temporary employees. Proof of compliance with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

- Provide detailed electronic timekeeping and payroll reports and documentation as required by Corporation for transparency and record-keeping purposes. These reports shall include at a minimum:
 - Breakdown in hours worked by each employee.
 - Dates worked by each employee.
 - Cost breakdown by each employee.

2.4 Conversion to Regular Employees:

- Offer the option for Contractor temporary staff who demonstrate exceptional performance and suitability to be converted into regular Corporation employees following the conclusion of Event.
- Corporation management will assess the performance and suitability of temporary staff for potential conversion. Contractor’s designated representative shall coordinate with Corporation management on potential conversions, but will not be required to assess the performance of temporary staff since Corporation management will be assessing performance.
- Assist in the transition process for converted employees, including onboarding, training, integration into permanent roles within the organization, and other related matters.

2.5 Estimated Labor Hours Needed:

Year/ Month	# Events	# Event Days	# Personnel Each Event Day	# Hours Each Event Day	Total Event Hours	# Hours Site Orientation	Total Site Orientation Hours	Grand Total Hours
2025								
June	1	4	120	8	3,840	2	240	4,080
July	1	4	120	8	3,840	2	240	4,080
December	1	4	80	8	2,560	2	160	2,720
2026								
June	1	4	120	8	3,840	2	240	4,080
July	1	4	120	8	3,840	2	240	4,080
December	1	4	80	8	2,560	2	160	2,720
2027								
July	1	4	120	8	3,840	2	240	4,080
December	1	4	80	8	2,560	2	160	2,720

3.0 LIVING WAGE: Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245), unless granted an exemption by the City's Purchasing Agent. Contractor shall also permit Corporation access to the Contractor's (a) worksite and (b) payroll records, upon Corporation's request and at any time during the Contractor's business or operation hours, to allow Corporation to audit and confirm the Contractor's compliance with the Living Wage Ordinance.

4.0 UNIFORM & EQUIPMENT: Corporation shall provide Contractor's staff with temporary identification badges, supplies, and any necessary Personal Protective Equipment (PPE). Contractor shall ensure all uniforms worn by temporary staff will adhere to the below uniform requirements while working at the Center. Contractor's staff are expected to wear professional and suitable attire for a workplace environment.

- Cleaning Services Workers: For select events, temporary staff will be provided with a complimentary Event t-shirt. For all other events, temporary staff will need to provide their uniform. The uniform will be a black shirt (no graphics or logos), black pants (no leggings or jeans) and dark colored walking shoes (closed toe only).
- Contractor shall provide a list of temporary staff with first and last name no later than two (2) weeks prior to the event, for Corporation badging. Temporary staff are required to wear and display badges at all times during Event, and badges must be returned to Corporation management at the end of their last scheduled shift.

5.0 TRAINING: Contractor shall attest that all temporary staff provided to Corporation for Event have completed the below trainings no later than one (1) week prior to the event. Additionally, Contractor will ensure that all Cleaning Services Workers are adequately trained in safety procedures, and customer service standards. Corporation reserves the right to request an audit of records to prove that such trainings were completed:

- Wage Theft Prevention.
- Human Trafficking.
- Sexual Harassment Prevention Training.
- Safe Lifting.
- Hazard Communication.
- Heat Stress.
- PPE.
- Bloodborne Pathogens.

6.0 BACKGROUND SCREENING: Contractor shall attest that all employees provided to the Corporation for event services will have completed an I-9 and been processed through the E-Verify system, and their backgrounds have been verified and screened. Corporation reserves the right to request an audit of records. Background checks will include the following:

- SSN Trace & Address History Search.
- County & Federal Criminal Search.
- National Criminal Database Search.
- National Sex Offender Database.
- Previous Conviction Question.

7.0 TRANSPORTATION: Paid parking might not be available in the parking structure at the Center during the Event. Temporary staff will need to account for high traffic during the event and plan their schedules accordingly. Corporation recommends arriving 30 minutes prior to scheduled shift to account for additional traffic and pedestrian congestion. Corporation will provide more details on parking for Contractor's staff prior to Event commencement.

8.0 DELIVERABLES:

- Provision of qualified Cleaning Services Workers and as per the agreed-upon schedule and requirements.
- Timely and accurate payroll processing for temporary workers.

Section 3 – Bid Form to Follow

Section 3 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____
Other Entity Name(s) (if applicable) _____
CSLB License Number _____
DIR Public Works Contractor Number _____
Primary Contact Name _____
Primary Contact Position _____
Primary Contact Phone Number _____
Primary Contact E-mail _____

BID: (attach with Bid Form)

Please complete your bid in Exhibit B – Bid Form (Line Items) in the yellow-colored highlighted cells. The All-Inclusive Billable Rate Per Employee must comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245). Contractor’s markup percentages listed in Exhibit B – Bid Form (Line Items) shall be held firm for the entire Contract term, unless otherwise indicated by Contractor below in the Exclusions and Clarifications Section of this Bid Form below.

CLEANING SERVICES WORKER CONVERSION FEE (per employee): \$ _____
Section 2 – Scope of Work, Subsection 2.4

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.
Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

COMPANY RESUME: (attach with Bid Form)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background and capabilities of your company.
- Key Personnel Resumes – Provide resumes of the key personnel who will be assigned to the project.

ABILITY TO MEET CORPORATION’S REQUIREMENTS: (attach with Bid Form)

The awarded Bidder shall be subject to all requirements in this RFP, and the terms and conditions provided in Exhibit A – Sample Contract. Submit any proposed redlines to Exhibit A – Sample Contract, and any exclusions or clarifications to the requirements of this RFP in the Exclusions and Clarifications Section of this Bid Form below. In the absence of redlines or exclusions, Corporation assumes Contractor complies with all RFP and contract requirements.

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (*use additional sheets of paper as needed*): _____

COMPARABLE PROJECTS: Provide four (4) comparable projects similar in size and complexity:
(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

Women owned Business (WBE – SWBE) – 51% ownership and active management

Minority Owned Business (MBE – SMBE) – 51% ownership and active management

Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disabled Veteran Business Enterprise (DVBE)

Small Business Enterprise (SBE)

Small Local Business Enterprise (SLBE)

None Apply

Certifications

Yes No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

African American

Asian

Caucasian

Hispanic

Filipino

Native American

Pacific Islander

Other: _____