



City of San Ramon

ADDENDUM NO. 1

CITY OF SAN RAMON Carpet and Upholstery Cleaning

Notice is given that the following revisions are hereby made a part of and incorporated into the bid proposal documents:

1. Page 3 of the RFP – Request for Proposal Procedures, Section 3B – Pre-Submittal Meeting:

The City received one request to sign up for the mandatory pre-bid meeting/walk by the deadline, which will not satisfy requirements for competitive bidding. As such, the City is extending the deadline to sign up for the pre-bid walk and deferring the walk by one week to accommodate. The Section is changed to the following:

A. Pre-Submittal Meeting. A pre-submittal meeting and job walk will be held on **Thursday, November 5, 2020 from 9:00 a.m. – 11:00 a.m.**, beginning at the San Ramon Service Center located at: **5000 Crow Canyon Rd., San Ramon 94582** to acquaint all prospective Respondents with the Contract Documents, and then proceed to Dougherty Station Community Center, which represents the oldest carpet in a large facility. *The tour is intended to allow bidders to view a sample site, considered a portion of the larger scope of the City is requesting proposals/pricing for.* This pre-submittal meeting is **mandatory**. A Respondent who fails to attend a mandatory pre-submittal meeting will be disqualified from submitting their proposal.

Due to the Contra Costa County Order in regards to the COVID-19 pandemic, all participants are required to properly wear face masks and social distance 6 feet apart. A number of limited size groups will be scheduled throughout the day on November 5, 2020. In order to attend, Respondents are required to email an electronic Notice of Intent to attend the Pre-Submittal Meeting and Job Walk by the end of the business day on **Tuesday, November 3, 2020** by 5:00 p.m. to Jennifer Pachan, jepachan@sanramon.ca.gov.

Each Respondent is limited to two (2) representatives and are required to submit the names of the attendees in the Notice of Intent to Attend the Pre-Submittal meeting and Job Walk. A scheduled time slot will be returned electronically to each Respondent by 12:00 p.m. (noon) on **Wednesday, November 6, 2020**. Arrive no sooner than ten (10) minutes prior to your scheduled time, at the front entrance to the San Ramon Service Center, and await to be escorted. Please note that no specific job-related questions will be answered during the bidder's conference or job walk and must be separately submitted electronically, as outlined above.

2. Page 5 of the RFP – Request for Proposal Procedures, Section 3D – Planned RFP Schedule has been updated to accommodate pre-bid extension as follows:

ACTIVITY	PLANNED DATES/TIME
RFP Issued	October 21, 2020
Pre-Submittal Meeting	November 5, 2020 at 9:00 a.m.-11:00 a.m.
Request for Information (RFI) Deadline	November 12, 2020 at 5:00 p.m.
Responses to RFI posted to City website	November 16, 2020 at 5:00 p.m.
Proposal Deadline	November 19, 2020 at 2:00 p.m.
Interviews (if requested by City)	Week of November 30 th
Notice of Selection	December 4, 2020
Council Approval and Award	January 12, 2021
Commence Services	As soon as February 1, 2021

Approved by: , Director of Public Works

Date: 10/28/20