

CITY OF SAN RAMON  
SERVICE/PROJECT: *HVAC Duct Cleaning Services*  
QUESTION/ANSWER

Question:

Is the City hiring a duct cleaning company direct? If we are an HVAC contractor that can subcontract this work out to a duct cleaning company, is that acceptable?

Answer:

The City's intent is to hire a duct cleaning contractor directly. We have an existing multi-year maintenance agreement with an HVAC contractor already.

However, there isn't anything in the RFQ that precludes an HVAC contractor from bidding, as long as subs are listed in the proposal.

Question:

What is the license requirement for bidding?

Answer:

The only requirement in the doc that outlines license/certifications is the following:

"Contractor shall be a certified member of the National Air Duct Cleaners Association (NADCA) or shall maintain membership in a nationally recognized non-profit industry organization dedicated to the cleaning of HVAC systems."

Question:

How many sites will the bid walkthrough cover?

Answer:

Staff will walk attendees through the San Ramon Community Center only. We feel it is the best site example for the duct cleaning services needed.

Question:

My technician attended the job walk at San Ramon Community Center. I see several other work sites within CIP No. 925425. Is CIP No. 925425 only referencing the San Ramon Community Center for bid price? Seeing each facility may differ in size and services needed I want to be sure our proposal is accurate.

Answer:

The walkthrough was intended to provide tour of a sample site. P. 1 of 17 of Attachment B of the RFP doc. lists all the work sites for these services.

Question:

We noticed a bidding packet was not handed out at the walk through. Is there any other documentation needed not included in bid post?

Answer:

The full RFP packet is on the website, along with the pre-bid registration form and the Q&A, which I will be updating with answers to questions as they come in.

[www.sanramon.ca.gov/rfp](http://www.sanramon.ca.gov/rfp)

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QUESTION/ANSWER

Question:

Since the point system is subjective, will you be posting the points distribution results online as part of the bid results?

Answer:

The points awarded to each bidder will not be posted, unless it is requested through a Request for Public Information (via the Public Records Act - PRA) That information should not be released any earlier than date that the Notice of Selection is posted on the City's website (as stated in the Award Section of the RFQ).

"Proposals submitted in response to an RFP are not subject to disclosure (under PRA) until negotiations are completed. (Michaelis, Montenari & Johnson v. Superior Court (2006) 38 Cal.4th 1065.)"

P. 5, Section B. of the RFP titled "Award" states: "The City will award the Agreement, if at all, to the Respondent that is determined by the City, acting in its sole discretion, to offer the most advantageous Proposal to the City based on the City's review, as outlined above. City staff will submit its recommendation to the City Council or the awarding officer, as applicable, for award of the Agreement to the Respondent that it determines to offer the most advantageous Proposal. The Respondents will be notified of staff's intended recommendation by a Notice of Selection which will be posted on the City's website at [www.sanramon.ca.gov](http://www.sanramon.ca.gov), and which may also be emailed to each Respondent that submits a Proposal."

Question:

How will the points be given, will they be distributed in comparison to our competitors or based on a scale you have on file?

Answer:

How the points are assigned is outlined in the RFQ and is determined by how responsive a proposal is to each of the factors. See Evaluation and Review Sections from RFQ.

Page 4 of the RFP titled "Evaluation" states:

5. EVALUATION

The factors that the City will consider in evaluating Proposals are as follows:

- General qualifications 1-15 points
- Relevant experience 1-15 points
- Proposed staffing 1-15 points
- Pricing 1-15 points
- Proposed approach 1-10 points
- Responsiveness 1-10 points
- References 1-10 points
- Interview (if requested) 1-10 points

SELECTION AND AWARD

A. Review. Proposals will be reviewed for responsiveness and evaluated and ranked based on the factors listed in Section 5, above. When the evaluation is complete, the Proposals will be ranked based on total scores to identify the Proposal that is the most advantageous to the City. Acting in its sole discretion, the City may elect to conduct interviews with shortlisted Respondents."

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Question:

Seems like the points are subjective, how do we know if the points will be distributed fairly and without a preference for another contractor?

Answer:

This process is very subjective when assigning points, but that is allowable under the RFQ. There may be a preference for another contractor because the other contractor had a better proposal and was more responsive than they are to the evaluation factors.

What isn't subjective is how the points add up and where each proposer falls into the ranking. At that point, the evaluators will determine the #1 ranked proposer is the "Most advantageous Proposal to the City".

Question:

Is there a committee that will be awarding points or will it be one person?

Answer:

Usually it is a committee of 3 or more, but that is up to the Department. It is advisable and more defensible to have a committee of evaluators so as to avoid even the perception that one individual will express favoritism, and that multiple committee members can dilute any favoritism that may be harbored by an individual.

Question:

On the bid walk, it was noticed that there was insulation in some of the duct work. Do we need to provide pricing for removal?

Answer:

Yes, please include a unit price for insulation removal on your billrate sheet. Per the RFP specifications: "Replacement of damaged insulation is not covered by this specification. In the event damage is found, the Contractor shall advise the City, and may at the City's direction, provide an estimate of the cost of additional work required to repair the damage at the rates for additional work contained in the Contractor's bid submittal. If the City directs the Contractor to proceed with the repair, all repairs shall be in accordance with these specifications, all applicable codes and regulations, and industry standards."