



SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT

Protecting public health since 1916

Request for Proposal

Interior Painting

Date of Issuance: 11/29/2018

Submittal Deadline: 12/28/2018 4:00 PM PST



REQUEST FOR PROPOSAL (RFP)

Interior Paint

9,700 sq ft / 2 floor office building

A. General Information

The San Mateo County Mosquito and Vector Control District (the District) desires to contract with Licensed and Insured Business.. The District is looking for a Painting Contractor with the following qualifications.

- 1) Comply with State of California Labor Code (see attached)
- 2) Perform duties during normal business hours (0800hrs-1630hrs M-F)
- 3) Maintain District insurance requirements as stated in this document
- 4) Work **MUST** be performed in a safe manner (CalOSHA regulations and guidelines)

Review Process. During the evaluation process the District reserves the right to request additional information, and/or to allow corrections of errors or omissions.

The District reserves the right to retain all proposals submitted and the usage of any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Government Code Sections 6550 et. seq., the "Public Record Act" defines public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

The District cannot represent or guarantee that any information submitted in response to this RFP will be confidential. If the District receives a request for any document submitted in response to this request, it will not assert any privileges that may exist on behalf of the person or business entity submitting the proposal. It is the responsibility of the person or business entity submitting

the proposal to assert any applicable privileges or reasons why the document should not be produced.

B. Terms of Engagement

Contracts executed pursuant to this RFP will require the selected contractor to defend (by counsel reasonably satisfactory to District), indemnify and hold harmless the District, its officers, its Board of Trustees and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the consultant's performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claims to be caused by, the negligent act, omission, or other fault of the contractor or any subcontractor of the contractor, or any officer, employee, or agent of the contractor or any subcontractor, or any person for whom the contractor is responsible.

The District may conduct investigations, as it deems necessary, to assist in the evaluation of any proposal. The final selection and award will be made by the District Manager.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

- 1) Patch holes / cracks on surfaces to be painted
- 2) Prep surface as needed to insure proper adhesion of final coat
- 3) Mask or cover all surfaces during active prep and paint preventing dust and paint debris
- 4) Apply single coat of premium latex paint matching existing color and texture
- 5) Work to be performed during District business hours

The firm that is selected must be technically and professionally capable of providing the services and must be free from actual conflicts of interest not only at the time of selection, but also throughout the term of the contract.

III. CONTACT INFORMATION

The principal contact with the District will be Paul Weber, Maintenance and Facilities Coordinator, who will coordinate the District's interactions with the Contractor. He can be reached at (650) 344-8592. Paul's email address is pweber@smcmvcd.org

IV. RFP Schedule

- A. Distribution of RFP on 11/29/2018
- B. Sealed RFP Responses due to District by 12/28/2018, 4:00 p.m. PST.
- C. Selection Committee reviews proposals and schedules interviews, if deemed necessary, on a

date to be determined.

- D. The Selection Committee to vote on recommended proposer on 1/2/2019, or as soon thereafter as may be considered.

V. SELECTION PROCESS AND CRITERIA

A. Selection Process

The selection process will involve the review of the proposals for compliance with the requirements of the RFP. In addition, they will be evaluated for experience of assigned personnel with similar engagements, qualifications of the firm, and approach to the engagement. Cost will also be considered, however, this will not be a sole selection criterion. Based upon the review of the written proposals, those determined to most closely meet the needs of the District will be interviewed. A final recommendation will be made to the full Board of Trustees, which may award the agreement.

VI. PROPOSAL REQUIREMENTS

A. General Requirements:

1. Submission of Proposals:

By 4pm PST, on 12/28/2018, The proposal should be delivered to:

San Mateo County Mosquito and Vector Control District
Attention: Paul Weber
1351 Rollins Road
Burlingame, CA 94010

2. Responding Proposal Requirements:

- a. Full description of work to be performed (incl. time frame)
- b. Total Cost
- c. Description of billing practice and payment terms
- d. Proof of insurance
- e. Warranty

3. Proposal Selection Process and Evaluation

- a. Only complete proposals will be evaluated.
- b. Applicants are encouraged to submit questions about this RFP and visit the District if necessary.
- c. If the District determines, at its sole discretion, that additional information is required or desirable beyond that provided in the proposal(s) of any of the

applicant(s), District shall invite the applicant(s) to make oral and/or written presentations to the Evaluation Committee.

- d. The evaluation of proposals will be made by the Selection Committee. The Committee will evaluate proposals and the qualifications of applicants submitting proposals and make recommendations regarding the applicants to the District Manager.
- e. Evaluations of proposals will be based on the following criteria:
 - 1. There is a clear understanding of the scope of services to be provided, there is sufficient staffing proposed to provide the services, and training and supervision is sufficient to provide services.
 - 2. Price for the Scope of Services requested
 - 3. The value of any cost-saving options presented, to the extent the options are acceptable to the District, at its sole discretion
 - 4. Other factors that may be determined by the District to be necessary or appropriate in its discretion.
- f. Inability to Negotiate a Contract

After an applicant has been recommended by the Selection Committee, The Committee will negotiate a contract for submission to the District Manager for consideration and possible approval. If a satisfactory contract cannot be negotiated, the District may, in its sole discretion, begin contract negotiations with one of the remaining applicants.

4. Insurance

General Liability and Property Damage NO LESS THAN 1,000,000 COVERAGE / Workers Compensation.

5. Administrative Requirements

- a. Nondiscrimination / Equal Benefits for Domestic Partners Applicants will comply with the following nondiscrimination employment requirements:
 - 1. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over forty), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis, or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
 - 2. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this contract. Contractor's personnel policies shall be made available to the District upon request.

- b. The Applicant agrees to fully comply with all local, state and federal laws, regulations and ordinances in the submittal of its application and the performance of contractual services required hereunder.

6. Right to Reject All Proposals

This RFP does not commit District to award an agreement or to contract for services. The District reserves the right to reject any and all proposals, to waive minor irregularities in any proposal, to negotiate with qualified sources, or cancel this request in total or in part. The proposer must bear the costs of preparing and submitting their proposals and the District will not reimburse those costs.

7. Withdrawal of Proposals

Proposals may be withdrawn at any time.