



SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT

Protecting public health since 1916

Request for Proposal

Date of Issuance: 4/11/2019

Submittal Deadline: 4/26/2019 4:30 PM PST



**SAN MATEO COUNTY MOSQUITO
AND VECTOR CONTROL DISTRICT**

REQUEST FOR PROPOSALS (RFP)

LED Lighting Fixtures and Accessories

I. INTRODUCTION

A. General Information

The San Mateo County Mosquito and Vector Control District (the District) desires to purchase LED Lighting Products. The District is looking for an vendor to procure and supply LED Products for a facility wide retrofit.

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. Term of Engagement

Contracts executed pursuant to this RFP will require the selected supplier 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 consultant or any subcontractor of the consultant, or any officer, employee, or agent of the consultant or any subcontractor, or any person for whom the consultant 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 Board of Trustees.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

Procure and supply the District with lighting retrofit parts specified in attached list.

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. DESCRIPTION OF THE DISTRICT

A. Paul Weber..... (650) 344-8592

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

B. Background Information:

District was formed in 1916 in an effort to control severe outbreaks of salt-marsh mosquitoes. Over the years the District has extended services to include all species of mosquitoes and now provides services for all vectors. Today the District service area covers all of San Mateo County.

IV. RFP Schedule

- A. Distribution of RFP on 04/11/2019
- B. Sealed RFP Responses due to District by 4/26/2019, 4:30 p.m. PST.
- C. Evaluation Committee reviews proposals before 04/30/2019 4:30 p.m.
- D. Finance Committee review and recommendation 05/06/2019
- E. Full Board of Trustees to vote on recommended proposer on 5/8/2019, 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 4:30 p.m. PST, on 04/26/2019 Proposal should be delivered to:

San Mateo County Mosquito and Vector Control District
Attention: Paul Weber, Facilities and Maintenance Coordinator
1351 Rollins Road
Burlingame, CA 94010
Or pweber@smcmvcd.org

2. Responding Proposal Requirements:

- a) Cost
- b) Payment Requirements
- c) Anticipated Schedule of Delivery
- d) Ability to administer manufacturer 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 Board of Trustees Finance Committee. The Evaluation Committee will evaluate proposals and the qualifications of applicants submitting proposals and make recommendations regarding the applicants to the District Manager.
- e. Inability to Negotiate a Contract

After an applicant has been recommended by the Evaluation Committee, the District Manager will forward submission to the District's Board of Trustees 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

N/A

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.