



CITY OF BELL GARDENS PUBLIC WORKS DEPARTMENT

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REQUEST FOR INFORMATION

To: Prospective Bidders

From: Chau L. Vu, Public Works Director

Date: 1/10/2019

Subject: Request for Information # 2 City of Bell Gardens - HVAC Preventive Maintenance & Repairs Services RFP

The following requests for clarification or questions to the subject project RFP were received by the City. After review of these questions and reevaluation of the RFP, the City eliminated several forms/attachments initially required in the RFP. Please see responses below.

Please note the City will require performance bond of \$5,000, a non-collusion affidavit and proposal response form attached in the e-mail sent with this RFI.

Question No. 1: On page 3, Section 10, it lists the following forms,

Response to No. 1:

a. Bidder's Security

Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Bidder's Security form will not be required as part of the RFP.

b. Contractor's Classification

Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Contractor's Classification form will not be required as part of the RFP.

c. Designation of Subcontractors

Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Designation of Subcontractor form is not applicable or required as part of the RFP.

d. Rejection of Bid for prior disqualifications, removals, or otherwise prevented from bidding because of violation of the law or a safety regulation.

Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Rejection of Bid for prior disqualifications, removals, or otherwise prevented from bidding because of violation of the law or a safety regulation form will not be required as part of the RFP.

e. Non-Collusion Affidavit

The non-collusion affidavit has been included in the e-mail released with this RFI.

f. Schedule of Unit Prices

Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Schedule of Unit Prices is not applicable or required as part of the RFP.

Question No. 2: On page 3 "Quality Control Plan". Typically these are used for construction projects rather than maintenance and repairs. It says, "Contractor must obtain a Quality Control Plan at the time of proposal submission." I am trying to confirm if it is required that a Quality Control Plan be included in this proposal?

Response to No. 2: Please disregard this requirement. After review of the requirement in question by the City, it has been determined that the Quality Control Plan will not be required as part of the RFP.

Question No. 3: Will the contractor that is awarded the project be given direct login access to the wifi thermostat controls?

Response to No. 3: The City will provide direct login access to the wifi thermostat controls.

Question No. 4: On page 13, under "Required Attachments" it says that a "Staffing Form" must be included. Where can this form be obtained?

Response to No. 4: Please disregard this requirement. After review of the requirement in question by the City, it has been determined that a Staffing Form will not be required as part of the RFP.

Question No. 5: On page 13, under "Required Attachments" it says that a "Sample Invoice and Monthly Report" must be included. Is there a preferred format for the monthly report? Is there specific information that should be included in the monthly report?

Response to No. 5: The City has omitted this requirement from the RFP for now. At the City's discretion, this requirement may be discussed during the interview process or during award of contract to determine the most appropriate format for these reports.