



September 29, 2020

REQUEST FOR PROPOSALS

The City of Lake Elsinore, hereinafter referred to as the City, is inviting proposals from licensed and qualified general contractors ("Contractor") to provide on-call, minor construction, as needed, and/or emergency repair services ("Services") for the City. The Contractor will provide full range construction, maintenance, and repair services that may include but is not limited to installations, routine maintenance, service calls, supplies, and emergency services. The City intends to award multiple contracts to different Contractors who can provide 24 hour-a-day, 7 day-a-week, on-call support on an as-needed basis.

Time Schedule:

The following is the City's tentative schedule for the selection of a qualified contractor:

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| 1. | Request for Proposal (RFP) | September 29, 2020 |
| 2. | Deadline for Questions | October 15, 2020 <i>no later than 2:00 p.m.</i> |
| 3. | Deadline for submitting RFP | October 29, 2020 no later than 2:00 p.m. |
| 4. | Review and Evaluation | October 30, 2020 to November 2, 2020 |
| 5. | Optional Interview if Required | To Be Determined |
| 6. | Tentative Award and Start Date | November 10, 2020 |

Sealed written responses must be received by the Prior to 2:00 p.m., **October 29, 2020** Proposals shall be submitted to:

City of Lake Elsinore
Attn: City Clerk
130 South Main Street
Lake Elsinore, CA 92530

The City of Lake Elsinore utilizes PlanetBids, Inc. to administer its Online Bidding System. PlanetBids requires potential vendors and bidders to register <https://www.planetbids.com/portal/portal.cfm?CompanyID=14272#> to download contract and RFP documents, thereby assuring a means of notifying vendors and bidders are identified as "Planholders" of all subsequent information and addenda issued by the City. Only the electronic documents downloaded directly from PlanetBids will be considered to be **official** documents of the City of Lake Elsinore. Each submittal shall be made on the proposal form furnished in the RFP and enclosed in an envelope supplied by the bidder, bearing the title of the work and the name and address of the bidder. It is the bidder's sole responsibility to ensure that the bid is received in proper time in the City Clerk's Office at the address and time hereinabove set forth. Any Submittal received after the scheduled closing time for receipt may be returned. No facsimile bids shall be accepted by the City.

Submittal of response by fax is not acceptable. All questions technical, commercial, or contractual in nature shall be directed to gpapagolos@verizon.net. **Contact with City of Lake Elsinore personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.**

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Candice Alvarez, MMC
City Clerk

Published: 10/06/2020