



County Of Siskiyou

Request for Proposals (RFP) RFP # 24-107010-02 – Facilities Management

For

Government Center IT Upgrades

311 4th St. Yreka, CA

Proposals may be mailed, delivered, or emailed to:

Amanda Kimball

Facilities Management

1312 Fairlane Road Suite 4

Yreka, CA 96097

RFP_RFB_Submissions@co.siskiyou.ca.us

Proposals Due by:

October 2, 2024

3:00 PM Local Time

County of Siskiyou
Request for Proposals
Government Center Server Room Move

Proposed Timeline

Date	Activity
08/12/2024	Release of Request for Proposals (RFP)
08/29/2024	Mandatory Pre-Bid Meeting/Walk Through. Starting at 311 4 th St, Yreka CA at 10:00 A.M. Local Time
09/6/2024	Deadline to Submit Questions
9/25/2024	All Addendums will be posted
10/02/2024	Submission of Proposals due by 3:00 PM Local Time 1312 Fairlane Road, Yreka 96097
10/2/24	Review of Proposals
Within 30 days after Review	Notification of Final Selection
TBD	Contract Processed and Board of Supervisor Approval
TBD	Project Start Date

1.0 Notice to Bidders

The County of Siskiyou, hereafter referred to as the “County,” is located in Northern California and borders Oregon. Notice is hereby given that the Siskiyou County General Service is inviting bids for the Government Center IT Upgrades, Server Room move project. This contract will involve the relocating and wiring the current server room to the new location in the building located at 311 4th Street, Yreka, CA 96097.

Interested contractors shall submit their Sealed Proposal no later than **3:00 p.m. Local Time on October 2, 2024**, This submission shall include the entire Request for Proposal documentation and any amendments if issued. Contractors will deliver (1) original and (2) complete copies to the following address:

**Attn: Facilities Management Director
RFP for
Government Center IT Upgrades
Siskiyou County Facilities Management
1312 Fairlane Road, Suite 4
Yreka, CA 96097**

Proposals received after the above-cited time will be considered late and not accepted.

2.0 Introduction

Siskiyou County Facilities Management Department is seeking qualified Contractors to provide a rewire for the new relocated server room to the backup generator, move all equipment from the current server room to the new one, and rewire all departments with CAT6. Contractor will need to update the fiber between the Government Center and the Jail.

All Bidders must be Contractors holding a valid State of California Contractor's license to perform the required work as provided by the Business and Professions Code. The Contractor's license(s), number(s), and expiration date(s) must be provided.

Prevailing wages will apply as specified by the California Department of Industrial Relations (DIR). California State Prevailing Wage information is available through the California DIR websites below:

[DIR FAQ](#)

[DIR Wage Determination](#)

Prior to submitting a bid for a Public Works Project, Contractor and all subcontractors must be registered with the Department of Industrial Relations (DIR) and qualified to perform public work pursuant to Labor Code section 1725.5, subject to legal exceptions and Labor Code section 1771.1.

Public Works contracts will be subject to compliance monitoring and enforcement by the DIR pursuant to Labor Code section 1771.4. Additional information may be found at the [DIR website](#).

3.0 Scope of Work

The purpose of this project is to relocate the existing IT room on the first floor to the basement. The scope of work includes:

- Coordination with County staff for sequencing and outages.
- Minor demolition and finish work in the new IT room.
- Installation of a new electrical panel in the new IT room.
- Installation of new receptacles and lighting in the new IT room.
- Electrical infrastructure to support mechanical equipment for the new IT room.
- Electrical work to remove the existing IT room panel from generator power.
- Demolition of existing data cabling in entire facility and refeeding devices with Cat6E cabling and new supports.
- Installation of a new fiber optic feed from the existing jail to the new IT room.

The following items will be handled by the County and are not in the scope of work:

- Demolition of existing IT room other than for the main electrical feed.
- Racking, supports, IT equipment install in new IT room.
- HVAC equipment in new IT room.

Engineer's Construction Cost Estimate is - \$459,000.00

4.0 Submission Requirements

A. Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.
- b. Please fill out the Bid Proposal Form (Attachment A)
- c. The bid for that each Bidder will submit contains express representations regarding the Bidder's examination of the Project documentations, Site visit, and preparation of the bid, and certifications regarding lack of collusion or fraud in connection with the bid. Bidder should review these representations and certification and assure that Bidder can make the representations and certification in good faith, before executing and submitting its bid.
- d. If Bidder is awarded the Contract, Bidder (as Contactor) will make similar express representations and certifications when it executes the Agreement.

2. Qualifications

- a. Provide specific information concerning the proposer, subcontractor, joint venture, or partnership qualifications and experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. A Bidder's failure to submit required qualification information within the times indicated may disqualify Bidder from receiving an award of the Contract
- c. County has the right to seek addition pertinent information regarding Bidder's qualification on the submitting information.

3. Company Profile

- a. Provide a brief description of your company, including an organization chart, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of the methodology developed to perform all required services, information as to the type of products and equipment that are anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.
- b. Provide a clear timeline for work as part of bid package.

5. Mandatory Walk through of County Buildings:

- a. A person, with the authority to bid on projects, within your organization, must attend the mandatory pre-bid walk through on August 29, 2024, at 10:00 a.m. Local Time, to start at 311 4Th St., Yreka CA 96097
- b. Information presented at the pre-Bid conference does not alter the Project or Contract documents. County will issue Addenda to make any changes the result from the discussions at the pre-Bid conference. Information presented, and statements made at the pre-Bid conference will not be binding or legally effective unless incorporated in and Addendum.

6. References:

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

7. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

8. Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

5.0 Bid Proposal

Each bid must be on a "Bid Proposal" furnished by the County as part of the Contract Documents. Any change in, or addition to the Bid Proposal or any modifications of the Bid Proposal which is not specifically called for in the Contract Documents or the omissions from the Bid Proposal of any information or response which is specifically called for in the Contract Documents may result in the County's rejection of the bid as not being responsive to the Notice inviting Bids.

All blanks in the Bid Proposal must be appropriately responded to. If an answer or other response to a blank is not applicable, the blank shall be responded to with "N/A".

The Bid Proposal must be completed in ink or in typewritten form. The bid sum and all bid amounts on the form must be stated in words and numerals: in case of a conflict, words will take precedence. The Bid Proposal must not contain any erasures, interlineations or other corrections, unless each such correction is suitably authenticated by affixing in the margin, immediately opposite the correction, the surname(s) of the person(s) signing the bid. The Bid Proposal and each attachment thereto shall be executed in the manner required by the hereinafter section titled "Signatures."

No person, including without limitation, any individual, partnership or corporation, shall make, file or be interested in more than one bid for the work unless alternate bids are specifically called for. A person that has submitted a sub bid to a Bidder that has quoted prices of materials to a Bidder is not disqualified from submitting a sub bid or quoting price to other bidders or making a prime bid.

The bid shall be enclosed in a sealed envelope, marked with the project identification, name of Bidder, address of the Bidder and shall be accompanied by the Bid Bond and

other required documents. If the bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face thereof.

Any bid received after the scheduled closing time for receipt of bids will be returned to the Bidder unopened. The County is not responsible for any delays in Postal Service, which cause a late/non-responsive bid.

County reserves the right to accept or reject any and /or all Bids and to make that award which is in the best interest of the County.

6.0 Contract Times:

A. The number of days within which, or the dates by which, the Work is to be (a) substantially completed and (b) ready for final payment, and (c) Milestones (if any) are to be achieved, are set forth in the Agreement

B. Provisions for liquidated damages, if any, for failure to timely attain a Milestone, Substantial Completion, or completion of the Work in readiness for final payment, are set forth in the Agreement.

7.0 Substitute and "or equal" items

A. The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents, and those "or-equal" or substitute materials and equipment subsequently approved by Engineer prior to the submittal of Bids and identified by Addendum. No item of material or equipment will be considered by Engineer as an "or-equal" or substitute unless written request for approval has been submitted by Bidder and has been received by Engineer at least 15 days prior to the date for the receipt of Bids. Refer to the Manufacturer's Certification form provided in these Construction Contract Documents. The burden of proof of the merit of the proposed item is upon Bidder. Engineer's decision of approval or disapproval of a proposed item will be final. If Engineer approves any such proposed item, such approval will be set forth in an Addendum issued to all registered Bidders. Bidders cannot rely upon approvals made in any other manner. Substitutes and "or-equal" materials and equipment may be proposed by Contractor in accordance with communication with County and Engineer after the Effective Date of the Contract.

B. All prices that Bidder sets forth in its Bid will be based on the presumption that the Contractor will furnish the materials and equipment specified or described in the Bidding Documents, as supplemented by Addenda. Any assumptions regarding the

possibility of post-Bid approvals of “or equal” substitution requests are made at Bidder’s sole risk.

8.0 Subcontractors, Supplies, and Others

- A.** A Bidder must be prepared to retain specific Subcontractors and Suppliers for the performance of the Work if required to do so by the Bidding Documents or in the Specifications. If a prospective Bidder objects to retaining any such Subcontractor or Supplier and the concern is not relieved by an Addendum, then the prospective Bidder should refrain from submitting a Bid.
- B.** If required by the Bid Documents, the apparent Successful Bidder, and any other Bidder so requested, must submit to Owner a list of the Subcontractors proposed for the Work. **(Attachment F)**
- C.** If requested by County, such list must be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor or Supplier. If County or Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, County may, before the Notice of Award is given, request apparent Successful Bidder to submit an acceptable substitute, without an increase in Bid price.
- D.** If apparent Successful Bidder declines to make any such substitution, County may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors and Suppliers. Declining to make requested substitutions will not constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor or Supplier, so listed and against which County or Engineer makes no written objection prior to the giving of the Notice of Award will be deemed acceptable.

9.0 Bid Bond

Each proposal shall be accompanied by a bid guarantee equivalent to ten percent (10%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the Bidder will, upon acceptance of his bid, execute such Contractual documents as may be required within the time specified.

10. Bid Protest

A. Any Bid protest must be received by the County’s place of business via drop off or email by 3:00 p.m. no later than five working days following the Notice of Award (the “Bid Protest Deadline”) and must comply with the following requirements:

- 1) **General.** Only a Bidder who has actually submitted a Bid Proposal is eligible to submit a Bid protest against another Bidder or against the County’s

determination of the lowest responsive Bidder. Subcontractors are not eligible to submit Bid protests. A Bidder may not rely on the Bid protest submitted by another Bidder but must pursue its own protest. For purposes of this section, a “working day” means a day that the County is open for normal business and excludes weekends and holidays observed by County.

2) **Protest Fee.** The protesting Bidder must submit a non-refundable fee in the amount of \$5,000 in the form of a cashier’s check payable to the County, which is based upon County’s reasonable cost to administer the Bid protest. Any such fee must be submitted to the County at the same time the protest is submitted.

3) **Protest Contents.** The Bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address, email address, and telephone number of the person representing the protesting Bidder and the protesting Bidder.

4) **Copy to Protested Bidder.** The protesting Bidder shall concurrently transmit by fax or by email a copy of the protest and all supporting documents, by or before the Bid Protest Deadline, to the County, protested Bidder, and all Bidders that submitted a Bid Proposal for this Work.

5) **Response to Protest.** The protested Bidder may submit a written response to the protest, provided the response is received by the County before 3:00 p.m., within two working days after the Bid Protest Deadline or after actual receipt of the Bid protest, whichever is sooner (the “Response Deadline”). The response must include all supporting documentation responding to the basis of the protest. Material submitted after the Response Deadline will not be considered. The response must include the name, address, email address, and telephone number of the person representing the protested Bidder if different from the protested Bidder.

6) **Copy to Protesting Bidder.** A copy of the Response to Protest and all supporting documents must be concurrently transmitted by drop off or by email, by or before the Bid Protest Deadline, to the Owner, protesting Bidder and any other Bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.

7) **Exclusive Remedy.** The procedure and time limits set forth in this section are mandatory and are the Bidder’s sole and exclusive remedy in the event of Bid protest. A Bidder’s failure to comply with these procedures will constitute a

waiver of any right to further pursue a Bid protest, including filing a Government Code Claim or initiation of legal proceedings.

8) **Right to Award.** The County reserves the right to award the Contract to the Bidder it has determined to be the responsible Bidder submitting the lowest responsive Bid and to issue a Notice to Proceed with the Work notwithstanding any pending or continuing challenge to its determination. The County shall provide the low Bidder notice via email at least five working days prior to the Notice of Award being executed by the County.

11.0 Performance and Payment Bonds:

A. The successful bidder (Contractor) agrees to furnish a performance bond for one hundred percent (100%) of the Contract price. This bond is one that is executed in connection with a Contract to secure fulfillment of all the Contractor's obligations under such Contract. (Attachment E)

B. The Contractor agrees to furnish a payment bond for one hundred percent (100%) percent the Contract price. This bond is one that is executed in connection with a Contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the Contract.

12.0 Selection Process

A. The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references

B. The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

13.0 General Information

A. Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County General Services, **1312 Fairlane Road, Suite 4, Yreka CA 96097** on or before **3:00 PM, Local Time October 2, 2024** (ATTN: Amanda Kimball, Director).
2. **Mailing:** Hard copy proposals by way of mail must be mailed to **1312 Fairlane Road, Suite 4, Yreka CA 96097** and postmarked by **3:00 P.M. Local Time, October 2, 2024**.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Amanda Kimball, Project Coordinator at RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by **3:00 P.M. Local Time , October 2, 2024**.

Proposers shall provide one (1) original copy with signature and four (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one copy

Proposers are asked to direct all inquiries related to the project(s) to Amanda Kimball, Director, akimball2@co.siskiyou.ca.us, 530-842-8800

B. The County will provide the following to assist the selected entity(s):

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
4. Advice on the project scope of work.
5. Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis

prohibited under state or federal law.

14.0 Attachments

- A) Bid Proposal Form(Required for bid submittal)
- B) Approved Building Drawings
- C) Approved Technical Specifications
- D) Siskiyou County Public Works Contract (Example)
- E) Payment and Performance Bond (Example)
- F) Subcontractor List(Required for bid submittal)
- G) Application for payment (Example)