



**CITY OF CORONA
WINDOW REPAIR AND BOARD-UP REPAIR SERVICES
REQUEST FOR PROPOSALS (RFP) 17-004HC
ADDENDUM No. 2**

May 19, 2017

Administrative Services Department - Purchasing Division **Contact: Holli Clear**
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Addendum No. 2 to Window Repair and Board-Up Repair Services, RFP 17-004HC is issued to revise Section III, letter A., Evaluation Criteria on the Evaluation and Award form.

By this reference, all provisions and attachments to this Addendum No. 2 are hereby incorporated into RFP 17-004HC. Prospective contractors shall account for all provisions pursuant to this Addendum No. 2 in submitting their bid. Each contractor shall acknowledge receipt of this Addendum No. 2 in their bid in the spaces provided therein.

1. City Contract Document Modifications/Clarifications

- 1.01 Section III, letter A., Evaluation Criteria, is hereby deleted in its entirety and replaced with Exhibit A.

EXHIBIT A

A. EVALUATION CRITERIA

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposals determined to not meet one or more material RFP requirements may be excluded. The minimum selection criteria will include:

- 1. Work Plan/Work Organization – 25%**
 - It must be logical and laid out in a clear and thoughtful manner.
 - Proposal includes a complete plan to accomplish the requirements, including subcontracting.
 - Plan demonstrates that appropriate personnel and equipment will be positioned efficiently to carry out the requirements.
 - Innovative approaches and ideas, specific methods and techniques to be employed by the contractor.
 - Considerate of time constraints within the job.
 - Meets all applicable guidelines as set forth in the RFP.

- 2. Qualifications of Company and Personnel (Experience) - 25%**
 - Strength and stability of the firm and any subcontractors.
 - Provide data on the level of experience in specific contracts of this type including performance and abilities (minimum of 3 examples) in addition to listing a minimum of three references.
 - Qualifications, education, technical competence, licensing, and experience of the firm's staff and subcontractors assigned to the project.
 - Key personnel's level of involvement in performing related work and or close oversight.
 - Adequacy of labor commitment.
 - Demonstrated knowledge of the scope of work required, capability of performing specific tasks outlined in the RFP based on similar work experience.
 - Provided samples of craftsmanship and quality of work for other similar projects.

- 3. Approach to Safety Measures - 25%**
 - Comply with OSHA requirements and applicable laws, ordinances, rules, regulations and orders.
 - Provided an Injury and Illness Prevention Program (IIPP).
 - Demonstrated that they do not have a serious or willful OSHA violation in the last 5 years.

- 4. Reasonableness of Cost and Price - 25%**

- Value provided.
- Reasonableness of the hourly rates, labor hours, and fees required to perform the work in relation to the scope of work and other proposals received, as well as reasonableness based on project costs for recently completed projects of similar scope and size. Consider travel time, if applicable, when evaluating reasonableness of rates.
- Responsiveness to RFP and exceptions to or deviations from the RFP requirements.
- The total fee for non-optional and optional tasks will be judged for value and used as the basis of comparison between the proposals submitted.
- Quality of materials used.

Thank you,

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