



## **RESPONSES TO QUESTIONS REGARDING RFP FOR PROPERTY MAINTENANCE SERVICES**

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Note – some questions may have been abridged

- 1. QUESTION:** Here as of late we are looking to expand our services in the San Diego area and the type of RFP (Property Maintenance Services) that you put out, is exactly the type of expansion we have been discussing. We have access to several vendors and several subcontracting companies to assist us whenever we need it. We also currently have, or can obtain, several different certifications such as forklift certifications, fall protection certifications, welding certifications, electrical certifications ETC. Therefore, we would like to know if it is possible to bid on this proposal. From what we have read so far in the RFP it appears that we would only need to have a business license to conduct the outlined work. Please advise.

**RESPONSE:** Due to the nature of the work being performed, basic property maintenance services, it is preferred that the respondent have the organizational expertise and internal staffing to provide all services as described in the scope of work. Under very particular or unique circumstances, there may be a need for you to hire a subcontractor for expertise not available within your organization. However, the need for subconsultant expertise will likely not occur during the term of your agreement with Civic San Diego.

Generally, the type of services being requested, basic property maintenance, do not require special government licenses or certificates. If the need arises for a licensed contractor (i.e. electrician, plumber), we may ask you to hire this outside licensed professional. Again, as mentioned, a general business license should be adequate. Any organization that feels that they have the expertise or ability to perform the scope of services in this RFP is welcome to submit a proposal.

- 2. Do you need any kind of license?**

**RESPONSE:** Please see answer in Question 1 above.

- 3. QUESTION:** How can you become a vendor?

**RESPONSE:** To be selected as a vendor for this property maintenance RFP, please submit a responsive proposal with the required items as listed in the RFP section 2 (Submittal Requirements), section 3 (Selection Process and Evaluation Criteria), and

Section 4 (Declarations and Additional Information). In addition, please review the Scope of Services, Appendix A-1, for the services requested and the list of properties to be maintained.

**4. QUESTION: Do we need to get insurance from a place you ask us to?**

**RESPONSE:** Please see Section 2.8 “Insurance.” It states “This section shall include proof of insurance as required under the Insurance terms of the sample contract in Appendix B – Sample Contract.” Your insurance agent can provide this proof of insurance. Civic San Diego does not need to be named as an additional insured at the moment, since you have not yet entered into a contractual agreement with Civic San Diego.