

REQUEST FOR PROPOSAL (RFP)
FCARC # - 106

*Consulting Services for Safety and Environmental Program
Support*



ADDENDUM NO. 1
July 20, 2015

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this addendum on behalf of the company listed below.

Signed: _____ Dated: _____

Name and title: _____

Company: _____

ADDENDUM NO. 1
TO RFP FCARC # - 106

- 1.0** This addendum is considered to be part of the RFP. All other terms of the RFP remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFP. Any information contained herein will be considered part of the RFP and as such will be used in the evaluation of the bid responses. Attention all potential bidders, if you have already submitted your proposal, please review this addendum and re-submit your bid response should this addendum modify your initial bid response.
- 2.0** To verify that all Vendors have received a copy of this addendum, please sign the cover page of this addendum and include it within your proposal, refer to Required Format of Proposals, Section 9.0, to:

Riverside County Flood Control and Water Conservation District
Purchasing Section
Attention: Gregg Grim, Buyer II
**RFP FCARC # - 106 / Consulting Services for Safety and
Environmental Program Support**
1995 Market Street
Riverside, CA 92501

3.0 Questions from Bidding Firms:

Q1 - Is the MSDS database in Access format or a different software format?

*Answer: The MSDS sheets are not maintained in a database. They are in a PDF format.
All those that use it have a copy and our current Safety Consultant keeps the original and tracks any changes.*

Q2 - Is onsite support for no less than 24 hours per week?

Answer: Yes

Q3 - What are the hours?

Answer: Consultant will need to work in the confines of our 4/10 work schedule. Work schedules are between the hours of 6 a.m. and 5 p.m.

Q4 - What is the estimated start date?

Answer: A decision will be made within 30-60 days after bid closes.

Q5 - Is the cost of preparing the proposal reimbursed?

Answer: Pg. 11 Section 8.7 of the RFP states, "The District shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process."

Q6 - Will the number of employees be provided for the training classes?

Answer: Yes.

Q7 - If you work for a larger corporation financial statements and balance sheets are normal practice but if you are a family owned business they are not normal and bank statements have personal information. What will be acceptable?

Answer: Financial statements (balance sheet and income statement) are a requirement of this RFP. Be advised that all financial statements submitted are kept confidential.

Q8 - Exhibit documents were sent out in a pdf. File. Does it matter if they are handwritten or typed?

Answer: No, documents can either be typed or legibly handwritten in ink.

Q9 - What is the "Contract Number" in Exhibit A?

Answer: For this purpose, the contract number is the RFP number.

Q10 - What is the "Authorized Classification/Subcontractors" in Exhibit B?

Answer: The license and name of whomever will be performing said trainings. Also include their credentials and education/training that qualifies them to perform training.

Q11 - What is the address for which contracted services shall be performed?

*Answer: 1995 Market Street Riverside, CA 92501
and/or any Flood Control District facility as needed.*

Q12 - What other forms can be proof of local vendor because in the consultant industry a business license is not needed? Can a bank statement that shows my home address work, if I work from home?

Answer: County of Riverside, California Board of Supervisor Policy Number B-17, Disabled Veteran and Local Business Enterprises, Section IIB states the following:

- B. Local Business as used in this policy means business firms meeting the following requirements:*
- 1. Fixed offices located within the geographical boundaries of Riverside County, authorized to perform business within the County, and in doing so, credit all sales tax from sales generated within Riverside County to the County, and provides, produce/s, or performs contracted work using employees, of whom the majority are physically located in said local offices.*
 - 2. A Riverside County business street address, shall be open and staffed during normal business hours and,*
 - 3. The business must establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the County as a local business.*

Q13 - Can a bank statement that shows my home address work if I work from home?

Answer: No

ALL OTHER ITEMS REMAIN THE SAME

[End of Questions]