



## City of Rialto

Deputy City Manager: Stephen Erlandson

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### **REQUEST FOR PROPOSAL #21-003**

#### **Request for Proposals Workforce Development Job Training Services**

**Closing Date: August 31, 2020, 6:00 P.M.**

RFP Number:	21-003
Due Date:	August 31, 2020
Time:	6:00 P.M.
Project:	Workforce Development Job Training Services

The prospective supplier shall submit a fully executed sealed proposal, to be received no later than 6:00 P.M., Monday, August 31, 2020. Sealed proposals shall be submitted to:

City of Rialto  
Administration  
150 South Palm Ave  
Rialto, CA 92376  
Attn: Stephen Erlandson

**NOTE:** Proposers are required to submit one (1) original RFP signed in ink, one (1) hard copy of the RFP, and one (1) electronic media version (*CD or USB Flash Drive*) copy of the RFP. Original and copies should be identified as such. Failure to provide copies may result in disqualification.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
**TABLE OF CONTENTS**

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<b>TITLE</b>	<b>PAGE</b>
Notice Inviting Sealed Proposals	3
Overview & Background	4
Diversity Business	5
Purchasing Schedule	6
Scope of Work	7
Disclosure of Proposal Contents	16
Proposer's Signature Declaration	17
Statement of References	18
General Information	19
General Terms & Conditions- RFP	20

CITY OF RIALTO  
STATE OF CALIFORNIA  
NOTICE INVITING SEALED PROPOSALS

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NOTICE IS HEREBY GIVEN by the City Council that the City of Rialto Purchasing Division will be accepting sealed proposals for: Workforce Development Job Training Services

Proposals must be received by Monday, August 31, 2020 at 6:00 P.M., in the Finance Office, 150 S. Palm Ave. Rialto, California 92376

No Proposal shall be considered unless it is made on the Proposal Form furnished by the City of Rialto and is made in accordance with the provisions of the Request for Proposal. All proposals must be labeled RFP 21-003 Workforce Development Job Training Services and the proposal price must be firm for ninety (90) days from date of the proposal opening in order to permit staff evaluation and City Council award. The City of Rialto City Council reserves the right to reject any or all proposals in whole or in part and may waive any irregularities or informality in any proposal to the extent permitted by law and when the public interest will be served thereby.

No oral interpretations will be made to any proposal as the meaning of the contract documents. Requests for an interpretation shall be made in writing and delivered to the Agency at least 5 days before the time announced for opening the proposals. Interpretations will be in the form of an addendum to the contract documents and, when issued, will be sent as promptly as is practical to all parties to whom the contract documents have been issued. All addenda shall be included in the contract when submitting the proposal.

The City Offices are closed every Friday and the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas.

Proposal packages are available online at <http://yourrialto.com/proposals-proposals/>

(s) Stephen Erlandson  
Deputy City Manager  
City of Rialto

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
OVERVIEW & BACKGROUND**

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The City of Rialto was founded in 1887 and incorporated in 1911. The City operates as a general law City with a City Council-City Manager form of government. Five (5) Council members serve four (4) year, overlapping terms, with elections held every two (2) years. The Council meets on the second and fourth Tuesday of every month. Municipal services are provided by the City's approximately 320 full-time benefited employees (as of May 31, 2019).

Rialto is an ethnically diverse and progressive community, which boasts several unique community assets including its own Police and Fire Departments, a City owned Racquet and Fitness Center, Performing Arts Theater, a Community Center and Senior Center. Rialto is conveniently located to various recreational pursuits from the mountains, beaches and desert.

The City of Rialto lies in the west portion of the San Bernardino Valley, due west of the County Seat. Rialto is sixty miles east of Los Angeles and 103 miles north of San Diego. Rialto is proud to be a City of commercial, residential, educational, cultural and industrial growth.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
DIVERSITY BUSINESS STATEMENT

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The City of Rialto encourages the maximum participation by small business, Veteran-Owned small business (VOSB), Service-Disabled Veteran owned small business (SDVOSBC), HUBZone small business, Small Disadvantaged business (SDB/DBE), and Women-Owned small businesses (WOSB).

It is the policy of City of Rialto, to conduct business with the above stated businesses whenever possible to the maximum extent that is feasible.

The City of Rialto shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of conducting business with the City of Rialto.

CITY OF RIALTO  
REQUEST FOR PROPOSAL  
SCHEDULE

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The City of Rialto reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this RFP process as shown below:

RFP Released:	July 29, 2020
Proposal Due:	<b><u>August 31, 2020</u></b>
Finalist Selected:	September 2, 2020 (Tentative)
Vendor Selected:	September 8, 2020 (Tentative)

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK**

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**I. OVERVIEW**

**OVERVIEW AND PURPOSE:**

This Request for Proposals (RFP) solicits competitive proposals for workforce development job training services. The intent of this RFP is to serve Rialto residents seeking full-time (at least 30 hours per week), permanent employment who have experienced a loss of income due to the COVID-19 pandemic. The outcome of the program must be a training-related job, or placement into a post-secondary program leading to a position that is full-time and meets the California minimum wage of \$13.00/hour. Educational placements must have evidence of value or recognition in the particular economic sector leading to better opportunities for advancement. For certain populations, part-time jobs (at least 20 hours per week) may be a strategic first step. Applicants proposing such strategies; however, must make a compelling argument in their favor. Services should include outreach and recruitment, in-depth assessment, classroom and (as appropriate) work-site instruction, case management, educational and career counseling, job placement, and post-placement services. The City of Rialto encourages designs that place participants on a career pathway that can lead to higher-paying jobs and have access to employer-provided education benefits and support in further training leading to better jobs.

We also seek innovative models or approach which respond to both job seeker and employer needs and result in successful job placements with advancement opportunities in today's changing economy. Because a significant part of developing economic security for families is financial management, we encourage program designs that include financial education and asset building opportunities for participants. It is also essential that proposed services are customized to the attributes and support needs of the program's target populations and assist that population in overcoming their barriers to employment.

**FUNDING AVAILABILITY AND PERIOD OF PERFORMANCE:**

The City of Rialto intends to award no more than \$114,324 in Community Development Block Grant CARES Act (CDBG-CV) funding for job training services for a period of one year to the successful applicant. Contracts resulting from this RFP are anticipated to commence October 1, 2020 and end on September 30, 2021.

**PURPOSE OF FUNDS:**

CDBG-CV funding must be used to meet the employment needs of lower income Rialto residents, defined as below 80% of median income according to the U.S. Department of Housing and Urban Development. The City of Rialto is interested in serving lower-skilled individuals, with multiple barriers to employment that have had a loss of income related to the COVID-19 pandemic.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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## II. ELIGIBILITY CRITERIA:

### ELIGIBLE APPLICANTS

**Eligible applicants are to only serve Rialto residents with these funds.**

Proposals must demonstrate capacity to provide state-of-the-art services to successfully prepare Rialto residents for employment. The City of Rialto is interested in proposals from training providers with the following competencies:

- Demonstrated ability to successfully educate, train and job-place low to moderate income residents, including one or more of the specific target populations identified above.
- Staff expertise in providing proactive case management to support clients in overcoming barriers to training, completing a program and retaining employment.
- Demonstrated ability to adapt curriculum and instructional methodology to meet the needs of people with a variety of learning styles and ability levels.
- Internal monitoring capabilities which allow for program modification as needed.
- Staff experience in engaging employers and strong employer involvement in program design.
- Staffing structures which support the services proposed.
- Programs designed to meet the needs of specific target populations with multiple barriers to employment through various support services.
- Integrated training models which incorporate adult basic education or ESOL (English for Speakers of Other Languages) and which connect participants to jobs and/or to post-secondary education leading to employment.
- Reemployment of dislocated workers and a commitment to provide training and related services to lower-income adults with multiple barriers to employment.

Ultimately, the City of Rialto will be looking for evidence of strong employer involvement in the form of a detailed Memorandum of Agreement. Multiple employer partners are encouraged. Proposals should clearly describe the skill competencies required by the employer partners. Applicants are encouraged to present data documenting need in the occupations they are targeting.



CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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## **PARTICIPANT ELIGIBILITY AND TARGET POPULATIONS**

This RFP solicits programs and services targeted to **individuals in need of skilled employment who are unemployed or underemployed as a result of the COVID-19 pandemic**. This can include people who have been out of the labor force for some time as well as individuals who are underemployed. For purposes of this RFP, underemployed can mean: those in temporary, part-time or unstable positions; those working in jobs without benefits; those whose income does not suffice to meet the needs of their families.

Participants funded by this grant must meet these eligibility criteria:

- Rialto resident
- Experienced a loss of income related to the COVID-19 pandemic
- Must be willing and able to be placed in and retain full-time, unsubsidized employment or be placed in post-secondary education leading to a career leading to full time employment in a living wage job
- Must meet income guideline of being at or under the income benchmarks in Appendix A

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK**

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### **III. SERVICES REQUESTED**

#### **A. REQUIRED SERVICE ELEMENTS**

##### **1. Recruitment**

Proposals should demonstrate an understanding of the target population and how to best engage that population. Recruitment plans should include a comprehensive recruitment strategy that will lead to the desired level of enrollment, has specific groups and organizations who are outreach partners, and has tested methods of conducting outreach.

##### **2. Assessment**

In order to ensure participants are successful and receive appropriate services, a thorough and in-depth assessment of the prospective participant is essential. Staff expertise in areas relevant to the target population, along with employer input about industry needs, add particular value to the assessment process. Applicants should explain the process they use to assess potential participants, the steps and tools involved, and how their assessment protocol improves the service model. Individuals unready for the program must be referred to other appropriate services. Attendance and conduct policies should be discussed with the participant at initial assessment. Termination policies must be consistent, clearly defined and publicized in writing.

##### **3. Case Management, Career Counseling and Support Services**

A clear case management strategy for a coordinated response to participants' needs is essential to their success. The first steps are career counseling and the development of an individual service plan based on a thorough assessment of the individual's assets and aspirations, as well as any barriers to employment. The plan must be jointly developed with the participant, and regularly reviewed by the service provider team and the participant. The plan should have clear education, employment and career goals, and a timeline for reaching them. Effective case management identifies concrete steps to overcome barriers to success. Case managers monitor participant attendance and performance, problem-solving with them as necessary. After job placement, staff should continue to provide support to ensure job retention and address any concerns employers may have. Finally, case management should include partners for referral for issues staff don't have the expertise to address, such as psychological clinical assessment and care, special educational needs, etc.

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK**

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#### **4. Job Training**

Job Training should have clear goals, objects, and methods of instruction. Competencies should be defined at every level in order to be able to evaluate progress and define achievement.

Students need to develop greater understanding of technology, especially online job search and online application, which are becoming nearly universal. Programs should combine basic skills, computer skills, soft skills and vocational skills. Programs must be able to give specific examples of how these are combined in individual lessons. Programs should have classes ordered into a curriculum and have regular weekly and daily schedules. Programs must integrate basic skills, computer skills, soft skills and vocational skills. Training should have written curriculum, and a regular weekly or daily schedule.

#### **5. Employer Partnerships**

Employers should be involved in as many aspects of your program as feasible. Proposals must include a Memorandum of Agreement with at least one employer that describes the commitments of that business in the activities of the program. These could include: curriculum development, industry briefings for staff and participants, interviewing of graduates, providing internships, etc.

#### **6. Job Development, Job Placement and Post-placement Services**

Programs will teach their students how to research careers and various job search strategies. Target occupations should be selected based on reliable local or regional information on job openings and other labor market information, as well as an evaluation of the match with your targeted population. Given the increase in reliance on online methods to screen potential job applicants, students should be trained on applying for jobs online and specifically online applications. Programs should be able to describe a timeline of job development, job placement and post-placement activities based on industry timetables and course schedules. Programs should have varied relationships with an employer that add value to your program in various ways. Programs should provide support both for accessing and applying for jobs leading to interviews and support for graduates after job placement or post-secondary school enrollment.

#### **B. ALLOWABLE PROGRAM TYPES**

These are examples of training models with evidence of effectiveness. It is not meant to be an exclusive or exhaustive list. If you have a program model that is a hybrid or unlike any of these models, you may propose it. Such models may need more explanation or evidence of efficacy than the following:

## CITY OF RIALTO REQUEST FOR PROPOSAL #21-003 SCOPE OF WORK

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i. **Occupational skills training** provides individuals with the specific skills needed for a particular occupation. It should involve employers in development of curricula, work-based learning and interviewing graduates and include basic education and soft skills development as well as occupation-specific skills-building. Contextualized models which weave job-specific vocabulary, subjects, and processes into the development of technical or other “hard” job skills are desirable, particularly with populations who lack basic academic skills or English fluency.

Programs may include intensive ESOL or other basic education such as pre-HiSET instruction but this RFP will not fund stand-alone adult basic education programs that are not targeting job placement in a specific occupation or occupations.

ii. **Transitional employment models** incorporate job readiness instruction, paid employment, intensive case management and job training. The employment is typically structured as a contract between the service provider and the employer, or as a social enterprise conducted by the service provider. These models are generally used for populations lacking work experience or facing other significant barriers to employment. By definition, the outcome for a transitional employment program is placement into unsubsidized permanent employment.

iii. **On the Job Training (OJT)**, like transitional employment, provides training through a job placement. One difference is that in OJT, the employer is expected to provide on-the-job training and ultimately to hire the individual on a permanent basis. Wages during the training period are typically shared between employer and service provider. Both OJT and transitional employment are expensive models; applicants are encouraged to find matching funds to cover some or all of the costs of subsidized wages for participants.

### C. PERFORMANCE STANDARDS

Vendors are expected to:

- Place at least 60% of all enrollees in a job earning a wage of at least California’s minimum wage of \$13.00 per hour and retain that job for at least 30 days or;
- Place them in an education or training program leading to a full-time job with at least a

\$13.00 per hour salary and be enrolled in that program for at least 30 days. Educational placements must have evidence of value or recognition in the particular economic sector leading to better opportunities for advancement. Specific payment terms will be negotiated with successful applicants, based on the overall costs of the program and the amount of award. The City of Rialto will ensure all costs are necessary and reasonable in approving awards and negotiating final terms.

If, because of your target population, you anticipate placement rates or wages below these levels, you must provide a clear and compelling explanation as to why these performance standards should not apply to your program.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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**D. PROGRAM MONITORING/REPORTING**

The City of Rialto will conduct site visits to monitor compliance and quality of services. This includes:

- Achievement of objectives in accordance with proposal and contract;
- Integrity of administrative systems and eligibility determination; and
- Quality of service evaluation through observation and informal interviews.

These monitoring activities may take the form of administrative record reviews, interviews of staff and/or participants, and general observations of the facilities, operations and training activities. Participants not adequately documented as job training-eligible will not count towards your outcome measure. Participant files must contain the following:

1. A copy of the participant's intake form and all eligibility documentation
2. Documentation of US employment authorization
3. All assessments
4. Individual Service Plan
5. Documentation of case management and support services
6. Resume and job search records
7. Record of attendance and documentation of activities where appropriate (workshop or activity attendance record, etc.)

Applicants must demonstrate the capacity to perform administrative responsibilities including: maintaining records of participant eligibility, attendance and progress; tracking participation; and submitting program reports and invoices in a timely manner.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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## IV. PROPOSAL GUIDELINES

Please complete the sections below in no more than 15 pages.

### I. Target Population

1. Describe the target population for your proposal's services. Describe the geographic location of potential participants, their demographics (such as age, race, gender, employment status). Explain this population's main assets for and barriers to employment. State the percentages of all participants for each of the targeted groups identified in this proposal. Explain why this population would be good candidates for training and eventually work in your target occupations.

### II. Agency Background and Organizational Capacity

Briefly describe your organization's work over the past two years involving low –income or unemployed populations. Describe your experience and expertise in the following areas:

- Occupational skills training
- Job development and placement
- Counseling, case management, and post-placement services

Provide performance outcomes (enrollments and training-related job placements) for these services. Please provide a reference EDIC can contact regarding your organization's administrative capabilities.

### III. Program Design

1. **Recruitment:** Describe your comprehensive recruitment strategy. Proposals should demonstrate an understanding of the target population and how to best engage that population. Include the specific groups and organizations who are outreach partners, and methods of conducting outreach. Explain how this strategy is appropriate for your target population and will allow you to meet your enrollment goal.
2. **Assessment:** Explain the process used to assess potential participants, the steps and tools involved, and how assessment protocol improves the service model. Explain how your assessment process is informed by your knowledge of the target population and/or employer input about industry needs. Describe how individuals not appropriate for this program are assisted to find services. Describe how the program informs potential participants about attendance, conduct, termination and other policies.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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3. **Case Management, Career Counseling and Support Services:** Describe your case management strategy for program participants. How do you develop an individual service plan for each participant, and how is it updated? What kind of goals should the plan include? How do case managers address barriers to employment? What kinds of things do they track to identify or flag problems? Do you provide case management after a job or post-secondary placement? If a client has a need that is beyond your staff's expertise, how do you assist that person to get the help they need?
4. **Job Training:** Describe your job training. Discuss your goals, objectives and methods for instruction in occupational training. Describe the specific competencies that your trainees will master. Attach a syllabus or curriculum outline for each instructional component, sample lesson plans and a daily or weekly schedule of program activities. Please explain your approach to the integration of basic skills, computer skills, soft skills and vocational skills. Use examples from your curriculum to illustrate how students will learn or strengthen cognitive and technical skills in context.
5. **Job Development, Job Placement and Post-placement Services:** Describe how the program will educate students about careers and teach them job search skills. Cited appropriate labor market information supporting your choice of targeted occupations. Discuss how you will prepare trainees for online job search and online applications. Provide a timeline for the process and timing of your job development, placement and retention activities. Discuss in detail how your relationship with an employer or employers will contribute to your success in these activities. Describe how you will provide job placement and higher education application support and follow up on students post-job or post-secondary education placement.

#### IV. Employer Partnerships

1. Please describe your employer partnerships. Explain the specific roles and responsibilities of each employer partner and any formalized agreements you have with them for collaboration. Please note: Training providers must have a Memorandum of Agreement with at least one employer. This should include specific commitments that employer is making to assist the program.

#### V. Staffing

1. Please describe the staffing plan for the proposed initiative. Identify by name the staff members responsible for this program, briefly describing their experience and qualifications, as well as their roles and responsibilities. Identify the staff who will manage the participant tracking systems.

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
SCOPE OF WORK

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**VI. Budget, Budget Narrative and Resources Leveraged (These do NOT count toward the 15-page limit.)**

1. **Budget forms:** In your own format, give a detailed 12-month budget covering all aspects of the project. Include costs for all functions (recruitment, assessment, classroom and other instructional components, case management, job development and placement, client, tracking, oversight and administration, fiscal management and oversight, reporting).
2. **Budget narrative:** Prepare a budget narrative describing every line item and identifying clearly how each has been calculated. If you have other financial resources for this program, identify them, by source and amount, at the end of the budget narrative. Note: Funding request cannot exceed \$114,324.



**Appendix A**  
**HUD 2015 Income Limits**  
**City of Rialto**

<b>FAMILY SIZE</b>	<b>2015 INCOME LIMITS</b>
1	\$40,250.00
2	\$46,000.00
3	\$51,750.00
4	\$57,450.00
5	\$62,050.00
6	\$66,650.00
7	\$71,250.00
8	\$75,850.00

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
DISCLOSURES REQUIRED BY PERSONS OR ENTITIES  
CONTRACTING WITH THE CITY OF RIALTO**

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Pursuant to Rialto Municipal Code section 2.48.145, all persons or business entities supplying any goods or services to the City of Rialto shall disclose whether such person or entity is related to any officer or employee of the City by blood or marriage within the third degree which would subject such officer or employee to the prohibition of California Government Sections 87100 et.seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090.

By submitting this proposal, or supplying any goods or services to the City, the undersigned hereby attests under penalty of perjury, personally or on behalf of the entity submitting this proposal or supplying any goods or services to the City, as well the entity's officers, representatives and the undersigned, that it/they have no relationship, as described above, or financial interests, as such term is defined in California Government Section 87100 et. seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090, with any City of Rialto elected or appointed official or employee, except as specifically disclosed immediately below:

**Vendor/Contractor/Consultant:** \_\_\_\_\_

<b>City of Rialto Official/ Employee Name(s)</b>	<b>The nature of the relationship with the person listed is</b>
_____	_____
_____	_____
_____	_____

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
PROPOSERS SIGNATURE DECLARATION**

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The undersigned hereby offers and agrees to furnish the goods and services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City.

This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not herein named; the proposers has not directly or indirectly induced or solicited any other proposers to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the proposers has not in any manner sought by collusion to secure for themselves an advantage over any other proposers.

Each proposal must be signed on behalf of the proposers by an officer authorized to bind the proposers to the proposal. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and I agree to the terms and conditions in this proposal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City                      State      Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
City of Rialto              License Number

\_\_\_\_\_  
Date

The proposers hereby acknowledge receipt of and agrees this submittal is based on the RFP and the following addenda. Failure to indicate receipt of addenda may result in the proposers being rejected as non-responsive.

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

(If additional addenda are issued, attach a complete listing of these addenda when submitting this proposal.)

**CITY OF RIALTO**  
**REQUEST FOR PROPOSAL #21-003**  
**STATEMENT OF REFERENCES**

List and describe fully the last four contracts performed by your firm which demonstrate your ability to complete the work included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

**Reference No. 1**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of work done: \_\_\_\_\_

**Reference No. 2**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of work done: \_\_\_\_\_

**Reference No. 3**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of work done: \_\_\_\_\_

**Reference No. 4**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of work done: \_\_\_\_\_

**Please list all City of Rialto projects completed with in the last five (5) years.**

Project Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of work done: \_\_\_\_\_

CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
**GENERAL INFORMATION**

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The City of Rialto has outlined the requirements herein in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the City's selection process (attachments are acceptable).

The City reserves the right to negotiate terms and specifications/scope of work with the highest ranked competitively priced and qualified proposal. If an agreement cannot be negotiated the City reserves the right to negotiate with any other finalist.

Any evidence of agreement or collusion among Proposers acting illegally to restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Proposers void.

Proposers shall identify those services (if any) that will be outsourced to a subconsultant or sub-proposer. The prime Proposer will be responsible for verifying the qualifications and validity of all licenses or permits for any outsourced work to subconsultants. The prime Consultant is also responsible for paying its employees and any subconsultants the prime Consultant hires.

This RFP does not obligate the City to accept or contract for any expressed or implied services.

The City reserves the right to request any Proposers submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.

All submitted proposals and information included therein or attached thereto shall become public record upon contract award.

The City reserves the right to cancel this solicitation at any time.

The City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

**All questions must be submitted through the Planet Proposals platform, questions received any other way will not be addressed.**

The City Offices are closed every Friday and the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas.

Proposers, their representatives, agents or anyone else acting on their behalf are specifically directed NOT to contact any City employee, Commission member, Committee member, Council member, or any other agency employee or associate for any propose related to this entire RFP process other than as directed above. Contact with anyone other than as directed above may be cause for rejection of proposal.

**CITY OF RIALTO  
REQUEST FOR PROPOSAL #21-003  
GENERAL TERMS AND CONDITIONS – RFP**

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**Definition of Terms**

The following terms used in the RFP documents shall be construed as follows:

1. “City” shall mean the City of Rialto.
2. “Consultant/ Proposers/Contractor” shall mean the individual, partnership, corporation or other entity to which this agreement is awarded.
3. “Supplier/ Proposers/Consultant” shall be considered synonymous with term “proposer”.
4. “Contract/agreement” shall be considered synonymous with term “contract”.
5. “Evaluation Committee” is an independent committee established by the City to review, evaluate, and score the proposals, and to recommend award to the proposers that submitted the proposal determined by the committee to be in the best interest of the City.
6. “May” indicates something that is not mandatory, but permissible.
7. “Must/Shall” indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement will be deemed non-responsive, and not be considered for award.
8. “Proposers” shall mean the person or firm making the offer.
9. “Proposal” shall be the offer presented by the proposers.
10. “RFP” shall be the acronym for Request for Proposal.
11. “Should” indicates something that is recommended, but not mandatory. Failure to do what “should” be done will not result in rejection of your proposal.
12. “Submittal Deadline” shall be the date and time on or before all proposals must be submitted.
13. “Successful Proposers” shall be the person, consultant, or firm to whom the award is made.

**City Business License**

Proposer shall secure, at the proposer’s own cost, the appropriate business license from the City prior to beginning any work or delivering any equipment or material to be furnished under this specification and proposal. This must be initiated within six City working days after notification of award.

**Consultant’s Address and Legal Services**

The address given in the proposal shall be considered the legal address of the Proposer and shall be changed only by written or electronic notice to the City. The Proposer shall supply an address to which certified mail can be delivered. The delivery of any communication to the Proposer personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Proposer at such address, shall constitute a legal service thereof.

**Cost of Preparing Proposal**

Any and all costs incurred responding to this RFP, conducting demonstrations or any other related activities, shall be borne by the proposer and the City shall not be liable for any of these costs.

**Informed Proposers**

Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at proposer’s own risk and they cannot secure relief on the plea of error.

### **Proposal Errors**

Proposers is liable for all errors or omissions incurred by proposers in proposal. Proposers will not be allowed to alter proposal documents after the due date for proposal submission.

The City reserves the right to make corrections due to errors identified in proposal by the City or the proposer. This type of correction or amendment will only be allowed for errors as typing, transposition or any other obvious error. Any changes will be date and time stamped and attached to proposal. All changes must be coordinated in writing with, authorized by and made by the Deputy City Manager.

### **Waiver of Minor Administrative Irregularities**

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

### **Rejection of Proposal**

The City reserves the right, as the interest of the City requires, to reject any or all proposals, to waive any minor informality in proposals received, to reject any unapproved alternate proposal(s), and reserves the right to reject the proposal of any proposers who has previously failed to perform competently in any prior business relationship with the City.

The rejection of any or all proposals shall not render the City liable for costs or damages.

### **Proposal Format and Submittal**

All proposals must be submitted in writing on the enclosed Request for Proposal documents. Proposals accepted by the City in writing constitute a legally binding contract offer. All materials submitted shall become a part of the proposal. Proposals are required to submit one (1) original RFP signed in ink, one (1) hard copies of the RFP, and one (1) electronic media version copy of the RFP. Original and copies should be identified as such. Written proposal must be presented in a sealed package. Proposers must enter the proposal number, title, and Proposer's name on the outside of the package. Sealed proposals are to be delivered to the address listed in this RFP no later than the stated proposal opening date and time.

Proposers shall complete and return all applicable documents including forms, specifications, drawings, schematic diagrams, and any technical and/or illustrative literature. The Deputy City Manager may deem a proposer non-responsive if the proposers fails to provide all required documentation and copies. Proposal must be signed by a duly authorized officer eligible to sign contract documents for the proposer. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity.

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda and other material published by the City relating to the RFP. The proposers shall disregard any previous draft material and oral representations which may have been obtained from the proposers.

Proposals that are unnecessarily elaborate beyond what is sufficient to present a complete and effective proposal are not desired.

The information requested and the manners of submission are essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information requested is not furnished or where direct or complete answers are not provided.

The proposers shall not change any wording in the RFP or associated documents. Any explanation or alternative offer shall be submitted in a letter attached to the front of the proposal documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions or limitations may be rejected as non-responsive.

### **Submitting Proposals**

- a) **Submittal Deadline:** Proposals must arrive in the Purchasing Office by the submittal deadline shown in these specifications or subsequent addenda. Proposals may be submitted by hand, by courier, or any other method specified herein.
- b) **Responsibility:** Proposers are solely responsible for ensuring that their proposals are received by the City in accordance with the solicitation requirements, before submittal deadline, and at the place specified. The City shall not be responsible for any delays in mail, or by common carriers, or by transmission errors, or delays, or mistaken delivery. Delivery of proposals shall be made at the office specified in the Request for Proposals. Deliveries made before the submittal deadline, but to the wrong City office will be considered non-responsive unless re-delivery is made to the office specified before the submittal deadline.
- c) **Extension of Submittal Deadline:** The City reserves the right to extend the submittal deadline when it is in the best interest of the City.
- d) **Addendums:** All addendums will be posted on The City of Rialto website at <https://www.yourrialto.com/city-hall/departments/finance-department/purchasing-division/> Suppliers are encouraged to check the website periodically for updates.
- e) **Email/Facsimile Transmissions:** Proposals may NOT be submitted by email or facsimile, unless otherwise specified herein.
- f) **Forms:** To be considered for award, each proposal shall be made on forms furnished by the City.
- g) **Late Proposals:** The submittal deadline IS FIRM. Proposals will NOT be accepted after the submittal deadline and will be returned to the Proposers unopened.
- h) **Signature:** To be considered for award, each proposal shall be signed by an authorized representative of the Proposers.
- i) **Sealed Proposals:** Proposals MUST BE sealed upon submittal (e.g., envelope, package, box, etc.)

### **Proposals Property of City/Proprietary Proposal Material**

All proposals submitted in response to this RFP shall become the property of the City of Rialto, and subject to the State of California Public Records Act. Proposers must identify all copyrighted material, trade secrets or other proprietary information that the proposer's claims are exempt from the California Public Records Act (California Government Code Section 6350 et seq). Sections claimed to be exempt for public disclosure should be clearly identified as such.

In the event a proposers claims such an exemption, the proposers is required to state in the proposal the following: "The proposers will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request thereof."



Failure to identify sections exempt from disclosure and to include such a statement shall constitute a waiver of a proposers' right to exemption from this disclosure.

### **Proposal Acceptance Period**

Unless otherwise stated, proposals shall be irrevocable for a period of 90 days following the proposal opening date.

### **Multiple Proposals**

Proposers interested in submitting more than one proposal may do so, providing each proposal stands alone and independently complies with the instructions, conditions, and specifications of the RFP.

### **California State Board of Equalization Permit**

Proposers shall enter the company's State of California Board of Equalization permit number on the proposal form. If the company does not have this permit, the proposers shall sign the proposal form declaring that the company has no California sales tax permit.

### **Applicable Laws**

Selected Proposer is required to comply with all existing State, Federal, and Local laws. If Proposer outsources any work or job to a sub-proposer, it will be the prime Proposers' responsibility to ensure that all sub-proposers meet the requirements as stated in this RFP.

### **Withdrawal of Proposal**

Proposers may withdraw proposal in writing at any time prior to the specified proposal due date and time. Faxed withdrawals will be accepted. A written request signed by an authorized representative of the proposers must be submitted to the Deputy City Manager or appropriate email sent to [procurement@rialto.ca.gov](mailto:procurement@rialto.ca.gov). After withdrawing a previously submitted proposal, the proposers may submit another proposal at any time up to the proposal closing date and time.

Proposers agrees that failure on its part to list all cost components related to the service will not be accepted by the City as an acceptable justification to re-quote the proposal. Proposers acknowledges that the original proposal and costs provided stand. However, Proposers has the option of withdrawing a proposal at any time until closing date and time of RFP.

### **Lowest Ultimate Cost and Best Overall Value to the City of Rialto**

A final contract will be awarded to the highest ranked competitively priced and qualified proposers. Although price is of prime consideration, it is not the sole determining factor. The City reserves the right to select the appropriate firm based on the most qualified proposal. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, thoroughness of the proposal package, previous experience and performance; conformity to specifications; financial ability to fulfill the contract; ability to meet Specifications/Scope of Work; terms of payment; compatibility, as required; number of sub-proposers the main Proposers may need to employ for outsourced work; other costs; and other objective and accountable factors which are reasonable. The City reserves the right to select a Proposer to perform all of the work identified in the RFP, or only selected portions based on price and/or other factors.

### **Proposal Protests**

All protests concerning the award, evaluation, recommendation or other aspect of the selection/proposal process must be made in writing, signed by an individual authorized to bind the proposers contractually and financially, and contain a statement of the reason(s) for the protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim.

All protests must be mailed to:

City of Rialto  
Administration  
150 S. Palm Avenue  
Rialto, CA 92376  
Attn: Stephen Erlandson  
Deputy City Manager

All protests must be received by the Deputy City Manager as soon as possible and will be addressed in writing within 5 City business days.

### **Execution of Notice of Award**

A response to this RFP is an offer to contract with the City based upon the terms, conditions, service level agreements, and specifications contained in the RFP.

A contract will be formed when the Deputy City Manager awards the contract to the selected proposer(s) by creation of a Purchase Order.

### **Modifications/Change Orders/Amendments**

Any adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of resultant agreement must be made by written change order approved by the Deputy City Manager, and the Contractor.

The City shall neither pay for nor be obligated to accept any modifications performed by consultant without a written change order.

### **Permits/License**

It is the responsibility of the Proposers to provide any permits/licenses which may be required of Local, State, or Federal regulations at no cost to the City.

### **Cooperative Purchasing**

The City desires that the prices, terms, and conditions contained in any agreement resulting from this RFP may be offered to any other government agency. The proposers shall state in the proposal if willing to allow such cooperative purchasing. Any resulting cooperative purchasing shall be between the consultant and governmental agency desiring such cooperative purchasing, as long as specifications are similar, and the agreements are reached within a year of original proposal.

### **Contractual Disputes**

The Consultant shall give written notice to the Deputy City Manager of his intent to file a claim for money, or other relief at the time of the occurrence, or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the Deputy City Manager no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the Purchasing Manager shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Consultant within thirty (30) days of receipt of the claim.

The Deputy City Manager's decision shall be final unless the Consultant appeals within thirty (30) days by submitting a written letter of appeal to the City Administrator, or designee. The City Manager shall render a decision within sixty (60) days of receipt of the appeal.