



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 22-11466
FOR
North Berkeley Senior Center Furniture
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
August 24, 2021

Dear Proposer:

An additional Mandatory Pre-Bid Site Visit has been added on:
Thursday, September 2, 2021 at **9:00am**

The location for the site visit is **North Berkeley Senior Center, 1901 Hearst St, Berkeley, CA 94704**. Visitors will be limited to 1 to 3 representatives per company.

Please email Richard Castrillon, Senior Center Director, at rcastrillon@cityofberkeley.info, **no later than 2:00 pm on Wednesday, September 1, 2021** to confirm the number of attendees from your company. All staff and visitors will be required to follow all COVID-19 safety protocols required at that time, including but not limited to, wearing a face covering.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, September 28, 2021. All responses should be sent via email to purchasing@cityofberkeley.info and have "**NORTH BERKELEY SENIOR CENTER FURNITURE**" and **Specification No. 21-11466** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document. Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum "A"

Changes for Specification No. 21-11466 NORTH BERKELEY SENIOR CENTER FURNITURE

The City of Berkeley has decided to hold an additional Mandatory Pre-Bid Site Visit on **Thursday, September 2, 2021 at 9:00am** regarding **Specification No. 21-11466**, North Berkeley Senior Center Furniture RFP. In an effort to provide the same information to all, listed below are the detailed changes to the original RFP including the amended Section VIII SCHEDULE.

The location for the site visit is North Berkeley Senior Center, 1901 Hearst St, Berkeley, CA 94704. Visitors will be limited to 1 to 3 representatives per company.

Please email Richard Castrillon, Senior Center Director, at rcastrillon@cityofberkeley.info, **no later than 2:00 pm on Wednesday, September 1, 2021 to confirm the number of attendees from your company.** All staff and visitors will be required to follow all COVID-19 safety protocols required at that time, including but not limited to, wearing a face covering.

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Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document. **Proposals will not be accepted after the date and time stated above.**

We look forward to receiving and reviewing your proposal.

VIII. SCHEDULE (Dates are subject to change)

Issue RFP to Potential Bidders:	Tuesday, August 24, 2021
Mandatory Pre-Bid Site Visit	Thursday, September 2, 2021
Questions Due	Tuesday, September 14, 2021
Proposals Due from Potential Bidders	Tuesday, September 28, 2021
Complete Selection Process	Thursday, October 07, 2021
Council Approval of Contract (over \$50k)	Tuesday, November 9, 2021
Award of Contract	Wednesday, November 10, 2021
Sign and Process Contract	Wednesday, December 1, 2021
Notice to Proceed	Wednesday, December 15, 2021

Except as provided herein all other terms and conditions remain unchanged.