



City of Lompoc

**Addendum No. 2 to
Request for Qualifications No. 2831
Parks, Recreation, and Library Restroom Facilities
ADA Improvements, Phase I –
Feasibility Study and Conceptual Design
*** Closing Date: September 1, 2016 at 2:00 P.M.*****

The following information is provided for clarification and/or information:

1. The submittal period is extended until **2:00 pm on September 1, 2016.**
2. Could you clarify the requirements of our proposal to the City? The requirements in Attachment A do not seem to match up with the Basis of Award listed in Attachment C. Are the items listed in Attachment A the bare minimum that is required and we are allowed to expand upon those requirements? **The entire RFQ document describes what is required for this submission. ATTACHMENT A describes the requirements to qualify your firm or organization. ATTACHMENT C outlines the scoring criteria for this solicitation (which includes cost). It is up to each individual firm to provide a cost estimate based upon the work as described in ATTACHMENT B.**
3. In Attachment A Item 4 it is encouraged that we submit design ideas for the Johns-Mansville Park façade upgrade - are there existing drawings available for this facility that we could use as a basis or photos available for our use? **No drawings are available for use of this facility. However, photographs of this site may be found on page 4 of this addendum. Please contact the City if a higher resolution file is needed for use.**
4. Is there a preferred architectural concept for this site that we would need to adhere to? **No, the Conceptual Exterior Elevation of JM Park is not a requirement of this RFQ and more of an opportunity for the review panel to see which direction, architecturally, your firm envisions for the City.**
5. Is there any preferential treatment for local firms for this project? How does the City view consultants from outside the area? **Vendors are not restricted by geography from submitting statements of qualification.**
6. Will there be a Pre-proposal walk-thru? If so, when? **A pre-proposal walk-through is not planned.**
7. Are there accurate as-built drawings available for the facilities list stated on page 4 of your RFQ, such that the Consultant does not need to include a cost to do field measurements and CADD drawings of existing facilities in order to do the design work? **As-Built Drawings of these facilities are not available. Gathering data on-site is defined in ATTACHMENT B, Task 1.**
8. Does the City have an ADA Transition Plan that we can see? **The City does not have an ADA Transition Plan.**
9. Does the City have a pending law suit or public complaint for facilities that are non-ADA Compliant? **The City does not have any pending law suit or public complaint pertaining to ADA compliance.**
10. Page 3, Attachment A, #4, in lieu of conceptual exterior elevation rendering of Johns-Manville Park, can we provide renderings from our past restroom design projects showing existing-vs-proposed-vs

constructed facilities? Please note Attachment A is totally confusing as it relates to Requirements for Letters of Qualifications, but we will not be submitting a letter but an entire package as a written response to your RFQ. **Renderings of past project designs are acceptable and should be included in ATTACHMENT C, Section C.i.**

11. Page 4, Attachment B, Facilities List, can you provide the number of restrooms buildings for each facilities location? This will be helpful in providing a design fee and for us to derive cost of services. **No matrix data is available as described above.**

12. Can you clarify the framework for our RFQ response? Should we use page 6, Attachment 6 as the Table of Content for our RFQ response? This will help us arrange our written response to a format that you can review and judge for all the Consultant teams. **ATTACHMENT C outlines how the City will evaluate each RFQ Package that is received in response to this solicitation.**

13. Has the City established any budgets for the park and recreation improvements? This information will help us to get a feel for the eventual scope of this project. **The City has not allocated any specific budget amounts for the facilities as identified within this RFQ. The needs of each site will be determined individually during the Feasibility Study – Task I and the budgets will be determined at that time.**

14. Has a time line been established for the final proposals? **The RFQ timeline is outlined in ATTACHMENT C – Schedule of Dates and Requirements for Selection Process; page 7.**

15. Page 3, Attachment A, #4, is a conceptual exterior elevation rendering of Johns-Manville Park a requirement or is it just optional. We are hesitant because we not know the parameters or the City's vision for this restroom/snack bar building. **The Conceptual Exterior Elevation of JM Park is not a requirement of this RFQ and more of an opportunity for the applicant to be creative and show the City review panel which direction, architecturally, the firm envisions for the City.**

16. Page 9, Attachment C, Schedule of Dates and Requirements for Selection Process. Timeline is amended as follows:

	Date	Revised Date
Issue Solicitation RFQ	August 11, 2016	N/A
Statement of Qualifications/Proposals Due Submittal Deadline	August 25, 2016	September 1, 2016
Selection and announcement of rating & finalist	August 31, 2016	September 7, 2016
Interview 2-4 semi finalists (Week of)	September 5, 2016	September 12, 2016
Final Rating of Finalists	September 12, 2016	September 19, 2016
Construction Drawing/Permits	Phase II	Phase II
Construction Implementation	Phase III	Phase III
Commissioning	TBD	TBD

Sealed Proposals/Statements of Qualifications will be received per the attached specifications, until 2:00 p.m. on September 1, 2016. Proposals must be delivered to:

City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc CA 93436-5163

It is the responsibility of the bidder to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office prior to bid/proposal opening time. Late proposals will be returned to the bidder unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of proposal. All proposals must bear original signatures and figures. Proposals received will not be publicly read aloud.

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date until the contract is awarded. Only information communicated by the Procurement Officer or his/her designee shall be the official position of the City. Interested bidders or their representatives are not allowed to communicate with City staff regarding this solicitation. If any bidder is found to be in violation of this provision, the City reserves the right to reject their bid.

Questions may be submitted, by written request, for an interpretation or correction thereof. Fax or email inquiries to: Adrienne Boyd, (805) 735-7628, a_boyd@ci.lompoc.ca.us. Questions must be submitted before Noon on August 26, 2016.

In order to be sure that you are listed as a "Registered Bidder" and advised of any changes please complete the "Registered Bidder Information Sheet" today before you prepare and send your bid. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.



Adrienne Boyd
Buyer

Photographs of Restroom Facility, JM Park









City of Lompoc

Registered Proposer Information Sheet

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(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date



City of Lompoc

**Addendum No. 1 to
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The Request for Qualifications is hereby changed as follows:

Vendors must submit an electronic copy of their proposals or provide link to download.

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Adrienne Boyd
Buyer

Purchasing Division 1300 West Laurel Avenue Lompoc CA 93436-5163
100 Civic Center Plaza Lompoc CA 93436-6916
Telephone: (805) 875-8000 FAX: (805) 735-7628
www.cityoflompoc.com

08/09/2016



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City of Lompoc

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ATTACHMENT A

REQUIREMENTS FOR LETTERS OF QUALIFICATIONS

Your letters of qualifications should include the following information:

1. Name, address, and brief history of firm (Company Profile).
2. Resumes of key personnel to be assigned to this project.
3. Related building construction experience during the last three years. Specifically, incorporating an ADA/UFAS compliant design element to existing structures while utilizing a cost effective retrofit construction solution.
4. You are encouraged to create a Conceptual Exterior Elevation rendering of the City's facilities located at Johns-Manville Park for the Projects Design Committee to review. You are also invited to include a maximum of one page of additional information not mentioned above, if you feel it may be useful and applicable to this project.

ATTACHMENT B

PRELIMINARY DESCRIPTION OF SERVICES DESIRED

PROJECT DESCRIPTION: Parks, Recreation, and Library Restroom Facility ADA Improvements – PHASE I

PROJECT OVERVIEW. The City of Lompoc is committed to making necessary improvements to aging infrastructure and facilities that serve our residents and the public. Recently, the City Council approved funding to proceed with a Parks, Recreation, and Library initiative to retrofit and or construct new (traditional ground up construction or prefabricated building assemblies) ADA Restroom Facilities to better serve our public.

This solicitation is for Phase I of this development process and entails the creation of a Comprehensive Feasibility Study and Conceptual Design for each facility listed below.

Facility List:

1. Barton Park > 5.12 Acre Site; No existing facilities
2. Beattie Park > 50 Acre Site; Existing facilities
3. Centennial Park > 0.3 Acre Site > No existing facilities
4. College Park > 4.6 Acre Site; No existing facilities
5. Johns-Manville Park > 6.5 Acre Site; Existing facility adjoined with concession stand
6. Ken Adams Park > 42 Acre Site; Existing facilities
7. Pioneer Park > 5 Acre Site; Existing facility adjoined with concession stand
8. River Park > 45 Acres Site; Existing facilities @ multiple locations
9. Thompson Park > 5 Acre Site; Existing facilities
10. Anderson Recreation Center > Rehab and convert existing facilities
11. Civic Auditorium Theater > Rehab and convert existing facilities
12. City Public Library > Rehab and convert existing facilities

SCOPE OF WORK

TASK 1: FEASIBILITY STUDY

Consultants will work with designated City of Lompoc staff to establish a Design Committee comprised of key department representatives. These committee members will serve as the guiding and decision making body. Over an approximately two or three day period, the Consultant will visit the existing parks, recreation, and library facilities to verify information and to gather additional data as necessary.

With direction from the City, the Consultant will develop preliminary site analysis studies. The studies will be focused on the properties identified by the City for development improvements. The analysis will focus on overlaying new information, current code requirements, and site constraints to test the viability of implementing purposed ADA Improvements to each property.

Based upon the individual site and building analysis, the Consultant will develop a preliminary project budget. The preliminary project budget will include an opinion of hard construction costs based on recent bid results on the Central Coast for similar sized ADA Restroom facilities. The soft costs will include construction market escalations as well as assumptions for professional fees, permits, contingencies, and other owner costs for the project.

Deliverables: Provide a comprehensive feasibility analysis report for each facility identified:

- a. Is the existing structure suitable for ADA retrofitting; adhering to all current ADA/UFAS code standards or will a new structure (traditional construction or prefabricated building assembly) need to be built to meet this need?
- b. Identify the potential impacts to the functionality of combined structures (i.e. restrooms, storage areas, concession stand, etc.) conforming to current ADA regulations. Provide facility recommendation as noted in I.(a.) above based upon site analysis.
- c. Can adequate ADA parking be provided on-site?
- d. Can path of travel access be incorporated if required?
- e. Identify potential site constraints and/or risks.
- f. Estimated pre-development/soft cost.
- g. Estimated total hard cost (Prevailing Wage).

TASK 2: CONCEPTUAL DESIGN

With the completion of the Feasibility Study in Task 1, the Design Committee will generate a project priority list. Design criteria for each property will be established by the Design Committee and discussed with the Consultant. The project priority list and design criteria will serve as the Consultants guide to proceed with Conceptual Design.

The Consultant will prepare and deliver to the Design Committee a Conceptual Design package that includes (but not limited to) the following: Architectural Site Plan, Building Floor Plan, Building Elevations, and Finish Building Materials Schedule (high level).

Deliverables:

- I. Conceptual Design Package
- II. Revised Conceptual Project Budget (if necessary)

ATTACHMENT C

SCHEDULE OF DATES AND REQUIREMENTS FOR SELECTION PROCESS

ANTICIPATED TIME FRAME: Project Start Date – September 2016

Basis of Award

Selection of consultants shall be based upon demonstrated competence and upon professional qualifications and capacities necessary for the performance of services at a fair and reasonable price.

Each firm or individual will be judged according to the following:

- a. **Suitability of the Products (30%)** Services proposed to meet the needs of the City including:
 - i. Services Proposed
 - ii. Quality Control Plan

- b. **Cost (30%)**:
 - i. Actual Service Costs
 - ii. Financial Terms and Conditions
 - iii. Payment discounts

- c. **Vendor Experience and Qualifications (30%)**:
 - i. Knowledge Experience in the design of similar projects and the ability to incorporate innovative ADA designs elements to enhance functional use of existing buildings and infrastructure;
 - ii. Or where feasible, create, plan, and propose new facility design elements (by either traditional ground up construction or pre-fabricated building assemblies) best suited to meet the public needs.
 - iii. The possession of a license from the California Architects Association.
 - iv. Experienced individual or staff, with function and successful design applications for persons with disabilities as supported by reference calls and site visits.
 - v. Demonstrated ability to perform similar work satisfactorily as confirmed and evidenced by references
 - vi. Adherence to solicitation requirements.

- d. **Compliance with the RFP requirements and process specified in this section (10%)**:

The extent to which written proposal addresses line items specified in Scope of Services section of this request, cost and merits of the proposed work program.

Questions of References. References will be asked to rate vendor on a scale of 1-5, with 5 being the best, on the following areas:

- a. Did vendor have the knowledge, experience, expertise, etc. to perform work for your Agency?
- b. Did vendor strictly adhere to all Standards and/or Specifications of the job?
 - i. Were industry standards or requirements followed?
 - ii. Was the job completed on time and on budget?
 - iii. Would you rehire this vendor for additional work in the future?
 - iv. How would you rate this vendor overall?

The Committee's composite scores for all steps of the evaluation process will comprise the official record for the proposal evaluation process; individual evaluation records will not be available for public inspection at any point during or after the evaluation process.

The City may negotiate with, or require presentations of proposers who have a reasonable chance of selection based on the City's evaluation. Selection may be made, without negotiation, solely on the written submittals. The City of Lompoc reserves the right to reject all proposals.

Proposed Calendar which is subject to change	Date
Issue Solicitation RFQ	August 4, 2016
Statement of Qualifications/Proposals Due Submittal Deadline	August 25, 2016
Selection and announcement of rating & finalist	August 31, 2016
Interview 2-4 semi finalists (Week of)	September 5, 2016
Final Rating of Finalists	September 12, 2016
Construction Drawing/Permits	Phase II
Construction Implementation	Phase III
Commissioning	TBD

The City of Lompoc reserves the right to reject all proposals. The successful proposal will be one that offers the City the best combination of directly related experience and fee.

GENERAL TERMS AND CONDITIONS

1. **ISSUANCE OF BID:** This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all proposals or waive any irregularities or informalities therein.

2. **BID SUBMISSION:** Proposals must be mailed or delivered in sealed envelope and must be labeled with the *Name of Bidder, Bid Title, and Date and Time of Opening*. Prices shall be printed or typewritten. Mistakes may be crossed out and corrections printed adjacent and initialed by person signing the bid. Bidders must complete and return the Exceptions to Specifications page of the specification page(s) in order to be considered.

3. **MORE THAN ONE BID:** More than one bid is allowed.

4. **BID VALIDITY/WITHDRAWAL:** Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Proposals submitted may be withdrawn by written request received BEFORE the hour set for opening. No bidder may withdraw their bid after the time set for opening.

5. **QUESTIONS:** Questions may be submitted, by written request, for an interpretation or correction thereof. Fax or email inquiries to: Adrienne Boyd, (805) 735-7628, a_boyd@ci.lompoc.ca.us.

6. **MATERIAL SAFETY DATA SHEETS:** When applicable, bidders shall conform to California Labor Code, Section 6360 and Title 8 CAC, Section 339 and 5194 and submit MSDS on hazardous substances with bid.

7. **LOWEST APPARENT BIDDER SUBMITTAL REQUIREMENTS:** The lowest apparent bidder may be required to submit the following:

- a. Proof of authorized distributorship
- b. A sample or demonstration of any product/unit offered. Samples and/or demonstration must be free of expense to the City.
- c. City Business Tax number
- d. PUC permit
- e. Insurance requirements
- f. Proof of driver training on hazardous substances
- g. References

8. **QUANTITY ADJUSTMENT:** When applicable, it is mutually accepted that the quantities defined in this document reflect the approximate City requirements and may be adjusted. City may require and order or

reorder more than the quantity listed here by mutual agreement with the prevailing vendor.

9. **COMPLIANCE WITH LAWS:** All proposals shall comply with current federal, state and local laws relative thereto, including applicable Federal and State Occupation Safety and Health laws and that Seller will indemnify and hold the Buyer harmless for any failure to so conform.

10. **CONTRACT LIMITATIONS:** Any resulting contract shall be limited to all terms and conditions herein, including any general and special conditions and instructions, purchase order or other documents issued by the City.

11. **NEW/UNUSED AND LATEST MODEL:** Bidders shall provide pricing on new and unused items, material and/or units specified unless otherwise stated in specifications.

12. **WARRANTIES:** Bidder will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.

13. **F.O.B. POINT AND SHIPPING CHARGES:** All prices shall be quoted F.O.B. destination Lompoc, California. Any and all shipping, handling and freight charges shall be shown separately and included in the bid unless otherwise noted on bid form. If there are no shipping or handling charges itemized they are assumed to be included in the base price offer and no charges will be paid separately.

14. **CANCELLATION:** Any agreement resulting from an award may be canceled by either party at any time upon thirty (30) days written notice. The City may cancel any agreement WITH CAUSE within ten (10) days written notice to supplier.

15. **LAWS GOVERNING CONTRACT:** The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.

16. **TAXES (FEDERAL EXCISE/SALES OR USE/LOCAL PREFERENCE:** The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use and

Local Preference will be a consideration in bid evaluation.

17. **MINORITY BUSINESS ENTERPRISES:** It is **the policy of** the City that minority business enterprises shall have the maximum opportunity to participate in the City's bidding requirements.

18. **EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the City **to promote the full realization** of equal employment opportunity.

19. **BID PROTEST:** Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Title 3, Chapter 3.36.170 by calling the Purchasing Office at (805) 875-8000 or on the City's web site at:
<http://www.cityoflompoc.com/ManagementServices/purchasing/protest.pdf>.

20. **SELL OR ASSIGN:** Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.

21. **REASONS FOR AUTOMATIC DISQUALIFICATION OF PROPOSALS:**
Failure of bidder to fulfill all basic requirements will result in automatic bid rejection. A Letter of Bid Disqualification is sent to bidder failing to meet any of the requirements. The checklist of reasons for rejection as follows:

- Failure to sign bid document.
- Failure to ensure bid was received by City of Lompoc Purchasing Offices on or before bid opening date and time and the address specified in the bid.
- Failure to provide bid security (if required and in the form and amount specified).
- Failure to attend mandatory bidders' conference or mandatory site inspection.

- Failure to initial price alterations for one or more items.
- Failure to provide information or other supplemental materials as specified in the RFP or bid.
- Failure to bid on all items when specifically required.

These items are self-explanatory and are applied equally and irrevocably to all vendors and their proposals. Therefore, bidders must be conscientious in fulfilling all requirements in order to have their proposals considered for award.

22. **ENTIRE AGREEMENT** Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:

- a. Purchase Order
- b. CITY's Invitation to Bid
- c. Attachments
- d. CONTRACTOR's Bid

23. **TIME OF BID SUBMISSION:** Bids or Proposals shall be submitted so as to be received in the office designated in the request for proposals not later than the exact time set for opening of proposals. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for proposals." The official time clock for this bid will be the U. S. Naval Observatory (USNO):
<http://www.time.gov/index.html>

Solicitations opening at 2:00 p.m. PT will be considered late at 02:00:01 p.m. PT and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. Proposals will be publicly opened and announced.