

NOTICE OF REQUEST FOR PROPOSAL

RFP #20-21-101

Notice is hereby given that Covina-Valley Unified School District (District) Covina, Ca (Los Angeles County), acting by and through its Board of Education, will receive sealed Request for Proposals (RFP) **RFP Number 20-21-101** for the procurement of the following:

SCHOOL NUTRITION EQUIPMENT PREVENTATIVE MAINTENANCE SERVICES

Sealed RFPs must be delivered to the Purchasing Department, Covina-Valley Unified School District, 519 E. Badillo Street, Covina, CA 91723 no later than **10:00 am on May 13, 2021**.

The District will conduct a pre-bid conference at Covina High School, 463 S. Hollenbeck Ave., Covina, CA 91723 on **April 21, 2021 at 10:00am**. Please meet in the Northeast parking lot.

The District is not responsible for RFPs sent via U.S. Mail, UPS, Federal Express, or by any other delivery service. It is the vendor's responsibility to ensure that their RFP is delivered to the Purchasing Department. Each RFP must conform and be responsive to the contract documents. No RFP may be withdrawn for ninety (90) days.

The District reserves the right to reject any or all proposals, to waive any discrepancy or technicality, and to award the contract for services to other than the lowest proposal. The award of contract, if made by the District, will be to the qualified firm whose RFP best complies with all the requirements set forth in the RFP documents and whose RFP, in the opinion of the District while complying with all legal requirements, is in the best interest of the District, taking into consideration all aspects of the contractor's response, including the total net cost.

This document is for informational purposes and shall not relieve the Proposer of the requirements to fully become familiarized with all the factors affecting the Proposal. The Proposer is advised that all inquiries and clarifications about the RFP documents, specifications, etc., shall be submitted to the District in writing no later than May 5, 2021, 4:00 PM. The District will respond at its earliest possible opportunity. Verbal communication by either party regarding this matter is invalid. Inquiries regarding the RFP shall be emailed to Robin Harbert at rharter@c-vusd.org.

To obtain Request for Proposal package visit the District Purchasing web page at: www.c-vusd.org/Page/758 and click on the New Covina-Valley Bid Portal or contact Robin Harbert, Assistant Director of Purchasing at (626) 974-7000 Ext. 800128 or rharter@c-vusd.org.

Robin Harbert
Assistant Director Purchasing
Covina-Valley Unified School District

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