

ADDENDA
TOWN OF HILLSBOROUGH
REQUEST FOR PROPOSAL

Facility Access and Control System Replacement Project
HILLSBOROUGH, CALIFORNIA, 94010

This addendum changes the FOLLOWING:

1. **Proposal Schedule:** The Town is adjusting the Section I. F. “Proposal Schedule” to accommodate facilities site visits for interested proposers to fully inspect facility sites. All date and time references to Proposal Schedule Actions Dates within the body of the RFP are revised accordingly.

Proposal Schedule

The tentative schedule is as follows:

ACTION	DATES
Release of Request for Proposal	July 1, 2020
Optional Pre-proposal Meeting and Site Meeting: 1320 La Honda Road, Hillsborough, CA 94010 (RSVP to ecooney@hillsborough.net)	July 17, 2020, @ 9:30 a.m.
Optional Pre-proposal Zoom Meeting (RSVP to ecooney@hillsborough.net)	July 17, 2020, @ 1:30 p.m.
Facilities Site Visit #1 (Space is limited, by appointment only. Email ecooney@hillsborough.net)	July 30, 2020, 8 a.m.
Facilities Site Visit #2 (Space is limited, by appointment only. Email ecooney@hillsborough.net)	August 4, 2020, 8 a.m.
Last Day to Submit Questions for Clarification received by the Town	August 12, 2020 by 5 p.m.
Clarifications Issued by Town	August 19, 2020 by 5 p.m.
Deadline for Receipt of Proposals submitted <u>on or before 5 pm</u>	August 26, 2020 by 5 p.m.
Optional Remote Interview of Finalists (Hold the Date)	September 10, 2020
Authorization to Negotiate Contract	October 12, 2020

The above scheduled dates are tentative and Town retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind Town to award a contract for the above-described professional Services and Town retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

2. **Site Examinations:** The Town is adding the following paragraph to Section I., G., 3. “Site Examinations” of the RFP:

“The Town provides facilities site visits in the RFP Proposal Schedule to allow proposers to fully investigate the facilities identified in the RFP, including facility location, facility layout, gates, building, doors, door strikes, door fire ratings, locks, lock sets, electrical/power supply connections, network/communications connections, cellular signal and other site conditions and considerations necessary to fully inform their proposal to the RFP. Proposers are responsible for omissions and/or inaccuracies in their proposal and the associated costs implications and impacts therein.”

3. **Contractor COVID-19 for the Town of Hillsborough:** The Town requires that its contractors pass the Town’s Daily Visitor’s Screening Checklist (provided as an attachment to this Addendum 2) and adhere to the facial covering, hand cleaning and social distancing requirements while visiting or working on Town Facilities. Contractors shall comply with all other regional and state COVID-19 safety requirements, including adopting and adhering to a COVID-19 Site Safety Plan, if required.

Addendum No. 2, issued on July 24, 2020

ADDENDUM ACKNOWLEDGEMENT

Proposer acknowledges receipt of this addendum, which shall be attached to the proposal.

PROPOSER'S REPRESENTATIVE

DATE

END OF DOCUMENT

Town of Hillsborough Visitor Screening checklist

To conduct the screening:

Employee must wear a mask.

Visitor must wear a mask.

Do not touch the visitor.

Visitor may not physically fill out the form

When finished, sign/date then scan the form and email to Kristin Armbruster in Human Resources

Employee conducting test: _____

Date: _____

Visitor name/company: _____

Arrival time: _____

Town location being visited: _____

Vendor temperature: _____

Please ask the visitor the following questions (put a check mark next to each positive response):

1. Have you had any of the following symptoms in the last 24 hours:
 - Fever greater than 100.4 degrees
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain from an unknown reason
 - Headache
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - New loss of taste or smell

2. Have you been exposed to anyone diagnosed with the COVID19 virus in the last 24 hours?

3. Have you traveled more than 100 miles outside your home in the last 14 days?

If the visitor answers yes to any of the above questions, they may not enter the building.

Visitor must remain masked and abide by required social distancing while on Town premises.

Fill out and give Visitor sticker – must be worn in prominent location that other employees can see while on Town premises.

Employee signature

Date