**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

**ADDENDUM No. 1**

**to
RFQ No. HCSA-900419.V4**

**for**

**Housing Solutions for Health Vendor Pool**

**Specification Clarification/Modification**

**Notice to Bidders**

This County of Alameda, HCSA Addendum has been electronically issued to potential bidders via e-mail based on the bidders conference sign-in sheets or from other sources. This Addendum will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

**The following Sections have been modified to read as shown below.** Changes made to the original RFQ document are in **bold** print and highlighted, and deletions made have a ~~strike through~~.

**RFP Modifications**

Page 9 of the RFQ, Section II. CALENDAR OF EVENTS, is hereby modified as follows:

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| Request Issued | March 11, 2019 |
| Written Questions Due | Accepted continuously  |
| Response Due | Responses will be due on April 10, 2019 by 2 pm for the first round of Board approval of the Vendor Pool and accepted on the second Wednesday of each month thereafter (i.e. May 8, 2019; June 12, 2019; July 10, 2019; August 14, 2019, etc.) until such time as this RFQ is closed.**Given the COVID-19 situation, the HCSA is temporarily accepting the submission of bid responses electronically in lieu of hard copy bid responses, though these will still be accepted pending the HCSA remains open to visitors. To request e-delivery instructions, bidders must email** **vendorpooladmin@acgov.org** **by 2 pm on the second Wednesday of each month. The HCSA will respond by 5 pm on the second Wednesday of each month with instructions for secure e-delivery. Bidders must electronically submit the bid response by 2 pm on the Friday of the same week.** |
| Board Letter Recommending Award Issued | May 7, 2019 |
| Board Consideration Award Date | May 21, 2019 |
| Contract Start Date | July 1, 2019 |

**Note**: Award and start dates are approximate.

Pages 15-17 of the RFQ, Section II.M., INSTRUCTIONS TO BIDDERS, SUBMITTAL OF BIDS, are hereby modified as follows:

* + 1. **Given COVID-19, the HCSA is temporarily accepting the submission of bid responses electronically in lieu of hard copy bid responses, though these will still be accepted pending the HCSA remains open to visitors. Therefore, bidders may select one of the following options to submit their bids:**
			1. **Deliver the bid response as required by the original terms of RFQ No. HCSA-900419.V4, by 2 pm on the second Wednesday of each month, OR**
			2. **Email** **vendorpooladmin@acgov.org** **to request e-delivery instructions for bid response submittal, by 2 pm on the second Wednesday of each month. Bidders must provide the (1) name, (2) email address and (3) phone number for the contact person from the bidder organization that will e-submit the bid response. The HCSA will respond by 5 pm on the second Wednesday of each month to the email address provided by the bidder organization with instructions for secure e-delivery. Bidders must electronically submit the bid response according to the instructions provided by the HCSA, by 2 pm on the Friday of the same week.**
				1. **Bidders are responsible for providing the HCSA with accurate contact information.**
				2. **Requests from bidders for e-delivery instructions received by** **vendorpooladmin@acgov.org** **AFTER 2 pm on the second Wednesday of the month will be deemed as a late request, and therefore, the HCSA will provide the bidder organization with instructions for secure e-delivery for the FOLLOWING month’s submission deadline.**
				3. **In the HCSA’s email response to bidders who request e-delivery instructions for bid response, the HCSA will provide a secure cloud-based file folder (using Microsoft One Drive) that will only be accessible by the HCSA and the bidder. The bidder must upload the organization’s bid response to the provided cloud-based file folder. Bidders do NOT need a Microsoft account to upload the organization’s bid response to the shared file folder.**
				4. **When accessing the secure Microsoft One Drive folder, bidders may be asked to validate their identity by clicking on an email link sent to the bidder by Microsoft One Drive. It is the responsibility of the bidder to follow instructions provided by Microsoft One Drive. This email may mistakenly go to the bidder’s spam folder; it is the responsibility of the bidder to check their spam folder.**
				5. **It is the responsibility of bidders to follow the HCSA’s instructions for e-bid delivery and successfully upload the bid response to the Microsoft One Drive file folder. Bid responses will NOT be accepted via email.**
				6. **Any bids received in the provided cloud-based file folder AFTER 2 pm on the Friday of the same week will be deemed as a late submission, and therefore, will be held until the FOLLOWING month’s response evaluation.**
				7. **Bidders who submit a bid response electronically are NOT required to deliver (in-person or via mail) a sealed bid response to the HCSA.**

**NOTE: The County of Alameda intends to return to the SUBMITTAL OF BIDS terms as originally written in RFQ No. HCSA-900419.V4 once the COVID-19 situation is mitigated.**

All bids must be SEALED and must be received at the Health Care Services Agency of Alameda County by 2:00 pm on the due date specified in the [Calendar of Events](Addendum%201%20-%20RFQ%20900419.v4_final.docx).

NOTE: BIDS SUBMITTED AFTER THIS DUE DATE WILL BE ACCEPTED FOR INCLUSION IN THE VENDOR POOL ON A ROLLING BASIS, BUT WILL NOT BE INCLUDED IN THE INITIAL ROUND OF THE VENDOR POOL FOR BOARD APPROVAL.

Bids will be received only at the address shown below, and by the time indicated in the [Calendar of Events](Addendum%201%20-%20RFQ%20900419.v4_final.docx). The Health Care Services Agency’s timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

* + 1. Bids are to be addressed and delivered as follows:

**Alameda County, Health Care Services Agency**

**RFQ No. HCSA-900419.V4**

**Attn: Maria Smith, Vendor Pool Administrator**

**1000 San Leandro Blvd, Suite 300**

**San Leandro, CA 94577**

**Bidder's name, return address, and the RFQ number and title must also appear on the mailing package.**

For questions:
E-MAIL: VendorPoolAdmin@acgov.org

PHONE: (510) 667-3033

**\*PLEASE NOTE** that on the bid due date, a bid reception desk will be open between 9:00 am – 2:00 pm and will be located on the third floor at 1000 San Leandro Blvd, Suite 300.

* + 1. Bidders are to submit one (1) original hardcopy bid ([Exhibit A – Bid Response Packet](Addendum%201%20-%20RFQ%20900419.v4_final.docx), including additional required documentation), with original ink signatures. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper.

Bidders **must** also submit an attached electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

* + 1. No email ~~(electronic)~~ or facsimile bids will be considered~~.~~**, except for the e-delivery of bids through the secure Microsoft One Drive file folder provided by the HCSA to bidders who follow instructions as outlined in Section II.M.1. above.**
		2. All costs required for the preparation and submission of a bid shall be borne by Bidder.
		3. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
		4. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection. All other information regarding the bid responses will be held as confidential until such time as the Health Care Services Agency has completed its evaluation, a recommended award has been made by the Health Care Services Agency, and the contract has been fully negotiated with the intended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than ten business days after the Notification of Recommendation to Award is issued. All parties submitting proposals, either qualified or unqualified, will be sent recommend to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project.  In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
		5. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
		6. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
		7. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
		8. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
		9. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.