



Request for Proposals

**Traffic Shop
Cabinets & Flooring**

RFP #2003-092719

Proposal Due: **October 17, 2019** by 3:00pm PST

Deliver to:
rita.perez@hayward-ca.gov
Rita Perez, Purchasing Tech
City of Hayward
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Hayward, CA 94541

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Hayward, CA
94541

p. 510.583.4800
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Finance Department, Purchasing
www.hayward-ca.gov

Notice of RFP

1. Objective

The City of Hayward Maintenance Services Department is seeking quotes for new cabinets and flooring for its traffic shop.

2. Submission

NOTE: Respondents will absorb all costs incurred in the preparation and presentation of their proposal.

Interested parties are invited to submit a proposal to demonstrate their qualifications to perform these services. All proposals shall be submitted in accordance with the format and information listed in this RFP.

DUE DATE: Proposal submissions for this RFP must be received via email no later than **October 17, 2019**, by 3PM PST.

Please email rita.perez@hayward-ca.gov:

1. Confirm your intent to bid,
2. Submit your proposal.

3. Mandatory Site Visit

On Tuesday **October 8, 2019 at 9:00am**, prospective vendors are invited to see the site and ask questions about this proposal. Site drawing will be distributed during the site visit.

Meet at 24505 Soto Road, Hayward, CA 94541, in front of the gate with a big "H", use the call box to request the gate be open. Please park in an available spot. Contact Rod Affonso 510-881-7747 if needed.

4. Questions

All questions must be submitted via email to rita.perez@hayward-ca.gov by 3:00pm on Thursday October 10, 2019. Responses will be issued by noon on Friday, October 11, 2019

Shop Specifications

35'7" X 40'6" area

Floor:

2511 Square Feet

Storage:

120 Feet of storage space desired with space for a printer, computer and plotter

End of Proposal

****IT IS THE SOLE RESPONSIBILITY OF THE PROPOSING FIRM TO ENSURE THAT PROPOSALS ARE RECEIVED PRIOR TO THE CLOSING DATE AND TIME AS LATE BIDS WILL NOT BE ACCEPTED.**