

**NOTICE OF INVITING BIDS  
EL MONTE UNION HIGH SCHOOL DISTRICT**

Public notice is hereby given that the El Monte Union High School District, hereinafter referred to as the District, will receive up to, but not later than **10:00 AM PST on August 30, 2023**, proposals for the award of a contract for **RFP # 2023-24(P1) CalSHAPE HVAC Assessment and Maintenance Services**.

**Miscellaneous Information**

Each bidder shall be a licensed contractor pursuant to the California Business and Professions Code and be licensed to perform the work called for in the Contract Documents. The successful bidder must possess valid and active contractor's licenses as detailed in the requirements at the time of award and throughout the duration of this Contract. The Contractor's California State License number shall be clearly stated on the bidder's proposal.

herein.

In accordance with California Public Contract Code, the Contractor shall provide substitution of securities for any monies withheld under this Contract.

Prevailing wages are applicable to the Project. The Contractor shall pay for overtime work, as well as employer payments for

enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

It is each bidder's sole responsibility to ensure its bid is timely delivered and received at the location designated as specified above and below. Any bid received at the designated location after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

The purpose of this Request for Proposal is to provide the District with a qualified CalSHAPE HVAC Assessment and Maintenance Services provider, hereinafter referred to as the Vendor, who can meet the current and future CalSHAPE HVAC Assessment and Maintenance Services needs for the District in the most cost-effective manner.

Digital submissions can be provided on a submitter furnished USB drive, or via email to [purchasing@emuhsd.org](mailto:purchasing@emuhsd.org). Digital proposals on a USB Pen Drive, or a hard copy of the proposal shall be received in the Purchasing Department office located at 1003 Durfee Ave., South El Monte, CA 91733.

Each proposal must conform and be responsive to the request for proposal documents, copies of which may be obtained on or after August 11, 2023, from the District website at [www.emuhsd.org/bids](http://www.emuhsd.org/bids). Prospective proposers may also request a proposal via email at [purchasing@emuhsd.org](mailto:purchasing@emuhsd.org).

All proposals can be provided in hard copy but shall be provided in Digital PDF format as well. Hard copies of the proposal or a digital copy of the proposal on a USB drive shall be sent to the address listed above. Each proposal must strictly conform with and be responsive to this notice, the Instructions for Vendors, and other proposal documents. The District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals. Any proposals received after the specified date and time will not be opened nor viewed. Late submissions will be deemed unresponsive. No submitter may withdraw a proposal for a period of sixty (60) calendar days after the opening of the proposals. Per Public Contract Code Section 20118.2, all proposers must honor their proposals, as submitted, after the date proposals are opened by the District. All proposals received before the deadline will be opened and read in a closed session at the District Office.

If the Vendor chooses to offer alternative services than described in this proposal, they must describe, in detail, how their proposed services will satisfy the requirements.

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