## Post Information

**Posted At:** Mon, Nov 2, 2026 10:00 AM
**Sealed Bid Process:** Yes (Bids Sealed / Pricing Sealed)
**Private Bid:** No

# 1. Introduction and Schedule

*The County of San Mateo (the “County” or “SMC”) covers most of the San Francisco Peninsula. The region covers 744 mi and is home to nearly 800,000 residents and 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.*

## 1.1. Summary

The Department of Public Works (Department) is seeking qualified contractors for Plumbing Job Order Contracts (JOC 2714 and 2715) - Class C36 License. The anticipated services are to be performed within a designated area of the County. However, if the need arises, the Owner reserves the right to require the Contractor to work at any location or facility under the jurisdiction of the Owner. The work to be done consists, in general, of providing all labor, materials, tools, appurtenances, and equipment required as well as any other items and details not mentioned but required by the Contract Documents and as directed by the Director of Public Works or the Director's designee.

The target start date and term for the proposed services are subject to negotiation of a final agreement, through the completion of the projects. The Department intends to bring under contract up to two (2) contractors to provide Plumbing Job Order Contracts (JOC 2714 and 2715) - Class C36 License services with an aggregate fiscal obligation not to exceed $2,000,000 for each agreement during a maximum individual term of one (1) year.

Separate Job Orders-Notice to Proceed will be issued under each agreement, as warranted. The apparent lowest, responsive, and responsible bidder shall be selected for consideration for award of each JOC but will be excluded from consideration for each successive contract.

## 1.2. Background

The Department plans, designs, constructs, operates, manages and maintains all County-owned facilities to ensure they are safe and accessible to residents and clients of County agencies, the general public, and County employees. The Department has a budget of approximately $200 million and is staffed with over 300 employees in five divisions: Administrative Services, Airports, Engineering and Resource Protection, Facility Services, and Road Services, supporting the 46 special districts governed by the Board of Supervisors and administered by the Department.

## 1.3. Contact Information

**Project Contact:**
**Roxanne Maquinana**
Program Services Manager
Email: rmaquinana@smcgov.org
Phone: (650) 363-4100

**Procurement Contact:**
**Roxanne Maquinana**

**Department:**
Public Works - Capital Projects

**Department Head:**
Tory Newman
Director

Program Services Manager
Email: rmaquinana@smcgov.org
Phone: (650) 363-4100

### 1.4. Timeline

RFP Released:
November 2, 2026

Pre-Proposal Meeting (Mandatory):
November 18, 2026, 9:30am
455 County Center, Room 101
Redwood City, CA 94063

Deadline for Questions and Comments:
November 30, 2026, 5:00pm

Deadline for Contract Exceptions:
November 30, 2026, 5:00pm

Question Response Deadline:
December 4, 2026, 5:00pm

Proposal Due Date and Time:
December 10, 2026, 2:00pm

Bid Opening (Non-Mandatory):
December 10, 2026, 2:10pm
Teams Meeting:
https://teams.microsoft.com/meet/2281079636017197?p=U8tariBZtXGH6y6ou4
Meeting ID: 228 107 963 601 719 7
Passcode: gE658os3

Dial in by Phone:
+1 628-212-0105
Phone conference ID: 982 821 644#

Anticipated Contract Award Date:
January 26, 2027

## 3. Submission Requirements

### 3.1. Submission Deadline

Proposals must be electronically received by 2:00 pm**,** on Thursday, December 10, 2026 via eProcurement system**.**

Allow sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate, and proposals will be rejected. The eProcurement system submission time will be the official submission time. The County will not be responsible for and may not accept proposals that are late due to slow internet connections or for any other failure of the eProcurement system.

NOTE: The County does not maintain the eProcurement system and is not liable for site failures or technical problems. To resolve technical issues, contact OpenGov Technical Support by using the real time chat located in the lower right hand corner of the screen, or via email at procurement-support@opengov.com

https://procurement.opengov.com/portal/smcgov

## 3.2. Pre-submission Registration

Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:

- https://procurement.opengov.com/portal/smcgov

It is recommended that organizations complete this registration as soon as possible. The County will not be responsible for and may not accept proposals that are late due to a failure to register in the eProcurement system.

## 3.3. Submission via eProcurement Portal

**Required Documents**

Please refer to the Technical Proposal section for submittal documents and requirements.

**Electronic Submissions**

Include the proposer name and the RFP title and number in each filename. Submit proposals via the eProcurement website, allowing sufficient time for the upload to complete by the Due Date and Time. As noted above, the eProcurement portal submission time will be the official submission time, and partial uploads will automatically terminate, and proposals will be rejected. Contact eProcurement Portal with technical questions regarding this site.

**Conflicts between Certain Requirements**

Prior to the submission deadlines and solely relating to a determination of the timeliness of questions, comments, and proposal submissions, information displayed on the eProcurement portal site will take precedence in the event of a discrepancy between that information and the information within the solicitation documents. For all other discrepancies, the information in the solicitation documents will take precedence.

**Format**

Documents should be created in the following format:

- Text should be Times New Roman (12-point minimum font size) and unjustified (i.e., with a ragged-right margin)
- Pages should have margins of at least one inch on all sides (excluding headers and footers)
- If the proposal is lengthy, a Table of Contents should be included.
- PDF format is preferred.

**Errors in Proposals**

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are late, incomplete, missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining RFP requirements.

# 5. Evaluation and Selection Criteria

### 1. Evaluation Criteria Factor (ECF)

The proposals will be evaluated by a selection committee with relevant expertise. The County intends to evaluate the proposals generally in accordance with the criteria itemized below. Proposers with the lowest Evaluation Criteria Figure (ECF) may be interviewed by the committee to make the final selection. The apparent lowest, responsive, and responsible bidder shall be selected for consideration for award of each JOC and will be excluded from consideration for each subsequent and successive contract.

| | Adjustment Factor Name | Evaluation Weighting |
|---|---|---|

| | | |
|---|---|---|
| 1. | General Facilities Normal Working Hours | 35% |
| 2. | General Facilities Other than Normal Working Hours | 10% |
| 3. | Detention Facilities Normal Working Hours | 15% |
| 4. | Detention Facilities Other than Normal Working Hours | 10% |
| 5. | HCAI Facilities Normal Working Hours | 15% |
| 6. | HCAI Facilities Other than Normal Working Hours | 10% |
| 7. | PLA Compliance Adjustment Factor | 5% |
| 8. | TOTAL EVALUATION WEIGHTING | 100% |

**Scoring Method:** Points Based
**Weight (Points):** 100 (*100% of Total*)

# 7. Terms and Conditions for Receipt of Proposals

## 7.1. Errors, Omissions and Inquiries regarding the RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to notify the department, in eProcurement portal, if the proposer discovers any ambiguity, discrepancy, omission, or apparent error in the RFP. Such notification should be made promptly after discovery, but in no event later than five business days prior to the deadline for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

Inquiries regarding the RFP should be lodged in eProcurement portal.

## 7.2. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the department, via eProcurement portal, setting forth with specific grounds for the objection.

## 7.3. Addenda

The County may cancel, revise, or reissue this RFP, in whole or in part, for any reason. Revisions will be posted as Addenda on eProcurement portal. No other revision of this RFP is valid. Proposers shall be responsible for ensuring that their proposals reflects any and all Addenda issued by the County prior to the proposal due date regardless of when a proposal is submitted. Therefore, the County recommends that proposers consult eProcurement portal frequently, including shortly before the proposal due date, to confirm that all Addenda have been downloaded.

## 7.4. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for the duration of the proposed agreement term and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

## 7.5. Revision or Withdrawal of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original on or before the proposal due date.

A proposer may withdraw a proposal at any time before the deadline for submission of proposals. After that time, whether or not a new RFP is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer or subcontractor, except that an original equipment manufacturer may participate indirectly through a reseller.

## 7.6. Errors and Omissions in Proposal

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are incomplete, are missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any of the remaining RFP requirements.

## 7.7. No Commitment

Neither submission of a proposal nor the County's receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a contract.

## 7.8. Financial Responsibility

The County shall have no financial responsibility for any costs incurred by a firm in responding to this RFP or participating in any presentations or negotiations.

## 7.9. Estimated Quantity

If the RFP results in an indefinite quantity or a requirements agreement, the goods and services actually requested by the County may be less than the maximum value of the agreement and there is no guarantee, either expressed or implied, as to the actual quantity of goods and services that will be authorized under the agreement.

## 7.10. Public Record

1. **General**
    1. All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.
    2. Any contract arising from this RFP will be a public record.
    3. The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer.
    4. Submission of any materials in response to this RFP constitutes:
        - Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and

- Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
- Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
- Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

## 7.11. Reservations of Rights by the County

The issuance of this RFP does not constitute an agreement by the County that any contract will actually be entered into by the County. The County expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- Reject any or all proposals;
- Reissue an RFP;
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.

## 7.12. No Waiver

No waiver by the County of any provision of this RFP shall be implied from any failure by the County to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.