

SANTA CLARA COUNTY OFFICE OF EDUCATION (SCCOE)
1290 Ridder Park Drive, San Jose, CA 95131-2304

NOTICE INVITING PROPOSAL
RFP 03-23-24 SCCOE HVAC PREVENTATIVE & enteliWEB MAINTENANCE SERVICES

Notice is hereby given that the Board of Trustees of the Santa Clara County Office of Education (hereinafter referred to as (SCCOE), is requesting submissions from interested vendors to provide proposals **RFP 03-23-24 SCCOE HVAC PREVENTATIVE & enteliWEB MAINTENANCE SERVICES** located the Santa Clara County Office of Education at 1290 Ridder Park Drive, San Jose CA 95131. No offer of intent should be construed from this legal notice that the (SCCOE) intends to enter into a contract with the interested company for the RFP 03-23-24 SCCOE HVAC PREVENTATIVE & enteliWEB MAINTENANCE SERVICES unless, in the sole opinion of the (SCCOE), it is in the best interest of the (SCCOE) to do so. The (SCCOE) reserves the right to negotiate final contractual terms with the successful company.

- **Mandatory Job Walk:** SCCOE will conduct a pre-bid work site job walk on **Tuesday, October 3, 2023 at 9:00am to 11:00am** at the SCCOE located at 1290 Ridder Park Drive, San Jose CA 95131. We will meet in the front lobby area.
- **Submittal:** The SCCOE is requesting two (2) copies of the written proposals be submitted. All proposals must be in sealed envelopes bearing on the outside the name of the consultant, the address, and the name of the RFP (**RFP 03-23-24 SCCOE HVAC PREVENTATIVE & enteliWEB MAINTENANCE SERVICES**) for which the proposal is submitted. It is the sole responsibility of the contractor to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the contractor unopened. Sealed proposals must be submitted via mail or in person at 1290 Ridder Park Drive, San Jose, CA 95131-2304 no later than **3:00 pm Wednesday, October 11, 2023.**
- **Withdrawal:** Companies may not withdraw proposals for a period of sixty (60) days after the date set for opening of proposals.
- **Rejection:** The County Superintendent of Schools reserves the right to reject any and all proposals and to waive any irregularity therein. Proposals will be studied and a recommendation will be made to the County Superintendent of Schools.
- **Questions:** Interested firms should direct questions in writing, no later than end of day **Friday, October 6, 2023** to Gena Santini gsantini@sccoe.org and Jas Sohal jsohal@sccoe.org. A copy of the RFP 03-23-24 will be available at url: <http://www.sccoe.org/depts/bizserv/purchasing/Pages/Bids-Posting-System.aspx>

County Superintendent of Schools
Santa Clara County Office of Education

By: Jas Sohal
Manager Purchasing Services

1st Advertisement: 09/22/23

2nd Advertisement: 09/29/23