## NOTICE INVITING REQUESTS FOR PROPOSALS (RFP)

**NOTICE IS HEREBY GIVEN** that the City of Glendora, County of Los Angeles, California (hereinafter "City") will receive sealed Proposals in the Office of the City Clerk at 116 E. Foothill Boulevard, Glendora, California, 91741 until **10:00 a.m.** on the day of **Tuesday, January 14, 2014**, at which time all bids will be publicly opened and read aloud in the City Council Chambers at the above address for: **Village Tree Wells- Electrical Retrofit Project.** 

## NO BIDS WILL BE ACCEPTED AFTER THIS DATE AND TIME!

A MANDATORY INFORMATION MEETING is scheduled for 11:00 a.m. on Monday, December 23, 2013. The mandatory information meeting will be held at the following location: City of Glendora City Hall, located in the Council Chambers at 116 E. Foothill Boulevard, Glendora, CA 91741. Consultants who intend to submit proposals must attend the meeting and must complete the sign-in sheet in order to be eligible to propose this project.

Each Proposal must conform and be responsive to all requirements set forth in the RFP. Proposals must be addressed to the attention of the City Clerk, sealed and marked on the outside of the envelope as follows: "Village Tree Wells- Electrical Retrofit Project." Proposals will be evaluated and a consultant will be selected based on a Qualification-Based Selection process. RFP will be accepted only from bidders who are registered with the City as a Plan Holder. Copies of packet are now on file and open for public inspection in the Office of the City Clerk at the above address and on the City's website at <a href="www.ci.glendora.ca.us">www.ci.glendora.ca.us</a> under Bid/RFP Opportunities. For further information, contact Landscape/Contracts Supervisor, Andrea Miller at (626) 852-4871.

"Official" copies of the RFP may be purchased at the Office of the City Clerk, 116 E. Foothill Boulevard, Glendora, California during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted, upon the payment of \$5.00 per set and, if purchased by mail, an additional \$5.00 per set,

The City of Glendora reserves the right to reject any and all proposals, to waive any informalities in any proposal and select the one that best meets the City's needs.

Kathleen R. Sessman, CMC City Clerk City of Glendora

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