



County of Calaveras
County Administrative Office
Albert G. Alt • County Administrative Officer
891 Mountain Ranch Road • San Andreas, CA 95249
209.754.6025 • FAX 209.754.6316

April 7, 2020

To: All Calaveras County current and prospective vendors, bidders, contractors, and consultants

Re: Procurement changes resulting from the COVID-19 pandemic

This letter is to provide an update on the effects of the current COVID-19 (Novel Coronavirus) pandemic and Calaveras County procurement and contracting processes. These *temporary* changes are necessary to follow the guidance set forth by [CDC](#) and [Executive Orders](#) issued by Governor Newsom, and our County Public Health Officials.

The County has great regard for the alliances that we have cultivated with our vendors and contractors. Along with our desire to continue to engage competition in the acquisition of services and supplies and the County's effort to maintain and expand these partnerships, and **most importantly** because the County **values** the health and safety of its community members, business partners, prospective business partners, and County workforce, the Calaveras County Administrative Office/Purchasing Division, has developed procedural changes set forth below to further assist in minimizing the spread of the Coronavirus by employing social distancing and other requirements put in place in response to the COVID-19 virus.

The information provided below is subject to change as deemed necessary by the County and includes, but is not limited to, other contractual requirements in each individual agreement, purchase order, competitive selection process, as well as any other local, state, and federal funding source limitations and other requirements.

Effective immediately:

The County will continue to post all competitive solicitations via Public Purchase ([publicpurchase.com](#)). All bid openings, pre-bid conferences, pre-proposal conferences, presentations, discussions, debriefings, and other *on-site* or *face-to-face* meetings will be performed by teleconference or web meeting, with limited exceptions.

1. Because governmental operations and public projects are "*essential functions*" necessary for facility and transportation infrastructure, during the COVID-19 health emergency, the County intends to continue with job walks for essential public infrastructure public works and tree mortality projects. These in-person job walks will follow social distancing protocols that comply with the Governor's [Executive Orders](#), as well as the Calaveras County Public Health Officer Orders, which can be found at :

<https://covid19.calaverasgov.us/>

The County may provide specific job walk instructions necessary to prevent the spread of COVID-19. Contractors will be expected to limit the number of persons attending and **must** comply with all County staff instructions while participating in the job walk. This may also limit or affect the sharing of information during the job walks. Submitting questions in writing **prior** to the job walk, pre-bidders conference, etc. is **strongly** encouraged.

All formal, competitive solicitation openings will be conducted via ZOOM, a cloud based platform for video and audio conferencing. Specific instructions will be included in each individual competitive solicitation. The use of ZOOM will allow members of the public and any interested parties to visually observe the public bid openings. Teleconferencing by phone will also be an option.

2. During the pandemic, ***the County Offices are closed to the Public***. The Office of the County Purchasing Agent will continue to receive formal, sealed bid and proposal responses via US Mail and courier service (FedEx, USPS, etc.). In-person, face-to-face responses will **NOT** be accepted, until further notice.

Each individual formal, competitive solicitation will contain specific instructions and requirements for “public bid opening” and “delivery” of response(s).

During the COVID-19 health emergency, the County **WILL**, on an interim basis, receive competitive solicitation responses electronically, in addition to US Mail and courier service. Instructions for ITB/RFP/RFQ, etc. submittal is as follows and are subject to the following requirements:

- A. Email responses to: purchasing@co.calaverasgov.us
- B. Include in the “Subject Line” of the email the following:
 - i. Solicitation Number
 - ii. Solicitation Title
 - iii. Offeror/Company Name

Email Subject Line Example:

#19-1000-28-968 - Tree Mortality Project #25; ABC Logging Company

- C. Submit/Attach documents as follows:
 - i. PDFs with scanned signatures (***preferred method***); OR
 - ii. As a picture/JPG file
 - iii. Attachments **SHALL NOT** be password protected. The County's email systems will block any email with a password protected attachment.
- D. ***The total size of the email, including any attachments*** is limited to 25 megabytes. **Attachments shall not exceed 15 megabytes.** Emails exceeding 25 megabytes (or with two 15 MG attachments, for example) may be automatically rejected by the County's email system.
 - i. Whenever possible, submit as one email
 - ii. If more than one email is required for one submission, include in the subject line of the email the number of emails submitted in the series for an individual offering.

Email Subject Line Example with multiple attachment emails:

#19-1000-28-968 - Tree Mortality Project #25; ABC Logging Company (1 of 2)
#19-1000-28-968 - Tree Mortality Project #25; ABC Logging Company (2 of 2)

NOTE: For items C. and D. If an email is dropped or undeliverable due to either email size or any password protections, or other electronic failure, the County will **NOT** be automatically notified that the email was dropped. Additionally, there will be no record available at the County that a submission attempt was made or that the sender's email failed. **Only documents received and verified by the County may be accepted.**

- E. The timeliness of responses will be determined based on the date and time received in the County's email inbox. The County will attempt to confirm receipt of responses by email. If you have not received an email confirmation, you may confirm receipt by calling the front desk at (209)754-6025. **It is the responsibility of the bidder to ensure that responses are received by the stated deadline date and time. Responses received beyond the deadline date and time will be rejected and will be returned as "non-responsive".**
- F. The County reserves the right to determine the timeliness or responsiveness of any emailed bid or proposal responses, and the decision of the County in determining same will be final. The County reserves the right to waive or not waive any defect or non-conformance.

The County recognizes that many Offerors may be working remotely and may have difficulty creating and submitting documents electronically and submitting them via email; therefore, the County has relaxed the submission requirements to include submission methods via photos (phone camera). Offerors are encouraged to utilize technology to continue to participate in formal, competitive solicitations. The County reserves the right to discontinue such options, including submission receipts through email, or other electronic means of delivery at any time.

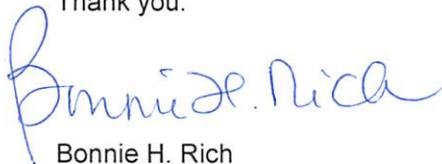
As the COVID-19 pandemic is rapidly evolving, the County will continue to monitor federal and state contracting guidance and will provide updates as more information becomes available.

The County of Calaveras thanks you for your continued business and participation in support of its County residents during this unprecedented time.

For additional information or clarification, contact me directly at: Office: (209)754-6302, Cell: (209)897-0459 email brich@co.calaveras.ca.us or Toni LaFazia Office: (209)754-6025 email: tlafazia@co.calaveras.ca.us

For additional information or clarification regarding Public Works formal, competitive solicitations, contact Mark Ksenzulak at Office: (209)754-6633 email: mksenzulak@co.calaveras.ca.us or Shawna Towler at Office: (209)754-6589 email: stowler@co.calaveras.ca.us

Thank you.



Bonnie H. Rich
Deputy County Administrative Officer