

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Julia H. Cooper

SUBJECT: NOTICE OF OPEN COMPETITIVE
PROCUREMENT JANITORIAL
SERVICES

DATE: July 10, 2020

Approved



Date

7/10/2020

INFORMATION

On June 29, 2020, the Purchasing Division of the Finance Department issued a competitive Request for Proposal (RFP) for Citywide Janitorial Services on the City's e-Procurement system (PUR-RFP2020.04.1004). The RFP is currently in the open solicitation process.

All City competitive procurements are subject to the City's Procurement and Contract Process Integrity and Conflict of Interest, Section 7 of the Consolidated Open Government and Ethics Provisions adopted by the City Council on August 26, 2014. A complete copy of the Resolution 77135 can be found at: <https://www.sanjoseca.gov/home/showdocument?id=19565>.

The Resolution provides communication protocols before, during and after the solicitation process. Pursuant to Section 7.3.1 of the Resolution, contact between prospective respondents and City staff, elected officials, or consultants is not permissible following the issuance of solicitation through the completion of the protest period. All contact regarding the solicitation must be directed to the procurement contact designated in the solicitation.

The Resolution also provides other important information to ensure integrity in the City's procurement and contract processes; and prohibit conflicts of interest of City employees, consultants, uncompensated outside parties, and any person involved in the decision to award a contract.

Failure to adhere to the City's Procurement and Contract Process Integrity and Conflict of Interest may result in the disqualification of solicitation respondent(s) and/or require the cancellation of the solicitation and issuance of a new competitive procurement.

/s/

JULIA H. COOPER
Director of Finance

For questions, please contact Jennifer Cheng, Deputy Director of Finance, Purchasing & Risk Management at (408) 535-7059.