



County of San Diego

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DEPARTMENT OF PURCHASING AND CONTRACTING
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ALLEN R. HUNSBERGER
ASSISTANT DIRECTOR

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COVID -19 INFORMATION FOR INDIVIDUALS AND ENTITIES WHO CONTRACT WITH COUNTY OF SAN DIEGO (2)

Dear County Contractors,

We are writing to you to provide an update on the effects of current COVID19 (coronavirus) pandemic on County procurements and procurement processes. The County will be temporarily changing procurement processes due to the social distancing and other requirements put in place in response to the COVID-19 virus. The information and direction set forth below is general, and as such, is subject to any specific contractual requirements set forth in each agreement and to any funding source limitations, including State and federal limitations.

Effective immediately:

All bid openings, pre-bid conferences, pre-proposal conferences, presentations, discussions, debriefings and other on-site meetings will be performed by teleconference or web meeting, with limited exceptions.

- During the COVID-19 health emergency, the County intends to continue with job walks for essential public infrastructure public works projects. These in-person job walks will follow social distancing protocols that comply with the County of San Diego Public Health Officer Orders, which can be found at https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/health-order.html , as well as Orders issued by Governor Newsom. The County may provide specific job walk instructions necessary to prevent the spread of COVID-19. Minimally, contractors must limit the number of persons attending and comply with all County staff instructions while participating in the job walk. Job walks will be limited to the number of people that may safely be in the proposed space while complying with all applicable COVID-19 related orders and best practices. This may also limit or affect the sharing of information during the job walks. The County will endeavor to provide attendees with all relevant information. Submitting questions in writing before the job walk is strongly encouraged.

Bids, proposals, notices, letters, and other correspondence will be accepted by mail, courier service, or electronic means only. The County will not accept documents via personal delivery by Contractors or Contractor's representatives. Refer to each individual solicitation's documents and requirements for specific delivery instructions. The County will be revising existing solicitations with updated delivery

instructions where necessary. Contact the Purchasing and Contracting front desk at cosd_procurement@sdcountry.ca.gov or (858) 505-6367 if you have any questions about how to provide documents.

Submitting bids: During the COVID-19 crisis and until the County issues revised instructions, the County will allow bidders to submit bids by email or other electronic means; this is in addition to the currently available option of mail delivery. The method of electronic delivery will be determined by when the bid was posted and what solicitation type is used:

Existing bids are posted on BuyNet with a solicitation type of RFB, which does not allow for the electronic submission of bids through the BuyNet system. Emailed bids will be accepted for these RFBs and are subject to the following requirements:

- Email bids to: cosd_procurement@sdcountry.ca.gov
- Include in “Subject Line” the following:
 - RFB Number
 - RFB Title
 - Offeror Company/Firm Name
 - Example: “RFB #123456 – Bid for New Building; Acme Construction Company”
- Submit Documents as follows:
 - Submit as PDFs with scanned signatures; or
 - Submit in original format (e.g. Microsoft Word) with pictures of signature pages. Please use this method only if unable to submit the bid in PDF form
- Size of Submission: Emails exceeding 15 megabytes may be automatically rejected by the County’s email system. Where possible, submit as one email. If, however, an offeror is unable to meet the submission size limitation, it may submit two or more emails. Please include in the “Subject” line of each email the above-referenced information and which number email it is in the series of emails submitted (e.g. 1 of 3, 2 of 3, 3 of 3).
- Timeliness of bids received by email will be evaluated by the email date/time received in the recipient’s email inbox. The County will attempt to confirm bids received by email. If you do not receive a confirmation, please confirm receipt by calling the front desk at (858) 505-6367. It is the Offeror’s responsibility to ensure receipt of bids submitted. Allow additional time for transmission, receipt, and confirmation.
- The County will conduct bid openings through a video feed using the WebEx platform instead of in person attendance. Bid abstracts will be posted to BuyNet after bid opening.
- The County’s decision about the timeliness or responsiveness of any emailed bid shall be final, and the County reserves the right to waive or not waive any defect or non-conformance.

Newly posted RFBs: In order to allow electronic submissions through the BuyNet system, RFBs will be posted to BuyNet with a solicitation type of RFP. While the solicitation listing on BuyNet will show it as an RFP, the solicitation documents attached will be an RFB, and the solicitation description and title on BuyNet will contain the words “RFB”. Offerors shall respond by the methods described below:

- Offerors shall respond to the solicitation by electronic file upload to BuyNet.
- Submit as PDFs with scanned signatures; or
- Submit in original format (e.g. Microsoft Word) with pictures of signature pages. Please use this method only if unable to submit the bid in PDF form

- The County will conduct bid openings through a video feed using the WebEx platform instead of in person attendance. Bid abstracts will be posted to BuyNet after bid opening.
- The County's decision about the timeliness or responsiveness of any electronically submitted bid shall be final, and the County reserves the right to waive or not waive any defect or non-conformance.

Submitting Proposals, Quotations, and Statements of Qualifications:

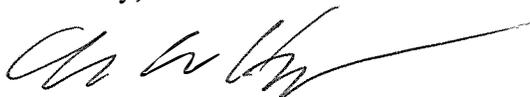
- Submit by any method authorized in the solicitation document other than personal delivery.
- When submitting electronic files, Offeror may optionally submit in original format (e.g. Microsoft Word) with pictures of signature pages. Please use this method only if unable to submit the bid in PDF form
- The County's decision about the timeliness or responsiveness of any submitted document shall be final, and 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 have difficulty creating and submitting documents, and therefore has relaxed submission standard to include methods such as photos of signature pages. Offerors are encouraged to utilize technology to continue to participate in County procurements, such as phone apps that allow for scanning to .pdf through the phone's camera (Office Lens, etc.). The County reserves the right to discontinue such options and bid or proposal receipt by email, electronic BuyNet submission, mail, or Courier delivery at any time.

The County recognizes that the pandemic and local, State and federal responses are rapidly evolving. The County continues to monitor federal and State contracting guidance and will provide updates as more information becomes available. We thank you for all that you continue to do for the San Diego County residents during this difficult time and appreciate your cooperation and teamwork.

If you have any questions, please contact Allen Hunsberger, Assistant Director at (858) 505-6362, or by email at allen.hunsberger@sdcounty.ca.gov.

Sincerely,



ALLEN HUNSBERGER, Assistant Director
Department of Purchasing and Contracting

cc: DPC Correspondence File

ah/ac

revised 3/25 – email address corrected