



City of Redlands
Facilities & Community Services
35 Cajon St.
P.O. Box 3005
Redlands, CA 92373 Phone: 909-798-7655
www.cityofredlands.org

REQUEST FOR PROPOSAL (RFP)

**HEARING OFFICER SERVICES
FOR CODE ENFORCEMENT AND ANIMAL SERVICES**

CITY OF REDLANDS
RFP #FCS20260617DD

Date Issued: Wednesday, June 17, 2026
Date Due: Thursday, July 14, 2026, 4:00 p.m. PST

Responses received and opened at:
Department of Facilities & Community Services,
Attention: David De Los Reyes
City of Redlands 35 Cajon Street,
Suite 222, Redlands, CA 92373

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the Purchasing Division finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	Wednesday, June 17, 2026
Last Day for Questions	Thursday, June 24, 2026 at 4:00 P.M.
Published Response to Questions	Tuesday, June 30, 2026
Proposals Due	Thursday, July 14, 2026, at 4:00 P.M.

Introduction and Background

The City seeks proposals from qualified firms or individuals (“Consultant” or “Hearing Officer”) to provide independent, impartial administrative hearing services for matters arising from the City’s Code Enforcement and Animal Services programs. These services are intended to ensure compliance with local ordinances, State law, and City policies while protecting due process rights of all parties.

Background

The City conducts administrative hearings related to property maintenance violations, nuisance abatement, enforcement citations, administrative penalties, dangerous or vicious animal determinations, appeals of animal impounds, and other matters authorized under the City Municipal Code. To maintain neutrality and avoid conflicts of interest, the City utilizes contracted Hearing Officers to preside over these hearings, evaluate evidence, and issue written decisions

Respondents shall not issue any news releases or make any statement to the news media pertaining to this RFP, proposal, contract, or any work resulting there from without the prior written consent of the City.

General Responsibilities

The Hearing Officer shall:

- Prepare for hearings as scheduled by City staff
- Review case documentation
- Conduct hearings and hearing testimony and evidence from parties regarding the issues
- Prepare written decisions which set forth the legal and evidentiary basis for the decision, and adopting findings as required by the particular provisions of the Municipal Code.
- Performing all other services as outlined in the agreement for services.
- Services will be needed for one year. With an optional extension for one additional year.

Scope of Work

Code Enforcement & Animal Services Hearing Officer Services

The selected Consultant shall provide all labor, materials, equipment, and expertise necessary to perform impartial administrative hearing services, including but not limited to:

Task 1 Conduct Administrative Hearings

The Hearing Officer shall:

- Schedule and preside over administrative hearings as requested by the City.
- Administer oaths, take testimony, question witnesses, and manage the presentation of evidence.
- Ensure hearings are conducted in a fair, orderly, and efficient manner, consistent with applicable laws and the City Municipal Code.
- Maintain a clear and complete hearing record, including evidence submitted by all parties.

Task 2 Review Evidence & Legal Compliance

- Review case files, inspection reports, notices, photographs, audio/video recordings, animal control reports, and other materials submitted by City staff and appellants.

- Ensure compliance with due process requirements, including the proper service of notices, adherence to statutory timelines, and the opportunity to present testimony and evidence.
- Apply relevant sections of the City Municipal Code, California Government Code, State housing and property maintenance standards, and applicable Animal Services regulations.

Task 3 Issue Written Decisions

- Prepare written decisions that include findings of fact, conclusions of law, and orders.
- Provide clear reasoning supporting determinations.
- Issue decisions within required timelines (typically within 10–15 business days, or as required by the City).
- Provide signed copies electronically to the City in PDF format.
- Provide recommendations for penalties, abatements, compliance deadlines, or fees where authorized.

Task 4 Dangerous / Vicious Animal Hearings

For hearings related to dangerous or vicious animal determinations, impound appeals, or administrative penalties:

- Apply applicable municipal code standards and State law (Food & Agricultural Code, etc.).
- Evaluate evidence regarding animal behavior, public safety risk, prior incidents, and owner mitigation efforts.
- Clarify the basis for any determination (e.g., dangerous, potentially dangerous, vicious).
- Provide written determinations and any conditions of release, confinement, or mitigation.

Task 5 Provide Expert Guidance

- Provide clarification and guidance to the City on hearing procedures, best practices, and compliance requirements.
- Recommend procedural improvements and policy updates, when requested.
- Maintain knowledge of applicable legislation and legal precedent related to code enforcement and animal services hearings.

Task 6 Testimony & Court Assistance (As Needed)

- Provide declarations, affidavits, or expert testimony if City decisions are challenged in Superior Court.
- Assist City Attorney's Office, within the scope of allowed neutrality rules, with providing documentation or clarifications related to the administrative record.

Performance Requirements

The selected Hearing Officer shall:

- Maintain strict neutrality and avoid any conflict of interest.
- Conduct hearings with professionalism, courtesy, and impartiality.
- Uphold statutory and City-mandated hearing deadlines.
- Ensure confidentiality of City records and cases.

- Be available for daytime and occasional evening hearings as City workload requires.
- Provide services either in person at a City facility or remotely (virtual hearings), as directed.

Deliverables

The Consultant shall provide the following deliverables for each hearing:

1. Final Written Decision (signed PDF).
2. Findings of Fact & Conclusions of Law supporting the decision.
3. Hearing Record including submitted exhibits and evidence lists.
4. Attendance Log (witnesses, staff, appellant, representatives).
5. Audio Recording of the hearing if Consultant provides the recording function (otherwise, City will provide recording).

Quarterly or annual reporting (if requested), such as:

- Number of hearings conducted
- Types of cases heard
- Average timelines
- Outcome summaries/trends

Consultant Qualifications

Proposers must demonstrate:

- Experience serving as an administrative hearing officer, judge, mediator, arbitrator, or similar adjudicatory role.
- Knowledge of municipal code enforcement, land use, nuisance abatement, administrative penalties, animal control regulations, and due process requirements.
- Ability to prepare legally sound written determinations.
- Familiarity with California Government Code, Evidence Code (as applicable), and Animal Services regulations.
- Professional certifications (CACEO, legal credentials, or related qualifications) preferred.

City Responsibilities

The City will provide:

- Hearing notices, case files, and relevant documentation in advance.
- City representative for presentation of cases.
- Hearing room or virtual hearing platform.
- Administrative support for scheduling and noticing.
- Access to municipal code provisions, forms, and policies.

1. PROPOSAL FORMAT GUIDELINES

Interested firms should provide the City with the following information:

A COVER PAGE

This is to be used as the first page of the submission. This form must be fully completed and signed by an authorized officer of the firm.

B EXECUTIVE SUMMARY

This part of the response to the Informal RFP should be limited to a brief narrative highlighting the proposer's qualifications and experience. Typically, this section should not exceed one (1) page.

C APPROACH AND METHODOLOGY

Provide a straightforward and concise presentation. The proposal should include a description of your understanding of the City and emphasize a clear understanding of the scope of services required and demonstrate the necessary resources to perform the intended services.

D FIRM INFORMATION/ORGANIZATION

The Proposer must identify the Hearing Officer who will be working directly with the City and engaged in managing the work. *Resumes must be included* which reference the individual's qualifications and experience in managing similar projects. List relevant Hearing Office services provided at similar agency, and dates of hearing services. Identify specific duties and responsibilities for each project noted.

Personnel changes that impact the contract may result in the cancellation of the contract.

E STAFFING

Provide a list of key staff with their qualifications. Upon award of contract, key staff or may not be changed without approval of the City. Describe firm's support organization, accessibility and quality assurance methods for optimizing staff utilization.

F REFERENCES

The information requested in this section should include references within the past five (5) years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- Names of key staff that participated on named projects and their specific responsibilities.
- A summary of your firm's demonstrated capability, including length of time that you have provided the services being requested in this Request for Proposal.
- Provide at least five (5) business references that received similar services from your firm. The City may contact the organizations and individuals.

G FEE/COST PROPOSAL

A fee proposal should be submitted and include material, supplies, and any associated travel expense rates, if not already included in the personnel rate. This proposal should be in a **separate and sealed envelope** marked "Fee Proposal" and your firm's name. The option to upload an electronic "Fee Proposal" is available through PlanetBids, procurement portal. Failure to do so may result in disqualification.

The Cost Proposal must provide a detailed fee schedule itemizing the services including (but should not be limited to) the following:

- ✓ Hourly rates for regular business hours (state regular business hours).
- ✓ Travel or trip charges, if any.
- ✓ Include any minimums that apply

- Cost proposal must refer/reference specific Task
- If a specific requested service, function, or option is not offered/ available please indicate.
- All prices must be firm and fixed for this service following the notice of award.

2 EVALUATION CRITERIA

The City's evaluation and selection process is based upon the following criteria in evaluation and comparison of proposals submitted. The criteria listed are not necessarily all-inclusive.

- Ability to provide services in a timely manner
- References
- Qualifications
- Compliance with RFP requirements and
- Methodology to be employed in conducting the scope of services

The following is an outline of the procedures the City will use in the selection process:

- City organizes the Screening and Selection Committee (Committee).
- City sends out request for proposals to interested parties.
- The Committee reviews the proposals submitted by the prospective consultants.
- The Committee selects proposals, which qualify based on the qualifications
- The Committee will determine and identify proposals that are qualified to perform the services and will rank the proposals based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required. Vendors /firms with top ranking proposals may be selected for an interview.
- If a contract cannot be successfully negotiated with the top rated vendor /firm, the negotiations with the designated vendor /firm may be determined in writing and negotiations may be started with the next highest rated vendor /firm. This process will continue until the negotiations are successfully concluded with a firm.

3 PROCESS FOR SUBMITTING PROPOSALS

A CONTENT OF PROPOSAL.

The proposal must be submitted using the format as indicated in the proposal format guidelines.

B NUMBER OF PROPOSALS.

If submitted paper proposals (hard copy), submit three (3) copies of your proposal to allow for thorough evaluation and comparative analysis. Proposal should be 8 ½ x 11 inches, NO spiral bound submittals. An electronic version in PDF format would be helpful but is not required. Submit one (1) copy of your Fee Proposal submitted in a separate and sealed envelope marked "FEE PROPOSAL".

Proposals may be electronically submitted via the procurement portal, PlanetBids, by visiting cityofredlands.org/purchasing and clicking on current Bids and Proposals.

C SUBMISSION OF PROPOSALS.

The proposal shall be signed by an authorized individual of the professional firm. Complete written proposals must be submitted in sealed envelopes, with a separate envelope for the Fee Proposal no later than 4:00 p.m. PST on Thursday, July 14, 2026. The outside of the proposal package shall be prominently marked with the following identification: "**RFP #FCS20260617DD – Hearing Officer Services for Code Enforcement and Animal Services**, together with the name and address of the submitter.

Proposals can be mailed, hand-delivered or sent by courier to:

City of Redlands
Attn: David De Los Reyes, Management Analyst
Facilities & Community Services Department
35 Cajon Street, Suite 222
Redlands, CA 92373
909-798-7655

D INQUIRIES.

Questions about this RFP may be directed to David De Los Reyes, via email ddelosreyes@cityofredlands.org. Please submit questions before 4:00pm on Thursday, June 24, 2026. to ensure sufficient time for staff to respond prior to the proposal submittal deadline. *Answers will be published online on Tuesday, June 30, 2026, on Planet Bids which is accessible through www.cityofredlands.org/vendors.*

E CONDITIONS FOR PROPOSAL ACCEPTANCE.

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety, and to waive minor irregularities in any proposal.

4 STANDARD TERMS AND CONDITIONS

A COST FOR PREPARING PROPOSAL

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City of Redlands. Submitted proposals, including fee proposals, are subject to the California Public Records Act.

B SUB-CONSULTANTS/SUBCONTRACTORS

Contractor shall submit a list of sub-consultants and subcontractors. No substitutions shall be made without prior written approval by the City.

C INTANGIBLES

Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may be relevant to the evaluation of your submission relative to the City's project.

D LITIGATION

Please list any past and/or pending litigation or disputes relating to the work described herein, that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

E LICENSES

Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

F PROPOSAL FORMS:

- Proposal Cover Page
- Exceptions or Deviations Form
- Proposer Certification / Addenda Acknowledgement form or No-Proposal Response
- W-9 Form

G CHANGES/MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

H GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the City's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

I BLACK OUT PERIOD

The black out period is defined as between the time the Request for Proposals is issued and the time in which the selection committee makes its decision. During this black out period, any attempt to influence the thinking of City staff or officials for or against a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation.

J FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

K PAYMENTS

Payments shall be made 30 days from the receipt of accurate invoice and follow all City policies promulgated thereby.

L BUSINESS LICENSES

City of Redlands business license prior to commencement of work.

M INDEMNIFICATION

The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

N RIGHT OF REJECTION

The City of Redlands reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

O REFERENCE TERMS

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect

the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "City" or the "City of Redlands" shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

P RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of ten (10) years from the date of final payment under the Agreement and by the sub-contractor for a period of ten (10) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

Q ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

R PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer's designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the proposer's "trade secret" claim.

S ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES

The Proposer by submitting a proposal acknowledges that other public agencies may seek to "Piggy-Back" under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this proposal/bid for the same prices and/or terms being proposed. The successful Proposer has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the Proposer's approval. Without the Proposer's approval, the seeking agency cannot Piggy-Back.

5. INSURANCE REQUIREMENTS

INSURANCE, RELEASE AND HOLD HARMLESS.

(a) Lessee, and each of Lessee's contractors and subcontractors who shall physically enter the Property, shall, at their sole cost and expense, procure and continue in force during the Term of this Agreement and any month-to-month holdover tenancy thereafter:

- (i) Commercial General Liability Insurance
 - a. \$1 Million Per Occurrence/ \$2 Million Aggregate
 - i. City must be listed as an Additional Insured on the coverage
 - ii. Coverage is to be primary and non-contributory
- (ii) Business Auto Liability
 - a. \$1 Million Per Occurrence Combined Single Limit
 - i. City must be listed as an Additional Insured on the coverage

- ii. Must include liability arising from the operation of all owned, leased, hired, and non-owned autos
- (iii) Workers Compensation
 - a. \$1 Million Per Occurrence for Bodily Injury by Accident
 - b. \$1 Million Per Occurrence for Bodily Injury by Disease
 - c. \$1 Million Policy Limit for Bodily Injury by Accident
 - i. Waiver of Subrogation in favor of the City
 - ii. If any endorsements or policy forms are cited on the Certificate of Insurance for this coverage, they must be include with the submission
- (iv) Property
 - a. "All-Risk" Property Insurance coverage insuring the Premises and its appurtenant personal property for full replacement costs
- (v) Additional Insured Requirement
 - a. For any coverages listed above that require for the City to be listed as an Additional Insured, coverage shall include the Lessor, Lessor's employees, volunteers, officers, and elected and appointed officials (collectively the "Lessor's Releasees") as an Additional Insured as their interest may appear under this Agreement.
 - b. If any endorsements or policy forms are cited on the provided Certificate of Insurance for any of the above mentioned coverages, they must be include with the submission for review by Risk Management
- (vi) Insurance requirement amounts contained in this section may be increased by Lessor, upon prior written notice to Lessee, in accordance with prevailing industry standards at the commencement of each renewal term of this Agreement.

(b) All policies shall be written by an insurer with an A.M. Best rating of A-: VII and is licensed, authorized, or permitted to do business within the State of California. The general liability insurance coverage shall include Lessor, Lessor's employees, volunteers, officers, and elected and appointed officials (collectively the "Lessor's Releases") as an additional insured as their interest may appear under this Agreement.

(c) Upon receipt of notice from its insurer Lessee shall utilizes its best effort to provide Lessor with thirty (30) days prior written notice of cancellation or non-renewal.

Indemnity

(a) **Duty.** To the fullest extent permitted by law, Lessee agrees to defend (including attorney's fees), pay on behalf of, indemnify, and hold harmless Lessor, its elected and appointed officials, employees, agents, volunteers and others working on behalf of Lessor against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Lessor, its elected and appointed officials, employees, agents, volunteers or others working on behalf of Lessor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with execution or the terms of this Lease.

(b) **Assumption of Risk.** Lessee undertakes and assumes on behalf of its directors, officers, employees, contractors, subcontractors, affiliates, and agents (collectively, "Lessee" for the purpose of this Section), all liability and risk arising from the presence of, or creation of any dangerous conditions, if any, on or about the Premises, or through the actions of those designated as Lessee. This is to include, but is not limited to, any action arising out of Lessee's installation, operation, maintenance, condition, or use of the Premises, or Lessee's failure to comply with any federal, state, or local statute, ordinance, mandate, or regulation.

(c) **Defense of Lessor.** In the event that any action or proceeding shall be brought against Lessor in connection with any matter for which Lessee indemnifies Lessor under this Lease, Lessee shall, upon notice from Lessor, at Lessee's sole cost and expense, resist and defend the same action or proceeding with legal counsel mutually selected by Lessor and Lessee.

(d) **Notice, Participation, and Expenses.** Lessor shall promptly notify Lessee of any action or proceeding brought against Lessor in connection with any matter for which Lessee indemnifies Lessor under this Lease. Nothing in this Lease shall limit or prohibit Lessor or its own counsel from participating in the defense of any such action or proceeding. Lessee shall pay all reasonable expenses incurred to respond to such action or proceeding, which shall include all reasonable out-of-pocket expenses such as attorney's fees, the reasonable value of services rendered by the City Attorney of the City of Redlands, the actual expenses of Lessor and its agents, employees, and expert witnesses, and disbursements and liabilities assumed by Lessor in connection with such actions or proceedings.

6 EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City, in writing or by email to ddelosreyes@cityofredlands.org.

7 INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the **City before 4:00 p.m. on Thursday, June 24, 2026, will be given consideration.**

The City reserves the right to amend this RFP prior to the proposal due date. Addenda or addendum will be sent via / published on the website *Planetbids*. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

PROPOSAL DOCUMENTS

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:

Federal Employer Identification Number (EIN):

State of California License Number (If Applicable):

Name of Contact Person:

Title:

E-Mail Address:

Mailing Address:

Street Address (if different):

City, State, Zip:

Telephone:

Fax:

Organizational Structure – Please Check One:

Corporation Partnership Proprietorship Joint Venture Other

If Corporation:

Date of Incorporation:

State of Incorporation:

States Registered in as Foreign Corporation:

Authorized Signature:

Print Name: _____

Signature: _____

Title: _____

Phone: _____

This document must be completed and returned with your Submittal.

PROPOSER'S CERTIFICATION

Submit To: City of Redlands Facilities & Community Services Department 35 Cajon Street, Suite 222 Redlands, CA 92373 Phone 909-798-7655	CITY OF REDLANDS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGEMENT
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DUE DATE: July 14, 2026	DUE TIME: 4:00 pm	RFP # FCS20260617DD
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TITLE: HEARING OFFICER SERVICES CODE ENFORCEMENT & ANIMAL SERVICES

VENDOR NAME:	PHONE NUMBER:
VENDOR MAILING ADDRESS:	FAX NUMBER:
CITY/STATE/ZIP:	E-MAIL ADDRESS:

“I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions, quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any offer or parties to an RFP whatsoever for any fraudulent purpose”

_____ _____ _____ _____
 Addendum # Addendum # Addendum # Addendum #

“I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may not or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City’s discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent.”

_____ Authorized Agent Name, Title (Print)	_____ Authorized Signature	_____ Date
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This form must be completed and returned with your Submittal

NO-PROPOSAL RESPONSE

**City of Redlands
Statement of "No Proposal"**

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to: City of Redlands, Facilities & Community Services Department, 35 Cajon Street, Redlands, CA 92373, Attn: David De Los Reyes

We, the undersigned, have declined to submit a proposal on your **RFP#FCS20260617DD for the following reasons:**

- _____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)
- _____ Insufficient time to respond to Request for Proposals.
- _____ We do not offer this product/s or equivalent.
- _____ Remove us from your bidders' list for this commodity or service.
- _____ Our product schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number: _____ Date: _____