
ADDENDUM NO. 1
CSD-2026-013

DATE: January 29, 2026

TO: ALL RESPONDING PARTIES TO THE REQUEST FOR PROPOSALS (RFP) FOR
ON-CALL ROOF MAINTENANCE SERVICES

FROM: Keri Russell, Maintenance Manager
Jose Rios, Maintenance Coordinator
Cynthia Iwanaga, Management Analyst

SUBJECT: Responses to Questions and Clarifications

1. There are solar panels on the police station. Would another contractor remove the solar panels?

Roofing maintenance and repairs near or around solar panels will be evaluated and coordinated with the City of Morgan Hill on a case-by-case basis.

2. Are there any known reoccurring roof maintenance issues?

There have been a few reoccurring roof maintenance issues at the Centennial Recreation Center.

3. How many service calls did you have last year?

There were approximately 12 roofing service calls in 2025.

4. What qualifies as an emergency vs. non-emergency response call?

An emergency roof response would be necessary when it cannot be mitigated by City staff, poses immediate threat to critical city operations/equipment, or concerns public safety. The City reserves the right to designate any roof repair as an Emergency on a case-by-case basis. City staff will be clear in the call out if it is an emergency.



PUBLIC SERVICES DEPARTMENT

17575 PEAK AVENUE
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5. Would the maintenance staff escort the roofing contractor to certain city facilities for security reasons?

Roofing work will require coordination and access by City staff unless directed otherwise by the City of Morgan Hill.

6. What would make the perfect on-call roofing contractor?

Perfection is not the expectation, and we would rather view our contractors as partners. As a partner we are looking for a combination of fulfilling our agreement standards, providing an appropriate response to issues, excellent communication, and fair cost-effective pricing for the City and the community we serve.

7. How many contractors attended the non-mandatory pre-proposal meeting?

Three (3) contractors attended the non-mandatory pre-proposal meeting. Attached is a copy of the pre-proposal meeting agenda.

Continued on next page

8. Below please find clarification on the scoring of the Cost Schedule.

Below are the total maximum points available for each line item/hourly rate.

Bid Item	Bid Item	Maximum Points Available
1	Laborer Shop Rate -M to F, 8 am to 5 pm	15 points
2	Apprentice Shop Rate - M to F, 8 am to 5 pm	15 points
3	Journeyman Shop Rate - M to F, 8 am to 5 pm	15 points
4	Laborer Overtime Rate - M to F, 5 pm-8 am	2.5 points
5	Apprentice Overtime Rate - M to F, 5 pm-8 am	2.5 points
6	Journeyman Overtime Rate - M to F, 5 pm- 8am	2.5 points
7	Laborer Rate for Sat, Sun & Holidays	2.5 points
8	Apprentice Rate for Sat, Sun & Holidays	2.5 points
9	Journeyman Rate for Sat, Sun & Holidays	2.5 points
	MAXIMUM TOTAL POINTS	60.0 points

The lowest bidder in each line item will receive the full point value for that line item and the remaining bidders will receive a lower weighed score using the following formula:

Lowest price bid cost ÷ by bid cost submitted by bidder times # of points available for the individual line item = the score for bidder in that line item.

For example, if Contractor A's bid for Laborer Shop Rate is \$250 per hour (Lowest Price Bid), Contractor B's bid for Laborer Shop Rate is \$350 per hour, Contractor C's bid for Laborer Shop Rate is \$400 per hour, the points would be awarded as follows:

Contractor	Proposed Laborer Shop Rate	Points Awarded
Contractor A "Lowest Rate"	\$250	$(\$250 \div \$250) \times 15 \text{ points} = 15.0 \text{ points}$
Contractor B	\$350	$(\$250 \div \$350) \times 15 \text{ points} = 10.7 \text{ points}$
Contractor C	\$400	$(\$250 \div \$400) \times 15 \text{ points} = 9.3 \text{ points}$



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9. The due date and time for this RFP remain the same, Thursday, February 5, 2026 at 11:00 a.m. via e-mail to cynthia.iwanaga@morganhill.ca.gov Late proposals will not be accepted.

THIS DOCUMENT AND THE ATTACHMENTS SHALL BECOME PART OF THE PROJECTS SPECIFICATION

Bidder must acknowledge receipt of this Addendum in the RFP Proposal (Section 2. Addenda) that is submitted to the City.



Request for Proposals (RFP)
On-Call Roof Repair and Maintenance Services
April 15, 2026 – April 15, 2028
Maintenance Service Agreement

Non-Mandatory Pre-Proposal Meeting and Job Walk
Thursday, January 22, 2026 @ 10:30 a.m.
Council Chamber Building @ 17555 Peak Avenue, Morgan Hill

Introduction of City Team

Questions answered via a written addendum.

- **Project Description:**

The City is requesting proposals from qualified CSLB licensed roofing contractors to provide on-call roofing maintenance service to its city facilities.

- **Job Walk Immediately Following this Meeting:**

Facility	Address
1. City Hall Campus	17575 Peak Avenue
2. Community and Cultural Center	17000 Monterey Road
3. Downtown Parking Garage	50 E. Third Street
4. Depot Train Station	17300 Depot Street
5. Butterfield Fire Station	17285 Butterfield Blvd
6. Police Department	16200 Vineyard Blvd
7. Aquatics Center	162000 Condit Road
8. Dunne Hill Fire Station	2100 E. Dunne Avenue
9. El Toro Fire Station	18300 Old Monterey Road
10. Centennial Recreation Center	171 W. Edmundson Avenue
11. Corporation Yard	100 Edes Court

Anticipated Term of Agreement from April 15, 2026 to April 15, 2028 with three (3) one-year options to extend the agreement at the City's discretion.

Anticipated two-year amount for the on-call roof maintenance agreement is \$75,000 (\$37,500 per year). Since these are on-call services, the City cannot guarantee a minimum amount expended.

- **RFP Schedule (subject to change):**

Thursday, Jan. 22, 2026 @ 10:30 a.m.	Non-Mandatory Pre-Bid Meeting and Job Walk @ Council Chamber Building
Tuesday, January 27, 2026	Deadline to submit all written questions via e-mail to cynthia.iwanaga@morganhill.ca.gov
Friday, January 30, 2026	City will post addendum responding to questions on City website, Public Purchase and Builders Exchanges. Bidders responsible for checking for addenda.
Thursday, February 5, 2026 at 11 a.m.	Proposals Due via E-mail to cynthia.iwanaga@morganhill.ca.gov <i>Late Proposals will not be accepted.</i> Submit proposal via e-mail with the subject line “On-Call Roofing RFP” to: cynthia.iwanaga@morganhill.ca.gov
April 15, 2026	Start of Contract

- **Requirements for this Bid:**

- **CSLB License: C-39 (Roofing Contractor)**
- **CA Dept. of Industrial Relations (DIR) Public Works Contractor #:** The Contractor and its subcontractors must be registered with the CA Dept. of Industrial Relations and obtain a DIR Public Works Contractor # before submitting a bid proposal to the City.
- Items to be submitted in the electronic Bid Package:
 1. Bid Proposal
 2. Attachment A: Bid/Cost Proposal Schedule
 3. Attachment B: Response to Technical Questions
 4. Attachment C: Wage Theft Prevention Bid Certification
 5. Attachment D: Certification of Acceptance of Terms of Agreement
 6. Attachment E: Non-Collusion Declaration
 7. Attachment F: Subcontractor’s List

- **Selection Criteria:**

The City will be awarding this contract using a “Best Value” methodology including evaluation of price, and responses to technical questions including review of references. Points will be awarded based on the following categories:

Part 1- Qualifications, Experience, References (Based upon “Narrative Response to Technical Questions” Form including review of references)

The City will first evaluate, and rank proposals based on the **40-point selection criteria for Qualifications, Experience, and References. Proposals that receive less than 30 points will be eliminated from further consideration.**

Narrative Response to Technical Questions – 40 Potential Points

15 points	Previous experience in providing On-Call Roof Maintenance Services at like-sized public and/or private facilities.
10 points	Assessments of work quality, performance and working relationships by current and recent clients that indicate high levels of satisfaction and effectiveness.
5 points	Qualifications of staff proposed to provide On-Call Roof Maintenance Services.
10 points	Well organized communication systems and electronic reporting capabilities that demonstrate an ability to complete tasks efficiently and effectively and do not require constant supervision by the City.
40 points	TOTAL POINTS POSSIBLE

Part 2-On-Call Roof Maintenance Service Costs (Based upon Cost Proposal Schedule)

The highest scoring contractor(s) based on the criteria listed above that also meet the minimum 30-point scoring requirement in Part One (Narrative) shall have their submitted cost proposals reviewed to determine which proposal(s) offer the best overall value to the City. The City may remove proposals from consideration based on excessive and/or inappropriate cost structures.

The City reserves the right to award multiple on-call service agreements.

- **Addenda:**

- Acknowledge all addendums on the Proposal

- **If Awarded the Contract:**

- **City of Morgan Hill Business License:** The selected contractor must obtain a City of Morgan Hill business license if they do not currently possess one.
- **Payment of Prevailing Wages and Certified Payrolls uploaded to DIR website.**

- **Questions for Maintenance Team**