



NOTICE OF INTENT TO AWARD CONTRACT

Project Name:

Council Chambers Remodel – Custom Cabinetry

City Project Number:

NO. 2024-01

Bid Opening Date:

Monday, May 13, 2024

NOI Posting Date

Thursday, August 1, 2024

Project Manager:

Mike Borja, Administrative Services Director

NOI Posting Location:

<https://www.canyonlakeca.gov/bidsrfpsrfqs>

This is notice of the City of Canyon Lake's intent to award a contract to Sound Space Furniture for the above-referenced project.

A bidder who wishes to protest the proposed award must do so before 5:00 p.m. on the third business day following the posting date of this Notice of Intent to Award and must meet all of the following protest procedures:

Any actual or prospective bidder, proposer, or contractor (collectively "bidder") who believes that they have been aggrieved in connection with the solicitation or award of a contract pursuant to this chapter may protest, in writing, to the City Manager, within three business days after posting of the award recommendation at the location where the bids or proposals are submitted. The protest shall be deemed filed only when it is actually received by the City Manager.

(1) The bidding documents shall include a statement referencing this Section as the requirement for filing a protest.

(2) In the event a timely protest is filed as provided in this Section, the City Manager may, but is not required to, suspend the award of the contract until the protest is resolved.

(3) The protest shall be writing and shall contain the following information:

(A) The name, address and telephone number of the protestor;



(B) A specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;

(C) A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified in this section.

(D) A precise statement of the relevant facts;

(E) An identification of the issue or issues to be resolved;

(F) Argument and authorities in support of the protest; and

(G) A statement that copies of the protest have been mailed or delivered to the City Manager.

(4) If applicable, the City Manager shall meet and confer with the protestor in an effort to resolve the issues described in the protest. Protests may be submitted only by a party that has submitted a bid or proposal in response to the contract solicitation. A subcontractor of a bidder or proposer may not submit a protest. A party may not rely on a protest submitted by another party, but must timely pursue its own protest. Protests can only be submitted by the party that submitted the bid by one of the following methods:

Via mail or hand delivered between 8:00 a.m. and 5:00 p.m.
Monday through Thursday to:

Administrative Services Department
31516 Railroad Canyon Road
Canyon Lake, CA 92587

OR, via e-mail to Admin@canyonlakeca.gov