



CITY OF DALY CITY MEMORANDUM

To: Potential Vendors, 2019 Request for Proposals: Website, Agenda, and Document Management Services

From: Timothy Birch, Acting Deputy Finance Director

Date: October 10, 2019

Subject: Responses to Vendor Questions

The below question was received from an interested vendor on October 10, 2019 in reference to the web, agenda, and document management services request for proposal issued on September 9, 2019 by the City of Daly City.

Answers have been provided by City staff.

1. Is there an afterhours drop box or slot I can drop our envelope into...after business hours?

No, there is no afterhours drop box or slot for delivery.

As provided in Section II of the RFP:

Proposals are due on **Friday, October 25~~11~~, 2019** by no later than **12:00 PM** at the City Clerk's office located in City Hall, 333 90th Street, Daly City, CA 94015. This is *not* a Public Bid Opening. No proposal received after the time specified or at any place other than that stated in the RFP and notice of the same will be considered.

As provided in Section VI of the RFP:

- A. The proposal documents must be enclosed in one inner, sealed envelope within an outer envelope. The outer envelope shall be addressed to:

**City of Daly City
Attn: City Clerk
"Website, Agenda, and Document Management Services"
333 90th Street
Daly City, CA 94015**