



REQUEST FOR PROPOSALS (RFP)
Notice to Prospective Bidders

September 25, 2025

To Whom It May Concern,

We invite you to review and respond to this Request for Proposals (RFP), entitled:

RFP – Bid for Office Rehabilitation

Deadline for Submission of Proposals is Close of Business, September 30, 2025

In submitting your proposal, please comply with these instructions.

In the opinion of the Citrus Research Board and the California Department of Food and Agriculture, this RFP is complete and without the need for explanation. However, if you have any questions, or should you need any clarifying information, the contact for this RFP is as follows:

Marcy L. Martin
President
PO Box 230
Visalia, CA 93279
Email: marcy@citrusresearch.org
Phone: (559) 738-0246

Note that no information given will be binding upon the State unless such notification is issued in writing as an official addendum.

Marcy L. Martin
President



REQUEST FOR PROPOSALS (RFP)

Bid for Office Rehabilitation

Scope of Work to be Performed

The Citrus Research Board (CRB) seeks bids from qualified commercial contractors to complete the following renovations needed:

1. Demo kitchen and install new cabinets and tops
2. Paint interior of building
3. Remove and replace carpet
4. Install Formica countertops in kitchen, conference room, accounting room, and drafting table
5. Upgrade electrical panel
6. Tint windows in hallway

Firms submitting bids must be prepared to immediately enter into a contract for the services and duties as outlined in this Request for Proposals.

Services to be performed include the furnishing of all labor, materials, tools, equipment, supplies, services, tasks, and incidental and customary work necessary to competently perform office rehabilitation work at the CRB facility.

Minimum Qualifications

The provider shall have the following qualifications:

Bidder must meet or exceed the required qualifications for the award. Bidder must have been regularly and actively engaged in a commercial construction with a thorough knowledge of techniques, tools, materials, and trade coordination for a minimum of five (5) years before the release date of this RFP. Proper insurance is required for the selected bidder. A qualified contractor licensed by California must perform the work.

Proposed Fees for Service

Bidders submitting responses to this Request for Proposals should provide a breakdown of fees for providing the services described above.

The breakdown should include:

1. Fee for Service
2. Other costs/fees

Also, include a list of at least three references from past clients that may be contacted as part of the evaluation process.

All responses are due by close of business on September 30, 2025. Successful award of this Request for Proposals is contingent on the execution of an acceptable agreement, in the form of a contract or engagement letter, as mutually agreed upon by both parties.



Submit all bids for this RFP to Marcy L. Martin, President, at the contact listed below:

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Visalia, CA 93279
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