

PUBLIC NOTICE

**CITY OF SAN DIMAS
REQUEST FOR PROPOSALS
PROPERTY MANAGEMENT OF CHARTER OAK MOBILE HOME ESTATES AND
MONTE VISTA PLACE SENIOR APARTMENTS**

REQUEST FOR PROPOSALS RELEASE DATE: Tuesday March 31, 2026

PROPOSALS MUST BE RECEIVED ON OR BEFORE: Thursday, May 7, 2026, at 3:00 p.m.

PROPOSALS WILL BE OPENED ON: Thursday, May 7, 2026 at 3:00 p.m.

PLACE OF PROPOSAL RECEIPT: Office of the City Clerk, City Hall,
245 East, Bonita Avenue, San Dimas, California 91773

PROJECT IDENTIFICATION NAME: **REQUEST FOR PROPOSALS (RFP) for PROPERTY
MANAGEMENT OF CHARTER OAK MOBILE HOME
ESTATES AND MONTE VISTA PLACE SENIOR
APARTMENTS**

NOTICE IS HEREBY GIVEN that the City of San Dimas, County of Los Angeles, California, will receive up to, but not later than, the time set forth above sealed contract proposals for the award of a contract for the above project. Proposals shall be delivered to the City Clerk's office during the business hours of 7:30 am to 5:30 pm, Monday through Thursday and Fridays from 7:30 am to 4:30 pm, except holidays. **POSTMARKS WILL NOT BE ACCEPTED.** All proposals shall be opened and publicly read aloud at the above-stated time in the Office of the City Clerk of the City of San Dimas, City Hall; **Attendance at bid opening is not required.**

DESCRIPTION OF WORK: The City of San Dimas is seeking proposals from qualified firms to provide property management of Charter Oak Mobile Home Estates and Monte Vista Place Senior Apartments.

OBTAINING CONTRACT DOCUMENTS: Electronic copies of Contract Documents may be requested from the Community Development Department via email at lflores@sandimasca.gov or by calling (909) 394-6282.

A copy of the RFP can also be downloaded from the City's website at:
https://sandimasca.gov/how_do_i/find/open_bids.php

At the time of the award of the contract, the awarded firm shall possess a valid business license sufficient to cover all of the work performed.

Submit three (3) copies of your Proposal. It should be understood that the final fee will be negotiated with the City. All submitted proposals will be reviewed and analyzed by City staff and the proposals which best meet the City's needs will be selected for further analysis and negotiation. The City reserves the right, in its sole discretion during the selection process, to reject any or all proposals and to waive any irregularities or informalities in any proposal or in the bidding and to make awards in the interest of the City. No firm may withdraw their bid for a period of ninety (90) calendar days after the opening of proposals.

For information,
please call Lily Flores, Housing Manager
at **(909) 394-6282**

CITY OF SAN DIMAS

/s/ Debra Black
City Clerk of the City of San Dimas

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