

NOTICE OF INTENT TO AWARD

To: EliteSwim (DBA ElitSwim)  
275 South Overlook Dr  
San Ramon, CA 94582

Bid Opening Date: September 16, 2022

From: City of San Ramon  
7000 Bollinger Canyon Rd.  
San Ramon, CA 94583

NOI Posting Date: October 26, 2022

PROJECT: SWIM LESSON INSTRUCTION

The City of San Ramon is publishing notice of intent to award the contract to ElitSwim for the above referenced project.

A participating bidder who wishes to protest the proposed award, must submit the bid protest in writing to the Parks & Community Services Department via the City Clerk before the fifth (5<sup>th</sup>) business day and before 5:00 p.m. of that fifth business day following the posting date of this Notice of Intent to Award.

All protests shall be in writing and shall contain:

1. a complete statement of the legal grounds for the protest;
2. the legal grounds for the protest;
3. all the facts relevant to the protest;
4. the form of relief requested; and
5. the legal basis for such relief.

All protests shall be accompanied by all documentation supporting the grounds for the protest. The protest shall include the name, address, e-mail address and telephone number of the protesting party, and the person representing the protesting party.

Per Public Contracting Code, protests may be submitted only by a party that has submitted a response to the bid solicitation for the above referenced project. A subcontractor of a bidder/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 may be submitted by the following methods:

1. Email to [cityclerk@sanramon.ca.gov](mailto:cityclerk@sanramon.ca.gov). Please copy [mmlyniec@sanramon.ca.gov](mailto:mmlyniec@sanramon.ca.gov) on the email.
2. Via US Postal Service or similar. Must be received by the fifth (5<sup>th</sup>) business day;
3. Hand delivery between 8:30 a.m. and 5:00 p.m.;

To: City Clerk's Office  
7000 Bollinger Canyon Rd.  
San Ramon, CA 94583

END OF DOCUMENT