

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL***

REGARDING:

*Disinfecting Spray Service
R2021-01*

PROPOSALS DUE:

Wednesday, September 23, 2020 NO LATER THAN *4:00* P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Imperial (Court) seeks the services of a person or entity with expertise in spray disinfecting as outlined herein. The objectives of the program include the following, but not limited to, the project preparation work, materials, labor, equipment, clean-up, and performance of overall operations in connection with the COVID-19 disinfecting of the El Centro Courthouse and Brawley Courthouse. The work to be performed has been highlighted in the attachments, with two options. 1) All in yellow spaces, 2) All in blue spaces.

All information (e.g. attachments, Q&A) for this RFP is posted at <http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

Any inquiries should be sent to erdgz@imperial.courts.ca.gov

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

Scope For Disinfecting:

1. All Interior spaces highlighted in Yellow (see attachments) are to be properly sprayed as to cover all surfaces used by staff and public, this is to include but not limited to equipment such as furniture, computers, phones, printer, copiers, appliances, documents, and office supplies.

a. Buildings walls, pillars, window frames, door frames, all (but not limited to) must be properly prepped if required by the manufactures recommendations

2. All Interior spaces highlighted in Blue (see attachments) are to be properly sprayed as to cover all surfaces used by staff and public, this is to include but not limited to equipment such as furniture, computers, phones, printer, copiers, appliances, documents, and office supplies.

a. Buildings walls, pillars, window frames, door frames, all (but not limited to) must be properly prepped if required by the manufactures recommendations.

Materials Shall Be As Follows:

Hospital Grade solution made to combat/disinfect the Human Corona Virus (COVID-19). Solution must be properly measured and discharged as not to be over powering that others cannot operate in work spaces (one hour max).

Manufacturer's Specifications:

Materials and their installation shall comply per the manufacturer's specified product specifications. Barring unforeseen conditions, vendor shall guarantee the installation of materials/solutions for a period of not less than the products effectiveness (24hrs). Product must be safe to use as not to harm and/or discolor the surfaces of electronic devices or paper goods.

Alternative Materials:

Submittal of alternate materials must be equal to or exceed Court specified materials. Samples shall be submitted to the Court Facilities Director and must be approved prior to their use.

Work Schedule:

Spraying will be once per Court work day. After initial six months, Court may reduce frequency to three times per week.

Project work phases may be scheduled at any time Monday - Friday between the hours of 5:30 PM to 6:00 AM, weekends, and /or holidays free of employee and public traffic to avoid impacting the Court's services. Court business hours is not to be disturbed or interrupted at any time, unless a special request is made as part of the COVID-19 disinfecting process.

Work areas must be complete and ready for occupancy on a daily basis as to not interrupt Court services. The Court must agree with the contractor's work schedule in advance

and prior to the commencement of any work. Court business hours are Monday - Friday during the hours of 7:30 A.M. to 5:30 P.M.

Furnishings:

It shall be the responsibility of the Contractor to move/re-install furniture, signage, and equipment as needed to successfully complete the work phase of the project.

Disposal of Material/Debris:

Court Facility dumpsters are not to be utilized for the disposal of any project materials.

Prep-Work:

All prep-work shall be performed by Contractor as required to protect existing surroundings prior to any repairs or commencement work. All work shall be on the highest professional standard.

Contractor and their employees and or their sub-contractors shall be fully responsible in keeping the court free of any damage and or liability during this project.

Sergio Valadez, Facilities Director, will be managing the project and the sole individual authorized to make changes to project.

3.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued	<i>August 25, 2020</i>
Mandatory Walk-Thru Meet at 939 W. Main St., El Centro, CA 92243 2nd floor lobby	<i>Thursday, September 17, 2020 2:00 p.m. PST</i>
Deadline for questions	<i>Friday, September 18, 2020 4:00 pm PST</i>
Latest date and time proposal may be submitted	<i>Wednesday, September 23, 2020 4:00 pm PST</i>
Contract term (<i>estimate only</i>)	<i>October 1, 2020 thru March 30, 2021 With options to extend.</i>

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules	These rules govern this solicitation.

ATTACHMENT	DESCRIPTION
Governing RFPs (Non-IT Services)	
Attachment 2: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to a Minimum Term will render a proposal non-responsive.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 8: Drawings	Refer to drawings for floor detail.
Attachment 9: Cost	Complete & submit with Cost portion of proposal.

5.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

6.0 PRE-PROPOSAL WALK-THRU

The Court will hold a mandatory walk-thru on the date identified in the timeline above. The walk-thru will start at the Court’s offices at 939 W. Main St., El Centro, CA 92243 2nd floor lobby followed immediately by walk-thru at 220 Main St., Brawley, CA 92227. Attendance at the pre-proposal conference is mandatory. Each Proposer must be certain to check in at the pre-proposal conference, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the pre-proposal conference.

7.0 SUBMISSIONS OF PROPOSALS

7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

- 7.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - b. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.

- 7.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Superior Court of California, County of Imperial
Attention: Elsa Rodriguez
PERSONAL & CONFIDENTIAL
939 W. Main Street, 2nd floor
El Centro, CA 92243

- 7.4 Late proposals will not be accepted.
- 7.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

8.0 PROPOSAL CONTENTS

8.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. **Attachments 3, 4, 5, 6, 7 and 8:** Acceptance of Terms and Conditions, general certifications, Darfur certification and Payee Data Form, Iran certification and Unruh certification.
- b. Name, title, address, telephone number, and email address of the individual who will act as the contact for this RFP.
- c. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- d. Names, addresses, telephone numbers and email addresses of a minimum of four (4) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer. Greater weight will be given to

government references and references for similar work. Prior work performed for the Court will be included as a Reference during evaluation.

- e. Proposed method to complete the work including estimated response time for spraying outside regularly scheduled/upon request.
- f. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
- g. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

8.2 Cost Proposal. Complete attachment 9.

9.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

10.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. The Court will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal. The names, titles, locations and experience of the reviewers or the details of the evaluation process are not available to the Proposers.

If a contract will be awarded, the Court will post an intent to award notice at <http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted and Ability to meet timing requirements to complete the project</i>	<i>25</i>
<i>Experience on similar assignments and staff to be assigned to the project</i>	<i>25</i>
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	<i>10</i>
<i>Cost</i>	<i>40</i>

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

Proposals Are Subject To Disclosure Pursuant To Applicable Provisions Of The California Public Contract Code And Rule 10.500 Of The California Rules Of Court.

The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at

<http://www.imperial.courts.ca.gov/CourtDocumentsVB/SCourtDocuments.aspx#set4>

13.0 PROTESTS

Any protests will be handled in accordance with the Court’s protest policy posted at www.imperial.courts.ca.gov. Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest.