

# REQUEST FOR PROPOSALS

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**SUPERIOR COURT OF CALIFORNIA**

**COUNTY OF IMPERIAL (referred to as "JBE")**

## **REGARDING:**

**EXTERIOR EL CENTRO COURT PAINTING R2122-01**

## **PROPOSALS DUE:**

**Thursday, September 16, 2021 NO LATER THAN 4:00 P.M. PST**

### **1.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The work under this section includes the following but not limited to the project preparation work, materials, labor, equipment, clean-up, and performance of all operations in connection with the painting and repairs specified herein or reasonable required in completing the work to paint the entire exterior portion of the El Centro Courthouse building, railings included.

#### SCOPE FOR REPAIRS & PAINTING:

1. Exterior of building-Prep, patched, and paint
  - a. Buildings walls, pillars, window frames, doorframes, all (but not limited to) must be properly prepped by bead blasting and/or wire brushing.
  - b. All cracks, joints, and seals must be properly cleaned, patched/caulked, and sealed
2. Exterior railing (excluding the west exit rails on steps)-Prep, repair, patched, and paint
  - a. All rails to be bead blasted
  - b. Repairs via welding
  - c. Secure where areas may be loose or detached
  - d. Patch and caulk to create proper seal where rails meet pillars
  - e. Rails need to be treated for rust and sealed to prevent further rust from re-occurring
3. Exterior Steps on south side of building- Prep and paint.
  - a. Steps need to be painted with anti-slip paint.
4. Trench Steel covers on south side of building- Prep and paint.

5. Retention walls north side of building- Prep, repair, patched, and paint.
  - a. Walls show aging due to water run-off, need to be properly cleaned, patched/caulked, and sealed.
6. Refinish wood stained doors and matching walls, located at north entrance and on east & west ends of building.
  - a. Wood surface needs to be lightly prepped to remove any uneven areas.
  - b. Seal all corners and joints with a clear or matching caulking.
  - c. Apply a stain to match with clear satin finish to help repeal outside elements.

MATERIALS SHALL BE AS FOLLOWS:

1. **Paint for masonry:** Elastomeric type paint that will not easily fade in severe weather and bonds well.
2. **Paint for metal:** Rustoleum type paint that will help against rust, won't peel, and won't wade in severe weather
3. **Wood Stain finish for Exterior:** type stain that will not peel and will not wade in severe weather

Barring unforeseen conditions, vendor shall guarantee installation of materials for a period of not less than five (5) years. Product shall carry a ten-year warranty.

MANUFACTURER'S SPECIFICATIONS:

Materials and their installation shall be in compliance per the manufacturer's specified product specifications.

ALTERNATIVE MATERIALS:

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

REMNANT MATERIALS:

Any leftover material from this project shall be made available to the Court for selection to its inventory.

WORK SCHEDULE:

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 in order to be free of employee and public traffic flow and avoid impacting the Courts services. Court business hours are not to be disturbed or interrupted at any time.

Areas where work is taking place must be fully completed and ready for occupancy for the Court to continue with its business schedule the following business day. The Court must be in agreement with the contractor's work scheduled 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 5:00 P.M., with the exception of Court proceedings exceeding 5:00pm

**FURNISHINGS:**

It shall be the responsibility of the Contractor to move/re-install furniture, signage, and equipment as needed in order to successfully complete the work phase of the project bided. Court employee items and equipment shall be removed by Court Staff.

**DISPOSAL OF MATERIAL / DEBRIS:**

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

**PREP-WORK:**

All prep-work shall be performed by Contractor as required to protect existing surroundings prior to any repairs or commencement of painting. All work shall match existing texture, provided colors, and be completed to an even, leveled, and professional standard. Vendor and work force shall be fully responsible in keeping the court free of any damage or liability during the course of this project. Vendor shall be responsible for any damage caused by their workforce.

**2.0 TIMELINE FOR THIS RFP**

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

<b>EVENT</b>	<b>DATE</b>
RFP issued	<i>August 19, 2021</i>
<b>Pre-proposal Walk-thru</b> at 939 W. Main St., El Centro, CA 92243 Meet outside at bottom of north steps.	<i>Thursday, September 9, 2021 9:00 a.m. PST</i>
Deadline for questions	<i>Monday, September 13, 2021 4:00 p.m. PST</i>
<b>Latest date and time proposal may be submitted</b>	<i>Thursday, September 16, 2021 4:00 p.m. PST</i>
Notice of Intent to Award ( <i>estimate only</i> )	<i>September 30, 2021</i>
Contract start date ( <i>estimate only</i> )	<i>October 8, 2021</i>
Contract end date ( <i>estimate only</i> )	<i>April 10, 2022</i>

**3.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

<b>ATTACHMENT</b>	<b>DESCRIPTION</b>
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.

ATTACHMENT	DESCRIPTION
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form agreement.
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.  <b>Note: A material exception to a Minimum Term will render a proposal non-responsive.</b>
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 JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Public Works Notice	Notice project is a “Public Works” contract as defined under the Labor Code of California - Department of Industrial Relations, Sub-Section 1720(a) & 1771.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 9: Cost Table	The Proposer must complete the Cost Table and submit with the Cost Proposal portion.

#### **4.0 PAYMENT INFORMATION**

See Attachment 2, Appendix B

#### **5.0 PRE-PROPOSAL WALK-THRU**

The JBE will hold a pre-proposal walk-thru on the date and address identified in the timeline above. Attendance at the pre-proposal conference is **MANDATORY**. Each Proposer must be certain to sign in at the walk-thru, as the attendance list will be used to ascertain compliance with this requirement. The JBE will reject a proposal from any Proposer who did not attend the pre-proposal conference.

#### **6.0 SUBMISSIONS OF PROPOSALS**

6.1 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.

- 6.2 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 JBE 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 JBE 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.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Superior Court of California, County of Imperial  
CONFIDENTIAL  
Attention: Elsa Rodriguez  
939 W. Main Street, 2<sup>nd</sup> floor  
El Centro, CA 92243
- 6.4 Late proposals will not be accepted.
- 6.5 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.

## **7.0 PROPOSAL CONTENTS**

- 7.1 **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 and 8:** Acceptance of Terms and Conditions, general certifications, Darfur certification, Payee Data and Unruh/FEHA certification.
  - b. Name, title, email address and telephone of the individual who will act as the Proposer's designated representative for purposes of this RFP.
  - c. Names, email addresses and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The JBE 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.
- d. Proposed method to complete the work. Including project/team organization and time estimates.
  - e. Copies of the Proposer's (and any subcontractors') current business licenses, DIR registration number, professional certifications, or other credentials.
- 7.2 **Cost Proposal.** Complete attachment 9.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## 8.0 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 JBE reserves the right to negotiate extensions to this period.

## 9.0 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 JBE will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. The names, titles, locations and experience of the reviewers or the details of the evaluation process are not available to the Proposers. Award, if made, will be to the highest-scored proposal. If a contract will be awarded, the JBE will post an intent to award notice at <https://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>35</i>
<i>Experience on similar assignments</i>	<i>20</i>
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	<i>5</i>
<i>Cost</i>	<i>40</i>

## 10.0 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 JBE 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 JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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.

#### **11.0 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>

#### **12.0 PROTESTS**

Any protests will be handled in accordance with the Court’s protest policy posted at [www.imperial.courts.ca.gov](http://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.