

REQUEST FOR PROPOSALS

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

REGARDING:

Civil and Criminal Carpeting R1415-09

PROPOSALS DUE:

Friday, May 29, 2015 NO LATER THAN *4:00* P.M. PACIFIC TIME

1.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Superior Court of California, County of Imperial (hereafter referred to as “Court”) seeks the services of a person or entity with expertise in purchase and installation of carpeting for the civil and criminal offices at 939 W. Main Street, El Centro, California. See Attachment 7 for a detailed scope of work.

2.0 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>May 15, 2015</i>
Mandatory walk-thru at 939 Main, El Centro	<i>Tuesday, May 26, 2015 2:30 p.m.</i>
Deadline for questions	<i>Wednesday, May 27, 2015 4:00 p.m.</i>
Latest date and time proposal may be submitted	<i>Friday, May 29, 2015 4:00 p.m.</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>June 5, 2015</i>
Contract start date (<i>estimate only</i>)	<i>June 12, 2015</i>
Contract end date (<i>estimate only</i>)	<i>Dec. 31, 2015</i>

3.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs	These rules govern this solicitation.
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: Scope of Work	Detailed materials and work required.
Attachment 8: Cost	Complete & submit with cost proposal.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

5.0 MANDATORY WALK-THRU

The Court will hold a pre-proposal walk-thru on the date identified in the timeline above. The pre-proposal conference will be held at the Court’s offices at 939 W. Main. Street, El Centro, California.

Attendance is **MANDATORY**. Each Proposer must be certain to check in at the walk-thru, 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 walk-thru.

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 two (2) 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 two (2) 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.**
- 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
Attention: Elsa Rodriguez
1625 W. Main Street, Ste. 200
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. **Contact:** Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- b. **References:** Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer. Please note greater weight will be given to government references and to references for similar work. Prior work performed for the Court will be included as a Reference during evaluation.
- c. **Licenses:** Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.
- d. **Warranty:** Specify goods and services warranty scope and duration
- e. **Attachment 3:** Complete and sign Acceptance of the Terms and Conditions per instructions on form. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**
- f. **Attachment 4:** The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
- g. **Attachment 5:** The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
- h. **Attachment 6:** The Proposer's name, address, telephone numbers, email address, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

7.2 **Cost Proposal.** Complete & submit Attachment 8

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.

7.3 **Requirements upon award**

- a. **Insurance:** Proof of insurance must be provided upon award. See Attachment 2, Agreement, Appendix C, General Provisions, Section 3

- b. **Good standing:** If Contractor is (1) a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), or (2) 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

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.

If a contract will be awarded, the Court will post intent to award notice at www.imperial.courts.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Experience on similar assignments/References</i>	20
<i>Cost</i>	50
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	10
<i>Ability to meet timing requirements to complete the project</i>	20

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.

13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The court participates in a disabled veteran business enterprise participation goal. Details are posted at www.imperial.courts.ca.gov

14.0 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.