

# REQUEST FOR PROPOSALS

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

**Regarding:**  
*Armed Guards R2122-11*

### **1.0 BACKGROUND INFORMATION**

The Court seeks experienced armed entrance security screening and perimeter security for the three Court locations.

**Refer to Attachment 7 Scope of Work for detailed description.**

All other information for this RFP are posted at

<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

### **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 12, 2022</i>
Deadline for questions	<i>Thursday, May 26, 2022 5:00 p.m. PST</i>
<b>Latest date and time proposal may be submitted</b>	<b><i><del>Wednesday, June 1, 2022</del> 4:00 p.m. PST</i></b>
<b>Latest date and time proposal may be submitted</b>	<b><i>Friday, June 3, 2022 4:00 p.m. PST</i></b>
Contract duration ( <i>estimate only</i> )	July 1, 2022 thru June 30, 2025 with option to extend thru 06/30/2027

### 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. <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 Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Scope of Work	Detailed description of services and deliverables. This is also Appendix A1 of the Standard Agreement.
Attachment 8: Cost	Complete and submit with cost proposal.

### 4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

### 5.0 SUBMISSIONS OF PROPOSALS

- 5.1 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.
- 5.2 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

- 5.3 Late proposals will not be accepted.
- 5.4 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.
- 5.5 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

## **6.0 PROPOSAL CONTENTS**

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

- a. **Contact:** Name, title, address, telephone and email of the individual who will act as the Proposer's designated representative for purposes of this RFP
- b. **Background:** For each key staff member: a resume describing the individual's background and experience, as well as individual's ability and experience in conducting the proposed activities.
- c. **Company:** State the number of employees working in the company by job description (i.e. number of managers, supervisors, guards, etc.) and by County. The purpose of this request is to provide the Court an understanding of the size of the Contractor.
- d. **Experience:** Describe the Contractor's experience in providing entrance security screening services to other courts or other entities. List the manufacture of the entrance security screening equipment that the guards are trained to use.
- e. **Uniforms:** Provide a visual depiction of uniforms including any over coats or jackets.
- f. **Supervision:** Describe your total staff supervision plan. Please include where the supervisor will be located Monday-Friday during Court hours.
- g. **Training:** Include a copy of your training plan/schedule. In addition, as many court customers only speak Spanish, describe how you respond to language barriers.
- h. **Staffing:** Describe how you will deal with unexpected absences of guards; caused by illness, failure to appear for work, etc. to ensure the full staffing each day. Have you ever not been able to provide coverage for an unexpected absence? Describe the escalation process to address personnel problems, including insubordination, absenteeism, poor performance, tardiness, etc.
- i. **References:** Contact names, company, telephone and email of four (4) clients for whom the Proposer has conducted similar services; if possible, preferably for government entities. The Court may check references listed by the Proposer. Prior work performed for the Court will be included as a Reference during evaluation.

- j. **Licenses:** Copies of the Proposer's (and any subcontractors') current business licenses, contractor's license or other credentials, professional certifications, or other credentials.
- k. **Attachment 3, 4, 5 & 6:** Acceptance of Terms and Conditions, General Certifications, Darfur Contracting Act Certification and Payee Data Form completed & signed

6.2 **Cost Proposal.** The Proposer must submit **one (1) original and three (3) copies of Attachment 8**. 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. Additional pages may be attached if needed.

## 7.0 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.

## 8.0 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. 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 Court will post an intent to award notice at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

CRITERION	MAX NUMBER OF POINTS
<i>Compliance with RFP Requirements and Acceptance of the Terms &amp; Conditions</i>	<i>5</i>
<i>Quality of Work Plan Supervision/Training and Credentials of staff to be assigned</i>	<i>27</i>
<i>Experience and References</i>	<i>30</i>
<i>DVBE (if applicable)</i>	<i>3</i>
<i>Cost</i>	<i>35</i>

**9.0 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.

**10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The court participates in a disabled veteran business enterprise participation goal. Details are posted at  
<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

**11.0 PROTESTS**

Any protests will be handled in accordance with the Court’s protest policy posted at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>. 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.