

# REQUEST FOR PROPOSALS

---

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

### **REGARDING:**

### **R2122-12 COURTROOM AUDIO/VIDEO**

#### **1.0 BACKGROUND INFORMATION**

The Court seeks experienced installation for courtroom audio/video remodel at 939 W. Main St., El Centro, CA 92243.

**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 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>May 20, 2022</i>
Site walk-thru by appointment Call 760-336-3522 or email <a href="mailto:erdgz@imperial.courts.ca.gov">erdgz@imperial.courts.ca.gov</a>	<i>Appointments available up to Tuesday, June 7, 2022</i>
Deadline for questions	<i>Tuesday, June 7, 2022 4:00 p.m. PST</i>
<b>Latest date and time proposal may be submitted</b>	<i>Friday, June 10, 2022 4:00 p.m. PST</i>
Public opening of cost at 939 W. Main St., El Centro, 2 <sup>nd</sup> floor by accounting	<i>Friday, June 17, 2022 3:30 p.m. PST</i>
Contract term ( <i>estimate only</i> )	<i>June 24, 2022 until completed</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 (IT Goods and Services)	These rules govern this solicitation.
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE 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: Small Business Declaration	The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation.
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: Scope of Work	Detailed description of services and deliverables. This is also Appendix A1 of the Standard Agreement.
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: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.

**4.0 PAYMENT INFORMATION**

See Attachment 2, Appendix B

**5.0 PRE-PROPOSAL SITE WALK-THRU**

Attendance at the pre-proposal conference is optional. Proposers are strongly encouraged to schedule an appointment.

**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 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

- 6.3 Late proposals will not be accepted.  
6.4 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.

## 7.0 PROPOSAL CONTENTS

The Proposer must submit its proposal in two parts, the non-cost portion and the cost portion. The Proposer must submit an electronic version of the entire proposal on USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

7.1 **Non-Cost Portion.** The following information must be included in the non-cost portion of the proposal. A proposal lacking any of the following information may be deemed non-responsive. The Proposer must submit **one (1) original and three (3) copies** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The original non-cost portion of the proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the cost portion. The Proposer must write the **RFP title and number on the outside** of the sealed envelope.

- a. **RFP Contact:** Name, title, address, telephone and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- b. **Staff:** 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.
- c. **References:** Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services; if possible, preferably for government entities. The JBE may check references listed by the Proposer. Prior work performed for the Court will be included as a Reference during evaluation.
- d. **Specs:** Model number(s), specifications, or other description of the goods the Proposer proposes to supply to the JBE, including warranty information.
- e. **Work Plan:** Proposed method to complete the work including but not limited to project/team organization, and time estimates. Ability to fit this work into existing obligations. **Number of days to complete project.**
- f. **Licenses/Certs:** Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials. Certifications, Attachments, and other requirements.

- i. **Seller's Permit:** The Proposer must submit with its proposal, for itself and each of its affiliates that make sales for delivery into California, a copy of either (i) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (ii) a certificate of registration issued under Revenue and Taxation Code section 6226.
- ii. **Good standing:** 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.
- iii. **Attachment 3, 4, 5 (if applicable), 6, 8 & 9:** Acceptance of Terms and Conditions, General Certifications, Small Business Declaration, Payee Data Record, Unruh Certification and Darfur Contracting Act Certification completed & signed

7.2 **Cost Portion.** The following information must be included in the cost portion of the proposal. The Proposer must submit **one (1) original and three (3) copies** of the cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The original cost portion of the proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the non-cost portion. The Proposer must write the **RFP title and number on the outside** of the sealed envelope.

- a. The cost per unit for the goods described in the non-cost information.
- b. A detailed line item budget showing total cost of the proposed services.
- c. Pricing for additional warranty option of two years and for option of four years.
- d. A full explanation of all budget line items in a narrative entitled "Budget Justification."
- e. A "not to exceed" total for all work and expenses payable under the contract, if awarded.

**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**

The cost portion of proposals will be publicly opened at the date and time noted in Section 2.0. The JBE will evaluate the proposals on a 108 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 JBE will post an intent to award notice at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<i>Quality of work plan submitted</i>	<i>20</i>
<i>Experience on similar assignments</i>	<i>10</i>
<i>Cost</i>	<i>50</i>
<i>Credentials of staff to be assigned to the project</i>	<i>5</i>
<i>Acceptance of the Terms and Conditions</i>	<i>5</i>
<i>Ability to meet timing requirements to complete the project</i>	<i>10</i>
<i>DVBE</i>	<i>3</i>
<i>Small business incentive</i>	<i>5</i>

**10.0 INTERVIEWS**

The JBE may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interview may also require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the JBE’s offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

**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 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.

**12.0 PUBLIC WORKS PROJECT**

This project constitutes a “Public Works” contract as defined under the Labor Code of California - Department of Industrial Relations, Sub-Section 1720(a) & 1771. Project is subject to compliance monitoring and enforcement by the DIR.(LC 1771.4(a)(1)) Consequently, workers employed on this project must be paid the general rate of per-diem wages for each craft, classification, and of type of worker needed to execute this project agreement. Contractor shall be responsible in obtaining up-to-date prevailing wage labor code schedule; and may be required to submit “Prevailing Wage Certified Payroll” at the completion of the project upon request by the Court. Prime contractor is required to post job site notices, as prescribed by regulation. (LC 1771.4(a)(2)).

**13.0 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>

**14.0 SMALL BUSINESS PREFERENCE**

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the JBE’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the JBE’s sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services (“DGS”) certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 5). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE SMALL BUSINESS PREFERENCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.**

## **15.0 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.