

# REQUEST FOR PROPOSALS

## **SUPERIOR COURT OF CALIFORNIA COUNTY OF IMPERIAL (JBE)**

### **REGARDING:**

#### ***Door Access Control System R2223-06***

All information for this RFP is posted at  
<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

#### **1.0 DESCRIPTION OF GOODS AND/OR SERVICES**

The Court (JBE) seeks an access control system for 41 doors.

- 20 Doors wireless electronic locks with battery supply and Wi-Fi connectivity for doors with no access path. Card Readers access.
- 21 Doors wired with card reader access.
- Controllers for wireless electronic locks on each floor.
- All wired card readers run back to nearest IDF.
- Must include all equipment, materials and installation including low voltage work, such as cable runs, terminations, and testing.
- Web-based controller.

#### **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.

EVENT	DATE
RFP issued	<i>May 22, 2023</i>
Site walk-thru (OPTIONAL) at 939 W. Main St., El Centro, CA 92243, 2nd floor by elevator	<b><i>Tuesday, June 6, 2023 11:00 a.m. PST</i></b>
Deadline for questions	<i>Wednesday, June 7, 2023 4:00 p.m. PST</i>
Latest date and time proposal may be submitted	<b><i>Wednesday, June 14, 2023 4:00 p.m. PST</i></b>
Public opening of cost portion of proposals at 939 W. Main St., El Centro, Ca 92243, 2nd floor by Accounting door	<i>Tuesday, June 20, 2023 3:00 p.m. PST</i>

EVENT	DATE
Notice of Intent to Award ( <i>estimate only</i> )	<i>Tuesday, June 20, 2023</i>
Contract start and end dates ( <i>estimate only</i> )	<i>June 23, 2023-June 30, 2024</i>

### 3.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
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 (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.</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: Cost Proposal	The Proposer must complete the Cost Proposal and submit the completed certification with its proposal.
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**

The JBE will hold a pre-proposal conference on the date identified in the timeline above. Attendance at the pre-proposal conference is optional. Proposers are strongly encouraged to attend.

## **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 non-cost portion and the cost portion.

a. 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.

b. 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.

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 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.

- 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, telephone and email of a minimum of four (4) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- c. **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.
- d. **Goods**: 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 project organization and time estimates.
- f. **Seller 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.
- g. **Certifications**:
  1. **Licenses**: Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.
  2. **Attachment 3 Acceptance of the Terms and Conditions**: The Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification. If exceptions are identified, the Proposer must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.

**Note: A material exception to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.**
  3. **Attachment 4 General Certification**: The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

4. **Attachment 6 PDR**: The Proposer's name, address, telephone, email 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.

5. **Attachment 8 Unruh**: The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8) and submit the completed certification with its bid.

6. **Attachment 9 Darfur**: The Proposer must complete the Darfur Contracting Act Certification (Attachment 9) and submit the completed certification with its proposal.

7. **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.

8. **SB/DVBE**: Complete and attached Small Business Declaration & DVBE forms if applicable.

7.2 **Cost Portion**. Proposal must be all inclusive of any fees, taxes, etc. In addition to summary on Attachment 7, the following information must be included in the cost portion of the proposal.

- i. The cost per unit for the goods described in the non-cost information.
- ii. A detailed line-item budget showing total cost of the proposed services.
  - (a) A full explanation of all budget line items in a narrative entitled "Budget Justification."
  - (b) 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 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

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

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted and Ability to meet timing requirements to complete the project</i>	<i>22</i>
<i>Experience on similar assignments and Credentials of staff to be assigned to the project</i>	<i>20</i>
<i>Cost</i>	<i>50</i>
<i>Compliance with RFP Requirements and Acceptance of the Terms and Conditions</i>	<i>5</i>
<i>Disabled Veteran Business Enterprise (DVBE) Incentive</i>	<i>3</i>
<i>Small Business Preference</i>	<i>5% of score</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 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 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)).

## **12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** Except as required by law, 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, as set forth in this Section 12. **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

<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 MISREPRETATION IN CONNECTION WITH THE SMALL BUSINESS PREFERNCE 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. Protests must be sent to:

Protest Officer / Fiscal Department  
Superior Court of California, County of Imperial  
939 W. Main St.  
El Centro, Ca 92243