

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA COUNTY OF IMPERIAL (JBE)

REGARDING: *El Centro Elevator Improvements R2223-08*

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

1.0 TIMELINE FOR THIS RFP

The Court (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>June 1, 2023</i>
Optional Site Walk-Thru at 939 W. Main St., El Centro, CA 92243 meet at basement	<i>Wednesday, June 14, 2023 at 10:30 a.m. PST</i>
Deadline for questions	<i>Wednesday, June 14, 2023 at 4:00 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Tuesday, June 20, 2023 no later than 4:00 p.m. PST</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>June 23, 2023</i>
Contract duration (<i>estimate only</i>)	<i>June 29, 2023 to October 31, 2023</i>

2.0 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 interior cart improvements specified herein or reasonable required in completing the work to replace the wall panels, the ceiling panel, and light fixtures of the El Centro Courthouse elevator cart.

SCOPE OF WORK:

The El Centro Courthouse was built in 1924, with the elevator install in 1983 (name plate is OTIS). This project is to replace the existing elevator walls and ceiling panels and replacement of the light fixtures using LED bulbs required by the State. Refer to attached

photos. The project is to improve the buildings elevator cart appearance and to match the Courthouse historic appearance.

- Wall & Ceiling panels to have a wood finish look, resembling a Red Chestnut (Varathane Classic) or Red Oak (Varathane).
- Light fixtures have the current capability to use LED bulbs and provide a comfortable lighting appearance.
- Base trim to match the overall look of the cart.

The Court is requesting drawings and material samples provided with bid submittals showing the cart's new layout.

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.

USE OF EQUIPMENT SHALL BE AS FOLLOWS:

Use of scaffolding, lifts, or ladders can be used as long as they do not damage the floors or walls; they must have wheels or feet protectors.

Any damages caused to buildings structure during the project, will be the responsibility of Contractor to make repairs.

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 Director 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.

PUBLIC WORKS:

This project constitutes a “Public Works” contract as defined under the Labor Code of California - Department of Industrial Relations, Sub-Section 1720(a) & 1771. 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.

3.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT 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. Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal

ATTACHMENT	DESCRIPTION
	non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.
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: Cost Proposals	The Proposer must complete cost proposal form & submit with cost 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: Photos	For review only. Photos of work area.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B

5.0 PRE-PROPOSAL OPTIONAL WALK-THRU

The JBE will hold a pre-proposal conference on the date identified in the timeline Section 1.0. 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 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, 2nd 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.

- 6.5 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.

7.0 PROPOSAL CONTENTS

The Proposer must submit its proposal in **two separate sealed envelopes**, the technical proposal and the cost proposal.

7.1 **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 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. 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 and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- b. **Experience:** 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 four (4) clients for whom the Proposer has conducted similar services; if possible, 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. **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. The Court is requesting drawings and material samples provided with bid submittals showing the cart's new layout.
- e. **Licenses/Certs:** Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials. Certifications, Attachments, and other requirements.
- f. **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.
- g. **Attachment 3, 4, 5, 6 & 8:** Acceptance of Terms and Conditions, General Certifications, Darfur Contracting Act Certification, Payee Data Record and Unruh Certification completed & signed.

7.2 **Cost Proposal.** **Attachment 7.** 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 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**.

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. 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; Ability to meet timing requirements to complete the project and Credentials of staff to be assigned to the project</i>	<i>25</i>
<i>Experience and References</i>	<i>30</i>
<i>DVBE (if applicable)</i>	<i>3</i>
<i>Compliance with RFP Requirements and Acceptance of the Terms and Conditions</i>	<i>7</i>
<i>Cost</i>	<i>35</i>

10.0 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)).

11.0 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, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 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>

13.0 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