

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA IMPERIAL COUNTY

REGARDING:

JANITORIAL SERVICES R2324-02

1.0 BACKGROUND INFORMATION

The Court seeks Janitorial Services for three locations. Aside from the technology offices at 4.00pm Fridays, all cleaning will be performed on weekends and after 5:00 p.m. Monday thru Friday. No day porter is needed.

Refer to Attachment 9 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.

EVENT	DATE
RFP issued	<i>September 19, 2023</i>
Mandatory site walk of El Centro Main Courthouse & Criminal Courthouse Register by emailing erdgz@imperial.courts.ca.gov	Tuesday, October 10, 2023 9:00 a.m. PST
Optional site walk of Winterhaven Court. Time to be determined once walks at both El Centro Courts are completed.	Tuesday, October 10, 2023
Deadline for questions	Wednesday, October 11, 2023 4:00 p.m. PST
Latest date and time proposal must be received by Court	Monday, October 16, 2023 4:00 p.m. PST
Notice of Intent to Award (<i>estimate only</i>)	<i>October 24, 2023</i>
Contract start & end dates (<i>estimate only</i>)	<i>11/01/2023 thru 10/31/2026</i> <i>plus options to extend to 2028</i>

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 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: Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification 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: Scope of Work	Detailed description of services and deliverables. This is also Appendix A1 of the Standard Agreement.
Attachment 10: Material Specification	Description of supplies requested.
Attachment 11: Vendor Qualifications	Vendor information and qualifications.
Attachment 12: Statistic	Historical data on people accessing facilities.
Attachment 13: Cost	Complete and submit with cost proposal.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B.

5.0 SITE WALK

The JBE will hold a site walk on the date and place identified in Section 2.0.

Attendance of the El Centro Courts site walk is **MANDATORY**. Each Proposer should register by emailing erdgz@imperial.courts.ca.gov and be certain to check in at the site walk, as the attendance list will be used to ascertain compliance with this requirement. The JBE will reject a proposal from any Proposer who did not attend the site walk.

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 an electronic version of the entire proposal on USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

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. 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.

b. Technical proposal must include completed & signed **Attachment 3, 4, 5, 6, 7, 8, 10 & 11**.

7.2 Cost Proposal.

- a. 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 the 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.
- b. **Attachment 13** must be included in the cost proposal.

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 and Ability to meet timing requirements to complete the project</i>	<i>20</i>
<i>Experience on similar assignments and Credentials of staff to be assigned to the project</i>	<i>30</i>
<i>Acceptance of the Terms and Conditions and Compliance with RFP Requirements</i>	<i>7</i>
<i>DVBE</i>	<i>3</i>
<i>Cost</i>	<i>40</i>

10.0 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.**

11.0 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>

12.0 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