

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA, IMPERIAL

REGARDING: *HVAC service agreement R2122-07*

PROPOSALS DUE:

Tuesday, April 5, 2022 NO LATER THAN **4:00** P.M. PACIFIC TIME

1.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The work under this section includes the following but not limited to the service preparation, materials, labor, equipment, clean-up, and performance of all operations in connection with the HVAC Service located at the El Centro Courthouse. Equipment is Carrier Model: 30XVB1606S5005D-0VC Type: Chiller, air cool screw

QUARTERLY CHILLER SERVICE:

- Check general machine condition
- Check control, power and piping
- Check safety and operating controls
- Check for leaks of all types
- Check refrigerant charge
- Check starter wiring
- Check gauges and indicator lights
- Check water flow
- Log Chilled water in temperature
- Log Chilled water out temperature
- Log Chilled water flow
- Log cooler refrigerant temp
- Log cooler refrigerant pressure
- Inspect condition of condenser coils
- Check operation of condenser fans
- Log Cond refrigerant temp
- Log Cond refrigerant pressure
- Log Discharge superheat
- Log Cond sub cooler temperature
- Log oil level
- Log oil supply pressure
- Log oil sump temperature
- Check cooler approaches
- Make equipment adjustments as required
- Clean-up work station
- Report to Customer and advise on condition of equipment

ANNUALLY CHILLER SERVICE

- Record voltages
- Meg and record motor winding resistance
- Perform spectrographic oil analysis
- Check oil heater amperage
- Check oil cooler system
- Clean starter cabinet
- Inspect all contacts
- Check all terminals and tighten connections
- Inspect coolant pump operation (If Applicable)
- Replace VSD/SSS coolant (If approved)
- Clean control panel
- Check flow switches operation
- Check all safety shutdown operation
- Check display data for accuracy and set point
- Check all terminals and tighten connections
- Run diagnostic check of micro control panel
- Leak check entire chiller
- Provide an electronic report of completed work, operating log

*Note Annual Chiller service is in combination with Quarterly Chiller service

MANUFACTURER’S SPECIFICATIONS:

Materials and their installation shall comply per the manufacturer’s specified product specifications. Barring unforeseen conditions, vendor shall guarantee the installation of materials for a period of not less than five (5) years. Product shall carry a minimum of ten-year warranty.

ALTERNATIVE MATERIALS:

Submittal of alternate materials must be equal to or exceed Court specified materials. Specs shall be submitted to the Court Facilities Director and must be approved prior to their use.

REMNANT MATERIALS:

Any leftover material from this service agreement shall be made available to the Court for selection to its inventory.

WORK SCHEDULE:

Court business hours are between Mondays thru Friday, during the hours of 8:00 A.M. to 5:00 P.M. The Court will need to approve the contractor’s work schedule in advance and prior to the commencement of any work to avoid interrupting Court business.

Work areas must be ready for occupancy on a daily basis as to not interrupt Court services.

HVAC Technician is to report to Court Facilities when on site of El Centro Courthouse before the start of services.

FURNISHINGS:

It shall be the responsibility of the Contractor to move/re-install furniture, signage, and equipment as needed to successfully complete the work phase of the project.

Court employee items and equipment shall be removed by Court Staff.

DISPOSAL OF MATERIAL/DEBRI:

Court Facility dumpsters are not to be utilized for the disposal of any project materials.

PREP-WORK:

All prep-work shall be performed by Contractor as required to protect existing surroundings prior to any repairs or commencement work. Contractor and their employees and or their sub-contractors shall be fully responsible in keeping the Court free of any damage and or liability during this project. NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor’s expense.

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.

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>March 8, 2022</i>
Pre-proposal walk-thru at 939 W. Main St., El Centro, CA 92243 outside east entrance	<i>Tuesday, March 29, 2022 9:00 a.m. PST</i>
Deadline for questions	<i>Tuesday, March 29, 2022 5:00 p.m. PST</i>
Latest date and time proposal may be submitted	<i>Tuesday, April 5, 2022 4:00 p.m. PST</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>April 12, 2022</i>
Contract start date (<i>estimate only</i>)	<i>May 1, 2022 thru April 30, 2025 with options to extend to 2027</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 to a Minimum Term will render a proposal non-responsive.
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 Proposal	The Proposer must complete the Cost Proposal and submit the completed form with its proposal.

4.0 PAYMENT INFORMATION

See Attachment 2, Appendix B.

5.0 PRE-PROPOSAL WALK-THRU

The JBE will hold a pre-proposal conference on the date and address identified in the timeline above. Attendance at the pre-proposal walk-thru is **MANDATORY**. Each Proposer must be certain to sign in at the pre-proposal conference, 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 pre-proposal conference.

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 envelopes, the technical proposal and the cost proposal.

a. **Technical Envelope:** 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, do not include any cost proposal information. The Proposer must **write the RFP title and number on the outside** of the sealed envelope.

b. **Cost Envelope:** 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.

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, 2nd 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 **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. **Attachments 3, 4, 5 and 6:** Acceptance of Terms and Conditions, general certifications, Darfur certification and Payee Data form.
- b. Name, title, email address and telephone of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. Names, email addresses and telephone numbers of a minimum of four (4) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer. Greater weight will be given to government references and references for similar work. Prior work performed for the Court will be included as a Reference during evaluation.
- d. Proposed method to complete the work. Including project organization, team qualifications and time estimates.
- e. Copies of the Proposer's (and any subcontractors') current business licenses, DIR registration number, professional certifications, or other credentials.

7.2 **Cost Proposal.** Complete attachment 7. Any other cost information the proposer wishes to include may be submitted in addition to Attachment 7.

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. 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>

CRITERION	MAX POINTS
<i>Compliance with RFP Requirements and Acceptance of the Terms & Conditions</i>	5
<i>Quality of work plan and Ability to meet timing requirements</i>	30
<i>Experience</i>	27

CRITERION	MAX POINTS
<i>DVBE (if applicable)</i>	<i>3</i>
<i>Cost</i>	<i>35</i>

10.0 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.

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 www.imperial.courts.ca.gov. 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.