



INVITATION FOR BIDS

First District Court of Appeal

REGARDING:

IFB Title: Drapery & Blinds Cleaning Services

IFB No.: 1DCA-19-54-RB

BIDS DUE:

May 31, 2019 NO LATER THAN 3:00 P.M.

PACIFIC TIME

1.0 BACKGROUND INFORMATION

The First District Court of Appeal (1DCA) will be the party to the Agreement for drapery and blinds cleaning services (the “Services”).

Purpose

The 1DCA seek the services of a person or entity with expertise in the Services.

Contract Term

The 1DCA intends to award a single agreement for the Services. The term will be one (1) year.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 The person or entity awarded the agreement (Contractor) shall provide the following services:

1. Provide the Services for the 1DCA at 350 McAllister Street, San Francisco, CA 94102 and 455 Golden Gate Avenue, San Francisco, CA 94102
2. Provide a crew of 2 or 3 for a 3-hour (3:30PM to 6:30PM) work day on consecutive Fridays and a 3-hour (7:00AM to 10:00AM) work day on the following Monday as outlined in the schedule below. These dates will be subject to change or may be cancelled with one-week notice provided to the Contactor. Work will be done on the following scheduled days.

Estimated Scheduled Service Dates for the 1DCA

Year	Inclusive Dates	Remove/Reinstall	
2019	June 14 and 17, 2019	20 pieces drapery & 83 aluminum blinds	
2019	June 21 and 24, 2019	64 pieces drapery & 75 wood blinds	
2019	June 28 and July 1, 2019	64 pieces drapery & 74 wood blinds	

3. Other services to be provided: Contractor will arrive onsite at 1DCA and remove designated drapery and blinds from windows and transport them to their facility for

professional cleaning. Once cleaned, the drapery and blinds will be reinstalled at 1DCA.

4. Contractor will be required to bring in the appropriate equipment, workers or truck to complete the requested tasks.
5. Contractor will be required to sweep or vacuum floor as needed after performance of the Services.

2.2 Requirements and Liabilities

1. All workers of the Contractor must complete a sign-in sheet before beginning work.
2. Contractor must adhere to instructions provided by the 1DCA's Project Manager (the "Project Manager") and not conduct any work requested by other staff without permission from the Project Manager.
3. Contractor must be flexible in case of urgent requests.
4. All staff of the Contractor must wear identifiable shirts, hats, etc. to clearly distinguish them from 1DCA working staff. All staff of the Contractor are subject to internal background investigations.
5. Contractor may not outsource of any services without written approval from the Project Manager.
6. Contractor must have the ability to work with DGS Building Manager and must abide by rules and regulations of DGS building management. The DGS building's policy and loading dock specifications if needed, listing hours of access and restrictions on types of vehicles admitted to the loading dock, is included as Attachment 7.
7. Contractor shall have insurance to cover damages for any possible loss or damage while property is under the protection of the Contractor as well as for damage to any fixed property. Contractor shall be responsible for the satisfactory repair, or replacement (at the option of the 1DCA) of any property that is lost, damaged or stolen while in Contractor's custody and for the satisfactory repair of any damage to buildings or grounds.
8. Contractor must provide Certificate of Liability Insurance that includes Commercial General Liability, Worker's Compensation and Employer Liability and Automobile Liability, for up to one million dollars. This will be required at the time the contract is signed and annually thereafter.

2.3 Optional Walk-Through

An Optional Pre-bid Walk-through for allowing the bidders to see the drapery and blinds is scheduled below:

Event	Time	Date	Location
Optional Walk-Through	10:00 am – 11:00 am	5/17/2019	Lobby 455 Golden Gate Avenue San Francisco, CA 94102

If Bidder is interested, it must rsvp its attendance to solicitations@jud.ca.gov and provide the name of their attendees before 5/16/2019. Project Manager will then meet Bidder at the lobby of 1DCA building on 5/17/2019. Bidder must arrive 15 minutes prior to allow for security check.

2.4 Billing

Contractor will be expected to provide the 1DCA with itemized invoices. All invoices shall include a complete itemization of services rendered and have the Contract Number on each invoice. If there are changes in the DIR Prevailing Wage rates, then a copy of rates must be submitted with invoice.

3.0 TIMELINE FOR THIS IFB

The 1DCA has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the 1DCA.

EVENT	DATE
IFB issued	May 13, 2019
Optional Walk-Through 455 Golden Gate Avenue, Lobby San Francisco, CA 94102	May 17, 2019 10:00 A.M – 11:00 A.M.
Deadline for questions to solicitations@jud.ca.gov	May 22, 2019 by 3:00 p.m. Pacific Time
Questions and answers posted www.courts.ca.gov/rfps.htm	May 24, 2019 (estimate only)
Latest date and time bids may be submitted	May 31, 2019 by 3:00 p.m. Pacific Time

Bids Publicly Opened 455 Golden Gate Ave, San Francisco, CA 94102 Location will be at the 3 rd floor, conference area of the building	June 5, 2019 10:00 a.m.
Notice of Intent to Award at www.courts.ca.gov/rfps.htm	June 7, 2019 (estimate only)
Contract Start Date (estimate only)	June 14, 2019
Contract End Date (estimate only)	June 13, 2020

4.0 PREVAILING WAGE REQUIREMENTS

The Contractor will be required to perform certain services that are subject to California prevailing wage laws pursuant to sections 1770 et. seq of the California Labor Code. Work subject to California prevailing wage laws, includes but is not limited to, the assembly or disassembly of blinds. The Contractor will be responsible for the proper classification of its employees.

4.1 Prevailing Wage:

- 4.1.1 The Contractor and all Subcontractors under the Contractor shall pay all workers performing prevailing wage Work pursuant to this Contract, not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the 1DCA’s principal office. Prevailing wage rates are also available from the Court or on the internet at (<http://www.dir.ca.gov>).
- 4.1.2 Contractor shall ensure that Contractor and all of Contractor’s Subcontractors execute the Prevailing Wage and Related Labor Requirements Certification attached to the Contract and incorporated herein.

- 4.1.3 The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

4.2 Registration:

- 4.2.1 Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its Certified Payroll Records (“CPR(s)”) to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations (“DIR”). Labor Code section 1771.1(a) states the following:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

5.0 IFB ATTACHMENTS/DOCUMENTS

The following attachments are included as part of this IFB:

ATTACHMENT / DOCUMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs	These rules govern this solicitation.
Attachment 2 Agreement - Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must sign this Agreement (the “Terms and Conditions”).

Attachment 3 Bidder's Acceptance of Terms and conditions	This form needs to be signed by (Bidder) and submitted with bid, The Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions and submit the exceptions with bid.
Attachment 4 General Certifications Form	The Bidder must complete the General Certifications Form and Submit the completed form with its proposal.
Attachment 5 Labor Cert	The Bidder must complete the Prevailing Wage and the Related Labor Requirements Certifications Form and Submit the completed form with its proposal.
Attachment 6 Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal
Attachment 7 Policy for DGS Building	The DGS (Department of General Services) building's policy
Attachment 8 Bidder Declaration	Complete this form <u>only</u> if the Bidder wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9 DVBE Declaration	The Bidder must complete this form and submit it with their proposal only if Bidder wishes to qualify for the DVBE incentive.
Attachment 10 Payee Data Record Form	This form contains information required in order to process payments.
Attachment 11 References	Bidder must provide 3 references and submit with their bid.

6.0 BID SUBMISSIONS

6.1 Bids should provide straightforward, concise information that satisfies the requirements of Section 7 ("Bid Contents"). Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB's instructions and requirements, and completeness and clarity of content.

6.2 The Bidder must submit its bid in two parts, the non-cost information and the cost information.

6.2.1 The Bidder must submit one (1) original and (3) copies of the non- cost information. The original must be signed by an authorized representative of the Bidder. The non-cost information (including all copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.

6.2.2 The Bidder must submit one (1) original and (3) copies of the cost information. The original must be signed by an authorized representative of the Bidder. The cost information (including all copies thereof) must be submitted to the JCC in a single sealed envelope, separate from the non-cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.

6.3 Bids must be delivered by the date and time listed on the coversheet of this IFB to:

Bid Desk – Drapery & Blinds Cleaning Services
Judicial Council of California
Branch Accounting and Procurement| Administrative Division
Attn: Sheryl Berry, IFB No: 1DCA-19-54-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

6.4 Late bids will not be accepted.

6.5 Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Bids may not be transmitted by fax or email.

7.0 BID CONTENTS

7.1 Non-Cost Information. The following should be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.

7.1.1 Bidder's name, address, telephone and fax numbers, and federal tax identification number. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

7.1.2 Name, title, address, telephone number, and email address of the individual who will act as Bidder's designated representative for purposes of this IFB.

7.1.3 Describe your company’s ability to provide the services listed in Section 2.0.

7.1.4 All required documentation under Section 2.3.

7.1.5 Acceptance of the Terms and Conditions.

7.1.5.1 On Attachment 3, Bidder must check the appropriate box and sign the form. If Bidder marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.

7.1.5.2 If exceptions are identified, the Bidder must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change.

7.1.5.3 Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.

7.1.5.4 Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.

7.1.5.5 Certifications, Attachments, and other requirements

Bidder must include the following certification in its bid:

- i. Bidder certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
- ii. Bidder must complete the Darfur Contracting Act Certification (Attachment 6) and submit the completed certification with its bid.
- iii. If Bidder is a corporation, proof that Bidder is in good standing and qualified to conduct business in California.

7.2 Cost Information.

Year	Bid Cost
2019	

Travel cost should be included.

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 Bidder's bid is an irrevocable offer for thirty (30) days following the bid due date. In the event a final contract has not been awarded within this thirty (30) day period, the JCC reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF BIDS

Bids that meet all the required components in **Section 2.3** will be publicly opened at the time and place noted in Section 3.0, Timeline for this IFB.

The JCC will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting all submission requirements, terms and conditions of this IFB.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the JCC for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records.

If information submitted in a bid contains material noted or marked as confidential and/or proprietary that, in the JCC’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the JCC finds or reasonably believes that the material so marked is not exempt from disclosure, the JCC will disclose the information regardless of the marking or notation seeking confidential treatment.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE (“DVBE”) INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Bidder will receive a DVBE incentive if, in the sole determination of the JBE’s staff, bidder has met all applicable requirements. If Bidder receives the DVBE incentive, the dollar amount of its bid will be reduced (for evaluation purposes only) by an amount equal to 3%

of the lowest responsible bid, not to exceed \$100,000.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Bidder may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Bidder wishes to seek the DVBE incentive:

1. Bidder must complete and submit with its bid the Bidder Declaration (Attachment 8). Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Bidder must submit with its bid a DVBE Declaration (Attachment 9) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Bidder will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Bidder not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Bidder not receiving the DVBE incentive.

If Bidder receives the DVBE incentive: (i) Bidder will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Bidder must use any DVBE subcontractor(s) identified in its bid unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its bid will constitute a breach of contract.

FRAUDULENT MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9

12.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Bidder 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. The deadline for the JCC to receive a solicitation specifications protest is 5/14/2019. Protests should be sent to:

Judicial Council of California
Branch Accounting and Procurement | Administrative Division
Attn: Protest Officer, IFB Number: 1DCA-19-54-RB

IFB Title: Drapery & Blinds Cleaning Services
IFB No.: 1DCA-19-54-RB

455 Golden Gate Avenue, 6th floor
San Francisco, CA 94102-3688