

Request for Proposal

Court of Appeal, Fourth Appellate District, Division Two

REGARDING:

BUILDING SERVICES AGREEMENT: Replacement of up to 75 Hot Water Valves on VAV Boxes at the Court of Appeal, Fourth Appellate District, Division Two building located at 3389 12th Street, Riverside, CA.

4/2 RFP 13/14-01GW

PROPOSALS Due:

January 17, 2014, no later than 4:00 p.m. Pacific Time

1.0 Description of Services and Deliverables

The Court of Appeal, Fourth Appellate District, Division Two ("Court") seeks the services of a person or entity with expertise in Mechanical and HVAC Systems. The Court requires a qualified Service Provider to replace up to 75 hot water valves on VAV boxes that need replacing.

1.1 *The Service Provider will:*

Identify with a Certified Andover Controls Company with 5 years experience which valves are not working properly and map on print. Write a MOP (Method of Procedure) (replacement) for the process of valve replacement. Isolate each valve and drain the water in preparation of replacement. Replace up to 75 hot water valves with Belimo actuators of same voltage and re-commission with existing Andover control system one at a time. Re-insulate valves after replacement. Clean strainers if existing.

1.2 *Duration of Valves:*

Valves are required to last at least 10 to 15 years.

2.0 WORK LOCATION AND HOURS

Service Provider will provide its mechanical maintenance and automation maintenance of the equipment located at 3389 Twelfth Street, Riverside, CA. All services provided under this agreement will be performed during normal working hours (Monday – Friday 7 a.m. – 5 p.m.) unless otherwise specified.

3.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	December 6, 2013
Deadline for questions Email questions to: paula.garcia@jud.ca.gov	December 27, 2013
Questions and answers posted	January 10, 2014
Latest date and time proposal may be submitted	January 17, 2014 4:00 p.m. P.T.
Evaluation of proposals (<i>estimate only</i>)	February 7, 2014
Notice of Intent to Award (<i>estimate only</i>)	February 21, 2014
Negotiations and execution of contract (<i>estimate only</i>)	February 2014

EVENT	DATE
Contract start date <i>(estimate only)</i>	March 2014
Contract end date <i>(estimate only)</i>	April 2014

4.0 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: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the "Proposer") must sign this Court 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.
Attachment 4: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 5: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.

5.0 SUBMISSIONS OF PROPOSALS

- 5.1 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.
- 5.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
 - 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 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 proposal. The cost proposal must break down prices for various quantities; e.g., \$_____ for up to 25 valves, \$_____ for up to 50 valves, \$_____ for up to 75 valves, per valves between ranges. The original must be signed by an authorized representative of the Proposer. The original cost proposal and the copy must be submitted to the Court 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.

- 5.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Paula D. Garcia
Assistant Clerk/Administrator
Court of Appeal, 4th Appellate District, Division 2
3389 12th Street
Riverside, CA 92501

- 5.4 Late proposals will not be accepted.
- 5.5 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.

6.0 PROPOSAL CONTENTS

- 6.1 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. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
 - b. Name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative for purposes of this RFP.
 - c. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change.
 - ii. If exceptions are identified, the Proposer 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.

d. Certifications, Attachments, and Other Requirements.

- i. Proposer must include the following certification in its proposal: Proposer 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. Proposer must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.
- iii. If Proposer is a corporation, limited liability company, or limited partnership, proof that Proposer is in good standing and qualified to conduct business in California.

6.2 Cost Proposal. The following information must be included in the cost proposal.

- a. A detailed line item budget showing total cost of the proposed services.
- b. A full explanation of all budget line items in a narrative entitled "Budget Justification."
- c. A "not to exceed" total for all work and expenses payable under the contract, if awarded.
- d. A breakdown of prices for various quantities; e.g., \$_____ for up to 25 valves, \$_____ for up to 50 valves, \$_____ for up to 75 valves, per valves between ranges.

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.

7.0 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 Court reserves the right to negotiate extensions to this period.

8.0 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 Court 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.

If a contract will be awarded, the Court will post intent to award notice at www.courtinfo.ca.gov/rfps.htm.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	20%
Experience	35%
Reasonableness of cost projection	30%
Credentials of staff to be assigned to the project	10%
Acceptance of the Terms and Conditions	5%

9.0 INTERVIEWS

The Court 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 interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court's offices. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Court will notify eligible Proposers regarding interview arrangements.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rules of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court'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 Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

Notwithstanding the above, the California Public Contract Code requires the public inspection of certain proposals. If required to do so by the Public Contract Code, a Court may disclose all information contained in a proposal, including information marked as confidential or proprietary.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

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 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. The deadline for the Court to receive a solicitation specifications protest is December 27, 2013. Protests should be sent to:

Manuel A. Ramirez, Presiding Justice
Court of Appeal, Fourth Appellate District, Division 2
3389 Twelfth Street
Riverside, CA 92501