

# REQUEST FOR PROPOSALS

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**Court of Appeal, Fourth Appellate District, Division Two**

**REGARDING:**

**RFP Title: Fire Pump and Fire Sprinkler Maintenance**

**FIRE PUMP AND FIRE SPRINKLER MAINTENANCE:  
Inspection and preventive maintenance of the Court  
of Appeal, Fourth Appellate District, Division Two  
building located at 3389 12th Street, Riverside, CA.**

**RFP Number 4/2 RFP 13/14-05**

**PROPOSALS DUE:**

**FEBRUARY 7, 2014, NO LATER THAN 4:00 P.M. PACIFIC TIME**

## **1.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The Court seeks the services of a person or entity with expertise in fire pump and fire sprinkler systems. The Court requires a qualified service provider to provide preventive maintenance to improve equipment operations, increase efficiency, minimize breakdowns and prolong equipment life and to perform scheduled inspections of the Court's systems for a one year period, with two one-year options. The maintenance includes monthly and yearly fire pump inspections and quarterly fire sprinkler inspections.

The Court has one sprinkler riser in the building, two water flows and six tampers. There is one fire pump which is diesel – 500 GPM. There are no post indicator valves on the property but there are two main outside stem and yokes.

This RFP does not include performing any recommended repairs.

The service provider will provide state fire certified:

### **1.1 Monthly and Annual Fire Pump Inspections:**

Visit the Court on a routine schedule to perform inspection tasks on the fire pump system that includes all equipment, labor, and material necessary to perform inspections for

1. Monthly Inspections March 1, 2014 through February 28, 2015.
2. Annual Inspection November 2014.

### **1.2 NFPA 25 Quarterly Fire Sprinkler Inspection**

Starting March 1, 2014 to February 28, 2015.

## **2.0 GENERAL CONDITIONS**

### **2.1 Work Hours**

The Proposer will provide its inspections of the equipment located at 3389 Twelfth Street, Riverside, CA 92501. All services provided under this agreement will be performed during normal working hours (Monday – Friday, 7 a.m. – 5 p.m.) unless otherwise specified.

### **2.2 Insurance Requirements:**

The Proposer is to supply the Court with a certificate of liability and/or workman's compensations within two (2) weeks of the award of contract.

**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	January 22, 2014
Deadline for questions	Close of Business January 27, 2014
Questions and answers posted ( <i>estimate only</i> )	February 3, 2014
Latest date and time proposal may be submitted	February 7th, 2014
Evaluation of proposals ( <i>estimate only</i> )	Week of Feb 10, 2014
Notice of Intent to Award ( <i>estimate only</i> )	Week of Feb 17, 2014
Negotiations and execution of contract ( <i>estimate only</i> )	Week of Feb 24, 2014
Contract start date ( <i>estimate only</i> )	March 1, 2014
Contract end date ( <i>estimate only</i> )	February 28, 2015

**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’s Standard Form Agreement containing these terms and conditions (the “Terms and Conditions”). If exceptions are taken to this Attachment, Proposer must red-line the Agreement and include it with their RFP response.

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: 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 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 original technical proposal (and the copies thereof) must be submitted to the Court 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. 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 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. The Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if the 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 the Proposer's designated representative for purposes of this RFP.
- c. Acceptance of the Terms and Conditions.
  - i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.
  - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
- d. Certifications, Attachments, and other requirements.

- i. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
- ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
- iii. 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.
- iv. The Proposer must describe its capabilities to perform the inspection services and its experience in performing services of a similar nature.
- vi. The Proposer must submit a sample inspection work plan for evaluation purposes.
- vii. The Proposer must submit its standard agreement for inspection services for evaluation purposes.

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

- i. A detailed line item budget showing total cost of the proposed services.
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification” including hourly rates.
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.
- iv. For each of the option years, provide either specific costs or a labor or cost index for increase to the initial term’s costs.

**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 an intent to award notice at [www.courtinfo.ca.gov/4dca.htm](http://www.courtinfo.ca.gov/4dca.htm).

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	30 points
Capability and Experience on similar assignments	30 points
Cost	30 points
Acceptance of the Terms and Conditions	10 points

## 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

**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 Court 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 Court’s right to disclose information in the proposal, or (b) requiring the Court 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 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 Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://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 **February 7, 2014**. Protests must be sent to:

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

END OF RFP