

# REQUEST FOR PROPOSALS

## **ADDENDUM 1**

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**COURT OF APPEAL, FOURTH APPELLATE DISTRICT,  
DIVISION TWO**

**REGARDING:**

Housekeeping/Janitorial Services Agreement;  
4/2 RFP 13/14/-04

**PROPOSALS DUE:**

FEBRUARY 21, 2014 NO LATER THAN 4:00 P.M. PACIFIC TIME

This Addendum 1 hereby modifies the RFP as follow:

1. Deletions in the RFP are shown in strikeout font (~~strikeout font~~); insertions are shown in bold underlined font (**bold underlined font**). Paragraph numbers refer to the numbers in the original RFP.
2. Attachment 2 is hereby replaced in its entirety with Attachment 2, Revision No. 1.
3. The following changes are made to the RFP:

## 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. Proposer's name, address, telephone and fax numbers, and federal tax identification number **and the number of years your company has provided services similar to those in this RFP**. 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, or other modification.
  - 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. The Proposer must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
  - ii. 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. Proposer must complete the Payee Data Record form (Attachment 6) and submit the completed form with its proposal.
  - v. Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.
  - vi. Proof of financial solvency or stability (e.g., balance sheets and income statements).

vii. References from three (3) different companies where your firm currently provides or within the past year provided services similar to those in this RFP.

viii. Describe your work plan and how your firm will implement the services.

## 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 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) Division 2.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	<del>10%</del> <u>20%</u>
Experience	30%
Reasonableness of cost projection	<del>30%</del> <u>40%</u>
<del>Credentials of staff to be assigned to the project</del>	<del>20%</del>
Acceptance of the Terms and Conditions	10%

[END OF ADDENDUM 1]