



REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA (JCC)

REGARDING:

Daily Pick-up and Delivery of Mail

RFP: MAPS-2015-04-PS

PROPOSALS DUE:

MAY 8, 2015,

NO LATER THAN 3:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California (JCC), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system.
- 1.2 Located within the Ronald M. George Office Complex at 455 Golden Gate Avenue, San Francisco, California, the JCC is adjacent to both the California Supreme Court and the First District Court of Appeals.
- 1.3 The services requested will be provided to the Judicial Council of California, the Supreme Court of California and the First District Court of Appeals.
- 1.4 The vendor chosen will be expected to provide services with the utmost integrity, confidentiality and responsiveness. Services will be provided on a daily basis, with the exception of Judicial Branch holidays.
- 1.5 This contract service period is for one year with four additional one year options to renew.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

Mail Archive and Print Services “(MAPS)” seeks the services of a person or entity with expertise in the daily pick up and delivery of U.S. Mail for same day sorting, resulting in next day delivery of local first class mail.

- Vendor WILL pick up ALL U.S. MAIL at specified location within 455 Golden Gate Avenue.
- Vendor will pick up mail no earlier than 6:00 pm every evening – Monday through Friday, with the exception of Judicial Branch Holidays.
- Vendor will deliver all mail from the pick up location the same evening to a local main U.S. Post Office sort facility.
- Vendor will provide MAPS with proof of service delivery to postal sort facility when requested. Mail cannot just be deposited in mailbox – rather, post office must take possession of mail directly.
- Vendor will deliver any quantity and type of mail, up to and including boxes, flats, tubs and trays to USPS sort facility. In the event that any one pickup will exceed ten tubs of mail in a business day, vendor will be contacted in advance.
- Vendor is NOT responsible for any presort.
- Vendor is NOT to use mail picked up as a part of a larger delivery to receive postal discounts.
- Vendor will charge a flat, monthly fee for service provided.
- Vendor will bill Judicial Council monthly, in arrears.

- In the event that overages are charged based upon the number of tubs picked up, the vendor will submit on the same day a form indicating the quantity of tubs that exceeded ten tubs.
- Judicial Branch Holidays include: New Year’s Day, Martin Luther King, Jr., Day, Lincoln’s Birthday, Washington’s Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

3.0 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>April 24, 2015</i>
Deadline for questions (by 2:00 pm Pacific Time)	<i>April 29, 2015</i>
Questions and answers posted (estimated)	<i>May 1, 2015</i>
Latest date and time proposal may be submitted	<i>May 8, 2015</i>
Evaluation of proposals	<i>May 9 to May 20, 2015</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>Intent to Award by May 27, 2015</i>
Contract start date (<i>estimate only</i>)	<i>June 3, 2015</i>

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: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form Agreement (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: 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. [To be submitted at a later date by Awardee.]

5.0 PAYMENT INFORMATION

- Vendor will charge a flat, monthly fee for service provided, plus a per overages tub fee for tubs in excess of ten (10) picked up on any given business day.
- Vendor will bill Judicial Council monthly, in arrears.
- Charges indicating an overage of tubs are subject to verification and validation based upon paperwork submitted by driver at the time of pick up in addition to Judicial Council calculations.

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 may submit its proposal in one document describing the technical proposal and the cost proposal.
- a. The Proposer must submit **one (1) original and three (3) copies** of the proposal. The original must be signed by an authorized representative of the Proposer. The original proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope. 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:

Judicial Council of California
Attn: Nadine McFadden
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

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 Proposal. The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.
- i. 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.
 - ii. 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.
- 7.2. Names, addresses, and telephone numbers of a minimum of FIVE (5) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- 7.3. Proposed method to complete the work.
- 7.4. 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.
- 7.5. 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.

- 7.6 Cost Proposal. The following information must be included in the proposal.
- i. A monthly fee for picking up tubs of mail (up to 10 tubs) and delivering them to a main Post Office.
 - ii. A per tub fee when tubs in excess of ten (10) are picked up.

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 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.

If a contract will be awarded, the JBE will post an intent to award notice at _____.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Cost</i>	<i>50</i>
<i>Experience on similar assignments/ Professional References</i>	<i>20</i>
<i>Ability to meet timing requirements</i>	<i>15</i>
<i>Acceptance of the Terms and Conditions</i>	<i>15</i>

10.0 INTERVIEWS

The JBE 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 JBE's offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

11.0 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.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

"The JBE has waived the DVBE incentive in this solicitation."

13.0 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). 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 JBE to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Stephen Saddler
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102