



REQUEST FOR PROPOSAL FOR PAINT AND PAINT RELATED SUPPLIES

FACILITIES OPERATIONS

The Administrative Office of the Courts (AOC) of the Judicial Council of California requests proposals from qualified firms to provide painting materials and related products for all O&M projects for use in court facilities throughout the State of California.



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF COURT CONSTRUCTION
AND MANAGEMENT



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

REQUEST FOR PROPOSAL

**Request for Proposal for
Paint and Paint Related Supplies**

RFP Number Administrative Office of the Courts,
Facilities Operations
OCCM-2009-06 Office of Court Construction and Management

Project Title Proposal Submission:
Paint and Paint Related Supplies Judicial Council of California
Administrative Office of the Courts
Attn: Ms. Nadine McFadden
455 Golden Gate Avenue
San Francisco, CA 94102
*(Indicate RFP number and project title on
lower left corner of envelopes)*

Contact:
OCCM_Solicitations@jud.ca.gov

Schedule of Events

No.	Events	Dates (Calif. Time)
1	Mandatory Pre-Proposal Conference, AOC Office, Sacramento, CA	10-12 PM – Friday, November 6, 2009
2	Deadline for submission of Proposer's Requests for Clarifications	3:00 PM – Tuesday, November 10, 2009
3	Clarifications, Modifications and/or Answers to Questions posted on the "courtinfo" website: http://www.courtinfo.ca.gov/reference/rfp/ .	Monday, November 16, 2009 (estimated)
4	Proposal Due Date and Time	2:00 PM – Friday, November 20, 2009
5	Posting of short listed Proposers on the "courtinfo" website (est.)	Wednesday, December 2, 2009
6	Presentations of short listed Proposers, AOC Office, Sacramento, CA	Monday, December 7, 2009; Times TBD
7	Posting of Intent to Award on the "courtinfo" website (estimated)	Friday, December 11, 2009

- Section 1 GENERAL INFORMATION
 - 1.1 Background
 - 1.2 Facilities Transition
 - 1.3 Facility Types and Categories

- Section 2 PURPOSE OF THE RFP
 - 2.1 General Intentions

- Section 3 RESPONDING TO THE RFP
 - 3.1 Optional: Submit Questions Prior to Pre-Proposal Conference
 - 3.2 Mandatory Participate in Pre-Proposal Teleconference
 - 3.3 Intent to Respond
 - 3.4 Preparing Your Proposal
 - 3.5 Submitting Your Proposal

- Section 4 SUPPLIER CRITERIA

- Section 5 GENERAL REQUIREMENTS
 - 5.1 Outline of Responsibilities
 - 5.2 Customer Service
 - 5.3 Master Account Summary/Invoicing
 - 5.4 Materials Standards
 - 5.5 Regulatory Requirements
 - 5.6 Codes and Standards
 - 5.7 Color Consistency

- Section 6 MINIMUM QUALIFICATIONS
 - 6.1 Scope of Past Experience
 - 6.2 Specific Types of Past Experience

- Section 7 COMMODITY DESCRIPTIONS/SCOPE OF WORK
 - 7.1 Paint Materials and Related Products
 - 7.2 Sheens
 - 7.3 Qualified Manufacturer Brand List
 - 7.4 Manufacturer's Letter of Authorization
 - 7.5 Guarantee
 - 7.6 Items Ordered and Delivered
 - 7.7 Delivery
 - 7.8 Technical Representative
 - 7.9 Packaging and Labeling
 - 7.10 Compliance
 - 7.11 Additional Paint and Related Supply Items

7.12 Price Lists/Catalog/Color Samples

Section 8 EVALUATION OF PROPOSALS

- 8.1 Best Value Evaluation
- 8.2 Quality
- 8.3 Approach and Scope of Services
- 8.4 Cost
- 8.5 Service Provider Initiative

Section 9 REQUIREMENTS OF A RESPONSIVE PROPOSAL

- 9.1 General Capabilities
- 9.2 Legal Entity Information
- 9.3 Experience and Background of Key Staff
- 9.4 Knowledge of Key Staff
- 9.5 Strategy for Growth
- 9.6 Plan of Approach
- 9.7 Company Information
- 9.8 Qualifications
- 9.9 Cost of Services
- 9.10 References

Attachments

- A Regional Map
- B Facilities List
- C Strata/Product Detail
- D Pricing Proposal
- E LEED Calculation Worksheet
- F Standard Terms and Conditions of Contract
- G Special Provisions
- H Form for Submission of Questions

SECTION 1 - GENERAL INFORMATION

1.1 Background

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

1.2 Office of Court Construction and Management

The AOC established the Office of Court Construction and Management (OCCM) to lead implementation of the Trial Court Facilities Act. OCCM implements the transfers of court facilities from the counties to the AOC, collaborates with county and court officials to establish long-term facilities master plans for the trial courts, plans capital outlay and funding to support design and construction of new and renovated courthouses, and administers facilities and real estate for the superior courts and Courts of Appeal.

The state is divided into three (3) regions; Bay Area/Northern Coastal, Northern/Central, and Southern. The AOC Regional Manager, Facilities Operations (Regional Manager) for each region will be the primary "Point of Contact" for the supplier's regional management personnel. Regions are divided in accordance with Attachment A.

1.3 Facilities Transition

The full transition of all facilities from the counties to the AOC and the full-time maintenance of transferred facilities is on-going and will be completed within the next year. It is the intent of the AOC to bring all court facilities under a single maintenance organization. Currently materials are purchased through multiple vendors, resources, and contractors. As the facility transfer process moves towards its conclusion, the AOC's goal is to leverage existing and future painting requirements and provide a single supplier as the primary source for all paint and paint related products. These products will be used throughout the state. The AOC has provided a list of facilities in Attachment B of this RFP. The list is provided for information only, and is subject to change.

1.4 Facility Types and Categories

There are three (3) types of court facilities; AOC owned, AOC occupied/county owned, and leased. As each facility is added to the AOC's portfolio, the proposed Supplier will be notified of the type of facility, and what responsibility, if any, is required. This will range from full service, to very minimal services, depending on the facility.

SECTION 2 - PURPOSE OF THIS RFP

2.1 General Intentions

The AOC seeks to contract with a single supplier with full spectrum resources for the manufacturing, sales and delivery of paint and paint related products to various locations within California.

The intent of this RFP is to award a contract to the responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the State, price and other factors considered.

The Standard Terms & Conditions, Attachment F of this RFP, will apply to all contracts or purchase agreements made with the AOC. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with same unless the RFP specifically indicates otherwise.

The AOC intends to extend the awarded contract to its purchasing partners. These partners include Courts, general subcontractors, maintenance contractors, and other designated subcontractors. This group is referred to collectively as "Using Agencies".

The initial term of the contracts awarded pursuant to this RFP will be for five (5) years with AOC retaining two (2) two-year options to renew, exercisable at the discretion of the AOC. The proposed Supplier will be notified ninety (90) days prior to the expiration of the contract, if the AOC will exercise the option.

Although the AOC, with the assent of the proposed Supplier, is making the use of any contract resulting from this RFP available to non-State Agencies, the AOC makes no representation as to the acceptability of any AOC RFP terms and conditions under the Local Public Contracts Law or any other enabling statute or regulation.

SECTION 3 – RESPONDING TO THE RFP

The AOC has developed the schedule of events (see page 2) with dates showing the key dates for this solicitation process. The RFP and schedule are subject to change, and the AOC does not send notifications of changes to this RFP or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised to visit the AOC website (<http://www.courtinfo.ca.gov/reference/rfp/>) frequently to check for changes and updates to the RFP, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

3.1 Optional: Submit Questions Prior to the Pre-Proposal Conference:

Proposers who wish to submit questions that will be answered during the Pre-Proposal Conference, should submit written questions, using the form for Submission of Question that is posted as Attachment D of this RFP. Please pay particular attention to the identification and citation of areas of the RFP about which you raise questions. Questions at this stage should address the particulars of the RFP process and general questions about the overall nature of the Project. Highly specific/technical questions should be submitted after the Pre-Proposal Conference. All questions should be submitted on the form noted above, sent as an attachment to the email address provided

of Page 2 of the RFP. Answers to submitted questions will be posted to the AOC website by the date indicated in the Schedule of Events.

3.2 Mandatory Participate in the Pre-Proposal Conference:

The AOC will provide an overview of the Project, introduce key AOC personnel, and answer questions submitted in writing via email prior to the Pre-Proposal Conference. If time allows, other questions may be solicited and answered. Although questions will be responded to verbally, the official and binding response will be the written response posted to the AOC website. The Conference will be held at 2860 Gateway Oaks Suite 400, Sacramento, California 95833.

3.3 Intent to Respond

Email Indicating Interest: Service Providers who intend to respond to this solicitation are requested to notify the AOC by sending an email to OCCM_Solicitations@jud.ca.gov with the RFP number and name in the subject line. This is not mandatory but is strongly encouraged, to assist the AOC in managing the RFP process. Please include the name, address, telephone, fax number, and e-mail address of the Service Provider (firm) and contact person.

3.4 Preparing Your Proposal

Proposals should provide concise information that satisfies the requirements noted in this RFP. Proposals should also contain the following:

- a. three (3) copies in paper form of the RFP, in a bound 8.5” x 11” booklet format with a cover letter that confirms that all elements of the RFP have been read and understood, that the Proposer has reviewed all terms stated in Attachments F and G of this RFP; provides the exact legal name, address, telephone and fax numbers, and federal tax identification number of the proposal organization; the name, address, telephone and fax numbers, and email address of the Proposer’s designated representative; and the name, address, telephone and fax numbers of the contracts management or legal person will liaise with the AOC in contractual matters.
- b. three (3) copies in paper form of your Pricing Proposal.
- c. One (1) compact disk containing the complete RFP

3.5 Submitting Your Proposal

Proposals are not to be submitted as e-mails. Proposals may be sent by US mail services certified mail, or overnight delivery carrier, or delivered in person. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the AOC shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The AOC will return unopened, any proposal received after the time specified in the most current RFP Schedule.

SECTION 4 – SUPPLIER CRITERIA

Painting materials and associated products procured under this RFP shall be from the lowest responsible bidder. In addition to price, the "lowest responsible bidder" will be determined by consideration of the following factors as furthered outlined in Section 8:

- The quality, availability and suitability of the supplies, equipment or services to the particular use required.
- The ability, capability and skill of the bidder to perform the services required.
- Whether the bidder has the financial resources and facilities to perform or provide the services promptly, or within the time specified without delay or interference.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The bidder's record of performance on previous contracts or services, including compliance by the bidder with laws and ordinances relative to such contracts or services.
- Breadth of Proposers manufactured product line both new and recycled that will support Green and LEED Program Initiatives.

SECTION 5 – GENERAL REQUIREMENTS

The proposed Contractor shall provide all paint products, materials, and other related items and consulting as defined in this Statement of Work (SOW). The proposed Supplier shall provide guidance and coordination with OCCM to ensure effective and economical provision of all products and services. Work can include: material manufacturing, delivery, warehousing, management of color codes, color matching, advice in the management and application of painting products and materials for use on unique substrates as well as historical structures. Most application environments are typical to special-use, Class "A" facilities.

5.1 Outline of Responsibilities

The selected Supplier will be required to manufacture and provide materials necessary to maintain and preserve the buildings and hardscape at AOC locations. The selected Supplier will be responsible developing and maintaining building specific color books for the coding of current color schemes and material requirements; coordinating delivery painting materials and related products as ordered within project deadlines; where necessary, the storage of bulk materials for extended periods of time; management of all billing functions with the AOC or other Using Agency or purchasing parties; and quality control of product colors, including a guarantee of color maintainability over extended periods of time. The services of the selected Supplier are to be of a scope and quality generally performed by professional paint manufacturing companies and executed in a reasonable, diligent, and careful manner. Services shall be provided in accordance with the highest standards of professionalism, skill, workmanship, and applicable trade practices and shall conform to all applicable codes and regulations.

5.2 Customer Service

The selected Supplier shall foster a pride in ownership by providing quality customer support services to include proactive management, timely response and delivery, identification of facility needs and requirements.

The selected Supplier shall provide Regional Contacts responsible for customer service and satisfactory project implementation, management and quality control of all services and products. Contact List (CDR-1) will be provided to the AOC within the RFP Proposal in order for the AOC to

evaluate the qualification of the proposed management team. Subsequent changes to the Contact List shall be provided to the AOC within 5 business days of the change.

For specialty projects for either projects of a long duration or significant complexity, the proposed Supplier shall provide a project manager tasked with managing and meeting the proposed Supplier's project commitments. This may be the same as the Regional Contact; however the manager must be able to address all facets of the project during project duration.

5.3 Master Account Summary/Invoicing

The AOC shall be provided a quarterly account summary to include:

- per facility accounting of all painting materials and related products used by any Using Agency within AOC facilities
- total amounts billed
- updated proposed product pricing per the Qualified Manufacturer's Brand List
- order/delivery metrics
- material storage data,
- list of all authorized approvers within the Using Agencies
- other data as agreed during contract negotiations or subsequent discussions with the AOC

The AOC will not be responsible for painting materials and related products ordered by any authorized Using Agency. Proposed Supplier shall develop and maintain separate accounts, billings, and other internally required process for the management of any accounts receivable or billing function.

5.4 Materials Standards

New and Recycled/Remanufactured paint products shall be manufactured to support 0-VOC, low VOC, and that meet or exceed Master Painters Institute (MPI) criteria for the relevant categories of products, and have been approved by MPI. Within the proposal, the proposed Supplier shall provide Certification by the manufacturer that products supplied comply with USGBC, LEED version 2.2, EQ Credit 4.2 Low Emitting Materials, Paints and Coatings criteria for limits on Volatile Organic Compounds (VOC).

5.5 Regulatory Requirements

Coatings shall comply with the Environmental Protection Agency's 1999 Rule and the National Volatile Organic Compound (VOC) Emission Standards for Architectural Coatings or with local air quality management district regulations for Architectural Coatings. Proposed Supplier shall comply with stricter regulations. AOC policy, regulations, and specifications will apply as developed.

5.6 Codes and Standards

Proposed Supplier shall conform any work and/or materials to comply to regulations of the State Fire Marshal, OSHA requirements for Safety Color Coding, and all applicable local or State Ordinances. Proposed Supplier's work product shall conform to the most stringent requirements and authorities having jurisdiction.

5.7 Color Consistency

To ensure color consistency the contractor working with the manufacturer will perform and visually inspect every batch for color and sheen consistency. By following the manufacturers guidelines this will ensure best possible color consistency for each job or structure.

Re-manufactured recycled paint shall be tested for performance by MPI (Master Paint institute) and approved in recycled latex product categories #10RR, 15RR, 44RR, 52RR, 53RR, and 54RR. The manufacturer will meet quality control standards and provide color consistency from batch to batch.

The proposed Supplier shall provide to the AOC a proposed Product List (CDR-2) based on Attachment C and with enough information and detail to allow the AOC to validate compliance to these standards.

SECTION 6 - MINIMUM QUALIFICATIONS

6.1 Scope of Past Experience

Proposer shall demonstrate to the satisfaction of the Source Selection Panel (SSP) that the firm has successfully manufactured new and recycled paints and supplied painting materials, sundries, and consulting services on a state-wide basis for a minimum of 10 years. That the firm has the capacity to provide delivery services to remote facilities within specified deadlines. The firm must have major supply resources within each AOC region and have provided services to major government or corporate entities substantially similar to the services required by this RFP.

Qualified bidder will be an established manufacturer of 0-VOC, low VOC, and Recycled/Remanufactured paint products that meet or exceed Green Performance Standards as defined by the Master Painters Institute (MPI) criteria for the relevant categories of products, and have been approved by MPI.

Proposers shall promote LEED business practices.

6.2 Specific Types of Past Experience Sought

Proposer must have the aggregate experience in performing and managing the following organizational functions:

1. Paint Manufacturing and Recycling
2. Supply Chain Logistics
3. Color Program Management
4. Maintaining regular liaison with AOC, purchasing partners and building tenants/occupants and resolving product oriented complaints.

SECTION 7 COMMODITY DESCRIPTIONS/SCOPE OF WORK

7.1 Paint Materials and Related Products

A general list of paints and related supplies included in this RFP are as follows:

7.1.1 Paint, Finishes, Solvents, Including Sundries - All Colors and Container Sizes.

TYPE	USE
Latex flat paint	interior
Latex semi-gloss paint	interior
Enamel, semi-gloss	interior & exterior
Enamel, gloss	interior & exterior
Alkyd flat paint	interior & exterior
Metal primers (all types)	interior & exterior
Paint, fire retardant & fire resistant	interior & exterior
Paint, aerosol spray (all types)	interior & exterior
Architectural finishes and industrial coatings	interior & exterior
Stains & varnishes, wood	interior & exterior
Traffic Line Paint	Exterior
Sealers & finishes, floor	interior & exterior
Turpentine - gun resin	interior & exterior
Mineral spirits - odorless	interior & exterior
Paint and varnish remover	interior & exterior
Paint thinner	interior & exterior
Sundries to include but not limited to caulking & putty,	interior & exterior
masking tape, wall joint tape and compound, sandpaper	interior & exterior

7.1.2 Brushes and Rollers for Paint - All Sizes and Types

7.1.3 Specialized Hand Tools, Application Equipment, Including Drop Cloths for Painting - all Types and Sizes

7.1.4 Powder Paint Only - State-wide

The bidder(s) price list must include Hybrids, Polyester, Wrinkle Finish and TGIC Polyester paints of various colors. If the brand/price list does not include all of these powder paints and various colors, the brand line may be subject to rejection.

7.2 Sheens

The Proposer’s products shall comply with the following standards:

- Flat: Less Than 3 based on 60 degree meter
- Low Sheen: 5 to 10 based on 60 degree meter
- Eggshell: 10 to 15 based on 60 degree meter

- Satin Gloss: 25 to 35 based on 60 degree meter
- Semi-Gloss: 50 to 55 based on 60 degree meter
- Gloss: Above 70 based on 60 degree meter

7.3 Qualified Manufacturer Brand List

The proposed manufacturer products shall be applicable to all of the various strata encountered with AOC facilities. Attachment C lists most potential strata that will require the application of materials. Attachment C shall not be considered totally comprehensive.

Proposed products shall be considered as a "Qualified Manufacturer's Brand List". Should bidders become aware of additional potential products, they may include those products lines for consideration as part of their proposal.

7.4 Manufacturer's Letter of Authorization

The bidder's signature on this RFP certifies that it is authorized to sell the manufacturer brand(s) offered in its bid proposal. Bidder(s) may be further required to submit a manufacturer's letter of authorization demonstrating that the bidder is authorized to sell the brand/line(s) offered. If requested by the AOC, the bidder must submit the manufacturer's letter of authorization no later than seven (7) days after a verbal or written request.

7.5 Guarantee

Newly supplied and manufactured products shall provide a consistent and uniform color and sheen consistency for a period of not less than 5 years.

Proposer shall provide a guarantee of product color reliability. Products shall be warranted against fading or other similar color shifts for a period of not less than two (2) years. Paint touch up activities during that period of time shall not be visible due to color or sheen changes of applied products.

7.6 Items Ordered and Delivered

The Using Agencies are authorized to order and the selected Supplier is authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency [Agencies] reveals [reveal] that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the AOC in the termination of the contract or in the award of any subsequent contract. The AOC may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the AOC the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt AOC services and would force the AOC to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the AOC's ongoing needs.

The selected Supplier will provide materials, products, and consulting services as directed and approved by the Senior Facility Manager, Regional Managers of Facility Operations, or designated Using Agencies. Services supplied without approval from these authorized persons will be considered out of the scope of the contract and may not be reimbursed.

The AOC reserves the right to purchase painting products and associated materials by means other than this contract where such purchases are deemed to be in the AOC's best interest.

7.7 Delivery

7.7.1 Deliveries are to be made within seven (7) calendar days after receipt of order. Pricing proposals shall incorporate all costs associated with delivery of orders.

7.7.2 For orders made by remote facilities, the AOC will entertain minimum purchase volumes. Proposals shall clearly define the Proposer's strategy towards this option and how the Proposer shall ensure timely delivery of orders. The Proposer shall specifically identify within its proposal those facilities that it deems to fall into this classification.

7.8 Technical Representative

The selected Supplier must provide a technical representative who is available to answer any questions regarding products, color matching, color/product troubleshooting, recommend products for specific needs and visit Using Agencies requesting assistance or determining appropriate usages of products when required. This service shall be provided at no additional cost to the AOC.

7.9 Packaging and Labeling

7.9.1 All paints and related items must be packed in commercial containers of the type, size and kind appropriate for the product it contains and must be constructed so as to insure safe delivery and acceptance.

7.9.2 All packaging and all shipping practices are to be in complete compliance with all applicable federal, state and local laws and regulations.

7.9.3 All packages of paints and related items, including finishes, solvents, etc. must be labeled with and include the following information:

- Quantity enclosed
- Materials shall be delivered to Project Site in original, new and unopened packages and containers bearing manufacturer's name and label and the following information:
 - Name or title of material.
 - Product Description (Generic Classification or Binder Type).
 - Fed Spec. number, if applicable.
 - Manufacturer's stock number and date of manufacturer.
 - Manufacturer's name.

- Contents by volume, for major pigment and vehicle constituents.
- Thinning instructions.
- Application instructions.
- Color name and number.
- VOC Content
- EPA # (where applicable)
- CAS # (where applicable)
- Directions for use
- Recommended storage precautions
- The chemical or common name of substances listed in the "Right to Know Workplace Hazardous Substances List" and the names of other substances that are among the five most predominant substances in the container.

7.9.4 Any product that poses potential hazards to personnel or property must have a warning label which conforms to all Federal and State requirements and the Worker and Community Right to Know Act. An antidote statement must be included where required. All products must comply with pertinent OSHA rules, regulations and guidelines.

7.10 Compliance

The selected Supplier will be held responsible for compliance with all current (applicable) EPA and OSHA regulations. Proposers are responsible for obtaining this information.

7.11 Additional Paint and Related Supply Items

If a Proposer's awarded price lists include additional manufacturer brand lines that have not been identified as an awarded qualified brand the Using Agency is not permitted to purchase the additional brand/item from the contractor. No additional items of either paint or related supplies can be purchased from selected Supplier other than those awarded under this RFP.

7.12 Price Lists/ Catalogues /Color Samples

7.12.1 Selected Supplier shall furnish, upon request, at any time during the term of the contract, copies of price lists to the Using Agencies for items awarded at no additional cost. Price list shall include all products listed within the Qualified Manufacturer's Brand List.

7.12.2 Selected Supplier shall furnish, upon request, draw-down color samples on 8.5x11 materials for use in comparing colors, sheen, etc. Draw downs shall be provided at no cost to the Using Agency, sample products shall be billed in accordance with agreed upon pricing schedules for similar products.

SECTION 8 - EVALUATION OF PROPOSALS

Proposals submitted in response to the Request for Proposal shall be reviewed and scored based on the information provided including references.

A proposal presentation will be scheduled for each short-listed bidder. Each of the selected companies will be provided with the opportunity to meet with the AOC to present their proposal, explain their operational model and costing structures. A pre-proposal conference will be held at 2860 Gateway Oaks Suite 400, Sacramento, California 95833.

8.1 Best Value Evaluation

The firm(s) selected will be the one(s) determined to provide the “best value” to AOC. The best value will be determined in accordance with the selection criteria set forth in the RFP. The evaluation is an assessment of both the Proposer and the Proposer’s ability (as conveyed by the Proposer) to successfully accomplish the prospective contract. The information in this Section 4 is provided for informational purposes only, and does not detail the requirements and procedures for award of this contract.

8.2 Quality

1. Quality, extent, and relevance of Proposer’s operational experience (including sub-contractors) in conducting all facets of Painting Supply.
2. Quality, extent, and relevance of Proposer’s experience in conducting similar efforts, particularly of a magnitude and setting similar to that described by this RFP, including familiarity with the geographical area and resources available in California.
3. Quality, extent, and relevance of experience, education and training of key personnel (including sub-contractors).
4. References: (a) Proposer’s service capability, reputation, facilities, equipment, and past performance; (b) Proposer’s previous performance in contracts or business dealings with municipal, state, federal agencies, or other entities.

8.3 Approach and Scope of Services

1. Completeness. The proposal is complete and follows this RFP.
2. Quality of approach and methodology for performing the effort clearly demonstrates an understanding of the applicable issues and requirements for building management.
3. Quality, clarity and completeness of scope of services, including extent to which alternative approaches/tasks will achieve objectives.
4. Quality of project organization and management plan; extent to which they will provide for successful, timely and fully compliant program implementation as evidenced by the: (a) a plan for controlling the effort; (b) coordination of subcontractors, joint ventures or teaming arrangements; (c) plan for phasing personnel into the effort; (d) quality of interaction and coordination with AOC; (e) reporting methodologies.

8.4 Cost

The pricing proposal will be evaluated for reasonableness of cost and best value to the AOC. Pricing proposal must be complete, accurate and well documented. Any pricing conditions or contingencies must be clearly stated. The Contractor will submit a cost proposal conforming to Attachment D based on the identified painting strata within Attachment C. Pricing will include specific materials costs per volume and include costs to satisfy contractual requirements.

8.5 Service Provider Initiative

This component is the extent to which the Proposer brings innovative ideas, concepts, and methods to benefit the program.

SECTION 9 - REQUIREMENTS OF A RESPONSIVE PROPOSAL

9.1 General Capabilities

The following information shall be included as the General Capabilities portion of the proposal. This section shall be limited to twelve (12) pages.

9.2 Legal Entity Information

The exact legal name under which your organization proposes to do business with the AOC including address, telephone, fax numbers, and social security number or federal tax identification number.

9.3 Experience and Background of Key Staff

The background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.

9.4 Knowledge of Key Staff

Describe key staff's knowledge of the requirements necessary to complete this project.

9.5 Strategy for Growth

Is the company strategically positioned for providing the necessary services in the California market? Where are their production and distribution centers located? What is your current revenue, square footage managed and market share (in terms of revenue and square footage) for facilities services in California? What is the growth objective?

9.6 Plan of Approach

Overall plan for completion of all work required to include proposed schedule and associated timelines for the development of the building color books.

9.7 Company Information

In response to this RFP, all Proposers must, if such exists, provide the following information (this section is limited to four (4) pages plus financial statements:

1. Headquarters/Parent Company Locations.
2. History of Firm.
3. Internet Web Site Address (if any).
4. Details of Entity Business Structure (Corporation, Partnership, LLC).
5. Date Founded.
6. Organization Chart of Business Entity.
7. Office Locations and Total Number of Employees at each.
8. Home office address and telephone number and local address and phone number.
9. List of any outstanding litigation that would threaten the viability of the firm or the performance of this contract.
10. Past three (3) years of audited financial statements (income statements and balance sheets) for the legal entity proposed to enter in this agreement. If your RFP submission is made in the name of a new business partnership in existence for less than three (3) years, then submit for all partners. Financial statements should be submitted as a separate document.

9.8 Qualifications

The Proposer shall provide information on their qualifications to do the work outlined in the RFP, including information on the issues addressed below. This section shall be limited to ten (10) pages.

9.8.1 Explanation of Qualifications

An explanation of why the Proposer is the best qualified to perform the contract and demonstrate its qualifications including an item-by-item disclosure outlining how the Proposer meets or exceeds the requirements of this RFP, including the minimum qualification, set forth in Section 3.

9.8.2 Experience in Management

A description of any specific experience and qualifications in painting system management and any specific experience it has in each.

9.8.3 Customer Satisfaction Methods

Propose customer satisfaction measurement and escalation procedures. Please provide details. Do you self-perform customer satisfaction measurement or do you propose contracting to a third party? Please explain your position.

9.8.4 Loss, Health, Safety, and Environmental Procedures

Do you have a formal Loss Prevention Plan or other Health, Safety and Environmental plan? If yes, please describe. How do you ensure high standards in Health, Safety and Environmental disciplines? What is your Experience Modification Rate?

9.8.5 Quality Control (QC)

Do you have a formal Quality Control (QC) program? How are the responsibilities distributed? Is it based on a certain certification, e.g., ISO?

9.8.6 Technology Promotion

How would you promote the use of technology to improve AOC facilities condition, operation and maintenance while at the same time reducing total cost? Please provide examples of opportunities you find for AOC's facilities.

9.8.7 LEED Program Support Capacity

Measurement of the applicable LEED points that the Proposer will be able to contribute towards the AOC's LEED Certification Program. During the life of the contract LEED points will be used for New Construction, Major Facility Renovations, and on-going LEED EB O&M certification programs. The Proposer shall complete all portions of Attachment E that applies to them and attach an explanation for each scoring area that applies to the company and specific products that can be applied towards points.

9.9 Cost of Services

Proposer's proposed pricing shall be valid for two (2) years. Cost proposal must describe how future price increases will be minimized and capped if contract is renewed after initial term.

9.10 References

Each Proposer must submit a list of three (3) references documenting its experience as outlined in this Request for Proposals. These references shall be the largest, similar in nature to this project, in the western United States, within the last three (3) years performed by the Proposer. If the Proposer does not have three (3) suitable references meeting these criteria, they may contact the AOC for alternate reference criteria. Individuals identified as references will be assured of anonymity to the fullest degree possible. AOC retains the right to request any additional information pertaining to the Proposer's ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

9.10.1 Reference Documentation

The Proposer will submit the following information regarding references:

1. Proposer's Name.
2. Program/Contract Title.
3. Contracting Agency or Customer.
4. Contract Number.
5. Contract Type.
6. Performance Period.
7. Original Contract Dollar Value (Do not include unexercised options).
8. Current Contract Dollar Value (Do not include unexercised options).
9. If the amounts of 7 and 8 are different please explain.

10. Primary Customer Points of Contact to include Names, Phone Numbers, Email Addresses, and Fax Numbers of the functional oversight person and the business services/contracting officer.
12. A short synopsis of the contracted services (limit this to no more than one page per reference).

9.10.2 Reference's Release of Information

Reference checks will be conducted after the initial determination of qualifications. The AOC requests that those proposers who are contacted make arrangements for the Source Selection Panel to contact the references via teleconference. It is the desire of the AOC to conduct the teleconference before during the evaluation process. An inability to arrange the teleconference with an identified reference will be treated by the AOC as if the Proposer has not submitted the references. If such a situation occurs, upon Proposer showing of a good faith attempt to arrange the teleconference, the AOC will provide the Proposer an opportunity to provide alternate references.

End of RFP