



REQUEST FOR INFORMATION

FACILITY OPERATIONS AND MAINTENANCE SERVICES

RFI-FOM-01

RESPONSES DUE: DECEMBER 27, 2004 (COB)



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF COURT CONSTRUCTION
AND MANAGEMENT

I. Invitation to Respond

You are invited to respond with information to assist the Judicial Council of California, Administrative Office of the Courts (AOC), in identifying prospective service providers and business models for the operation and maintenance of facilities throughout the California Superior and Appellate Court systems. Please use the information contained in this document and the format requested as the basis for your response.

A. 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 of the Judicial Council. The Office of Court Construction and Management (OCCM) is the division of the AOC responsible for the planning, design, construction, real estate and asset management of facilities for the Superior and Appellate Courts in California.

Under the Trial Court Facilities Act of 2002 (SB 1732), responsibility for Court facilities located throughout all 58 counties in the State, encompassing approximately 10 million usable square feet in more than 450 buildings, is to transfer from the counties to the AOC over a three-year period commencing in 2004. A number of capital projects to construct several new Court facilities throughout the State are also in various states of funding. To manage the operations, maintenance and related activities of this portfolio, the OCCM is developing a Facilities Management organization comprised of internal resources, arrangements with County and Court personnel and contracted service providers.

B. Description

The objective of this RFI is to gather information on qualified facility operations and maintenance firms capable of servicing a large, geographically diversified portfolio in the State of California.

II. Requirements

The AOC is requesting service providers interested in participating in this effort to present information on their firms' resources, capabilities, experience and qualifications for providing facilities operations and maintenance services.

III. Response Format

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the AOC. Please adhere to this format without compromising your response.

Section 1: Profile

Describe your company, including its

- history
- ownership and management structure
- business practices
- products and services
- locations
- human, technological and other resources
- financial profile
- other information you deem relevant.

Section 2: Service Delivery

Describe one or more service delivery models your firm has used to conduct the operation and maintenance of a large, geographically diversified real estate portfolio of facilities of various sizes, ages and conditions. Include information on the

- nature of client organizations and portfolios
- process by which their requirements were assessed
- planning, design and implementation service delivery strategy
- service by subcontractors, vendors and consultants
- transition planning for legacy service arrangements.

Section 3: Contract Pricing

Describe different methods that your firm has used for pricing contracts of various service levels, term lengths, scope (e.g., number, size of facilities), personnel, supplies, etc.

Section 4: Additional Information

Provide any other information, materials, suggestions, and discussion you deem appropriate.

IV. Submission Information

A. Disclaimer

This RFI is issued for information and planning purposes only and does not constitute a solicitation.. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the AOC to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If the information submitted contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a firm is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal.]

B. Contact Information

The contact for this RFI is:
Ms. Katherine Albertus
Office of Court Construction and Management
455 Golden Gate Avenue
San Francisco, CA 94102-3660
Telephone 415-865-8720

**Please submit responses via e-mail by December 27, 2004 to:
occmrfq@jud.ca.gov**

You may submit supplemental hardcopy materials to:

Ms. Katherine Albertus
Administrative Office of the Courts
Office of Court Construction and Management
455 Golden Gate Avenue
San Francisco, CA 94102-3660

C. Information Exchange

After the AOC has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with the AOC. The objective of this forum is to gain further understanding of your proposed approach.