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|  | REQUEST FOR PROPOSALS |
| ***Judicial Council of california***  **Regarding:** *BINDERY MAINTENANCE SERVICES*  **RFP # LSS-2023-16-SB**  **PROPOSALS DUE:**  *July 7, 2023* no later than *1* p.m. Pacific time |

1. **BACKGROUND INFORMATION**

1.1 The Judicial Council of California (“Judicial Council”) is the chief policy making agency of the California judicial system. The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council is comprised of various levels of staff that support and assist the council and its chair in performing their duties.

* 1. The Judicial Council maintains an on-site Print Shop which is located at 455 Golden Gate Avenue, 1st Floor, in San Francisco, CA. The Print Shop is responsible for providing high quality printing and bindery services to the Judicial Council staff.

**2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

* 1. The Print Shop is seeking proposals from qualified suppliers to provide:

1. On-site maintenance.
2. All necessary parts, as required to repair equipment. Parts shall be in new condition, unless otherwise pre-approved by Print Shop Project Manager.
3. Provide all tools necessary to complete on-site maintenance.
4. Telephone consultation support to trouble shoot issues on the equipment listed below.
5. All preventive maintenance.
6. Include cutter blade sharpening, at least quarterly, or as requested.
7. Unlimited number of service calls during the year.
   1. The services specified in this RFP are expected to be performed by the selected Proposer for an initial one-year period commencing on or about September 1, 2023 (actual date is TBD), and ending August 31, 2024, with additional annual service renewals in one (1) year increments for a maximum of four (4) option terms. Service renewals will be at the sole discretion of the Judicial Council Print Shop and will be exercised upon satisfactory performance during the preceding year.

2.3 Judicial Council Print Shop equipment to be covered during this maintenance agreement includes the following:

* 1. Challenge 305 XT cutter – service must include blade change and sharpening

(The Judicial Council does have an extra blade)

* 1. James Burns Docupunch plus
  2. James Burns Koilmatic PBS-2800
  3. Rhino Tuff HD 7000 Punch
  4. Baum folder 714 LTD folder

f. Challenge EH-3C Drill

g. GBC Wire-O machine

h. Duplo Booklet Maker

i. Fujipla Laminator

j. Akiles Wire-O machine

2.4 From time to time, the Judicial Council Print Shop may upgrade or replace bindery equipment. If the new equipment replaces any of the above listed equipment, the older equipment will be removed and the new equipment will take its place with no additional changes to the annual fee.

2.5 Judicial Council Print Shop hours are 8:00 A.M to 5:00 P.M, Monday through Friday. No Services will be required for after hours, weekend or holidays.

2.6 All services, with the exception of cutter blade sharpening, will be done at 455 Golden Gate Avenue, San Francisco, CA. Building access requires Contractor to pass through a security check point. Contractor’s bringing tools should access the building at the loading dock located on Larkin Street and proceed to the security check point.

2.7 Judicial Council requires a two (2) hour response time by the technician. Response time shall be via a telephone call to the Judicial Council Print Shop Project Manager to discuss the problem and/or schedule arrival time for the service call.

**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 | *May 30, 2023* |
| Deadline for questions to:  Solicitations@jud.ca.gov | *June 13, 2023 by 1pm* |
| Questions and answers posted *(estimate only)* | *June 16, 2023* |
| Register for On-Site Equipment Inspection due by 4PM to: Shawn.perkins@jud.ca.gov | *June 26, 2023* |
| Optional On-Site Equipment Inspection from 10am – 11am at location listed in 2.8 above. | *June 29, 2023* |
| Latest date and time proposal may be submitted: 1PM to Solicitations@jud.ca.gov | *July 7, 2023* |
| Evaluation of proposals (*estimate only*) | *July 10, 2023 -July 14, 2023* |
| Notice of Intent to Award (*estimate only*) | *July 18, 2023* |
| Negotiations and execution of contract (*estimate only*) | *July 19, 2023 – July 25, 2023* |
| Contract start date (*estimate only*) | *September 1, 2023* |
| Contract end date (*estimate only*) | *August 31, 2024* |

**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 Judicial Council** Standard Form agreement containing these terms and conditions (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 6A: Payee Data Record Form (STD 204) | This form contains information the JBE requires in order to process payments and must be submitted with the proposal. |
| Attachment 6B: Payee Data Record Form (STD 205) | This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204. |
| Attachment 7: Unruh and FEHA Certification | The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. |
| Attachment 8: Bidder Declaration | Complete and return this form with the proposal only if Proposer wishes to claim the DVBE incentive associated with this RFP. |
| Attachment 9: DVBE Declaration | Complete and return this form with the proposal only if Proposer wishes to declare DVBE status. |
| Attachment 10: Conflict of Interest Certification Form | The Proposer must complete this form and submit with its proposal. |
| Attachment 11: Reference Form | The proposer must complete and return this form with its proposal. |

**5.0 PAYMENT INFORMATION**

5.1 The annual dollar for each term of the inclusive services in this RFP is estimated to be $25,000.00 for Deliverables.

5.2 The resulting contract will be an annual firm fixed cost. Payments will be made in advance on an annual basis in a single lump sum for the annual firm fixed cost. Cost will be inclusive of all the Deliverables.

5.3 Costs are to remain at contracted annual rate should the Judicial Council choose to exercise any of the option terms.

**6.0 OPTIONAL Pre-proposal on-site equipment inspection**

The Judicial Council will hold a pre-proposal on-site equipment inspection on June 29, 2023, from 10am-11am at the below location (1 hour):

Judicial Council of California

Print Shop

455 Golden Gate Avenue, 1st Floor

San Francisco, CA 94102

415.865.4212

Proposers are encouraged to attend the pre-proposal inspection. Proposer’s who wish to attend the inspection must pre-register by submitting an email request, listing the Company name and all parties who are attending. The email request must be sent to Shawn.perkins@jud.ca.gov no later than 4:00 P.M., Monday June 26, 2023.

Attendees should allow a few minutes time to pass through Security screening. Once in the lobby, proposers should call the Print Shop at 415.865.4212 to gain entry into the location.

**7.0 SUBMISSIONS OF PROPOSALS**

7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

7.2 The Proposer must submit its proposal in two parts, non-cost and the cost proposal.

a. **Part 1 – Non-Cost Proposal** - The Proposer must submit via email their non-cost portion as a separate Attachment from the Cost Proposal to the **Solicitations Mailbox** at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Non-Cost Proposal must be signed by an authorized representative of the Proposer. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.

b. **Part 2 - Cost Proposal** - The Proposer must submit via email their Cost Proposal as a separate Attachment from the Non-Cost Proposal to the **Solicitations Mailbox** at[solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)**.** The Proposer must indicate on the Subject line of the submission email the RFP title and number and indicate the RFP number and title on the Proposal attachments. Pricing should include all requirements identified in Section 2.

7.3. Submission acceptance for the Proposal will be based on the date and time the emails are received by the Judicial Council. Both emails must be received no later than the due date and time or the proposal will not be accepted.

7.4. Only written proposals via email through the Solicitations Mailbox will be accepted. Proposals may not be transmitted by fax.

**8.0 PROPOSAL CONTENTS**

8.1 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. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer (Attachment 11 – Reference Form).

d. Proposed method to complete the work.

1. Proposer is expected to complete most work on-site at the Judicial Council Print Shop, with the exception of cutter blade sharpening.
2. Proposer will be expected to remove and replace cutter blade as needed and perform blade sharpening at least quarterly, or as needed.
3. Proposer must have previous experience in providing the same or similar services for commercial print shops and/or for in-plant shops.
4. Proposer is expected to be familiar with the equipment listed in 2.3 and able to purchase and provide new parts for all equipment listed.
5. The proposal must cover all the above equipment. A proposal that excludes any equipment could be deemed unresponsive.
6. Proposer must include a summary of the services Contractor will provide during the equipment’s preventative maintenance. Include the frequency preventative maintenance is performed on each piece of equipment.

f. 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.

g. 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. The Proposer must include in its proposal completed and signed copies of Attachment 6A & 6B (as applicable), Payee Data Record Form(s).

iv. 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.

v. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.

vi. The proposer must complete the Conflict of Interest Certification Form (Attachment 10) and submit the completed form with its proposal.

8.2 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.”

iii. Table 1, with the Annual Firm Fixed Cost covering all the Deliverables payable under the contract, if awarded.

Table 1:

|  |  |
| --- | --- |
| **Deliverable**   * All services, except cutter blade sharpening to be complete at 455 Golden Gate Ave, San Francisco * Print Shop hours are 8:00AM to 5:00PM, Monday – Friday. No services will be required for after hours, weekend or holidays. * Two (2) hour phone call response time to discuss problem and schedule on-site visit. * On-site maintenance, including all preventative maintenance * Provide all necessary parts. Parts shall be in new condition, unless otherwise pre-approved by Print Shop Project Manager. * Provide all tools necessary to complete on-site maintenance. * Provide telephone consultation support for trouble shooting issues on equipment. * Include cutter blade sharpening, at least quarterly, or as requested. * Allow upgrades or replace existing equipment listed at no additional annual fee. * Initial term is 1 year, commencing on or about September 1, 2023. There are a maximum of four (4), one (1) year option terms which may be exercised at JCC’s sole discretion. * List of current equipment to be covered. No equipment may be excluded from Proposal:   a. Challenge 305 XT cutter – service must include blade change and sharpening  (Judicial Council does have an extra blade)  b. James Burns Docupunch plus  c. James Burns Koilmatic PBS-2800  d. Rhino Tuff HD 7000 Punch  e. Baum folder 714 LTD folder  f. Challenge EH-3C Drill  g. GBC Wire-O machine  h. Duplo Booklet Maker  i. Fujipla Laminator  j. Akiles Wire-O machine | **Annual Firm Fixed Cost** |

**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.

**9.0 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.

**10.0 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 http://www.courts.ca.gov/rfps.htm.

| **CRITERION** | **maximum number of points** |
| --- | --- |
| *Quality of work plan submitted* | *12* |
| *Experience on similar assignments* | *25* |
| *Cost* | *45* |
| *Credentials of staff to be assigned to the project* | *10* |
| *Acceptance of the*  *Terms and Conditions* | *5* |
| *Disabled Veteran Business Enterprise (DVBE) Incentive* | *3* |

**11.0 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.

**12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**Proposals are subject to disclosure TO THIRD PARTIES AND MEMBERS OF THE PUBLIC pursuant to applicable LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO rule 10.500 of the California Rules of Court.** Except as required by law, 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

**13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the Judicial Council’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 9.0 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 12). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

2. Proposer must submit with its proposal a DVBE Declaration (Attachment 11) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE**: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council’s Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

If using DVBE subcontractors, the Proposer must complete and return to the Judicial Council a copy of the post-contract certification form (https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer’s final invoice to the Judicial Council. If the Proposer fails to do so, the Judicial Council will withhold $10,000 from the final payment, or withhold the full payment if it is less than $10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the Judicial Council shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the Judicial Council shall permanently deduct $10,000 from the final payment, or the full payment if less than $10,000.

**FRAUDULENT MISREPREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.**

**14.0 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:

Judicial Council

Branch Accounting and Procurement

Attn: Protest Hearing Officer, RFP-LSS-2023-16-SB

455 Golden Gate Avenue, Sixth Floor

San Francisco, CA 94102-3688