

SUPERIOR COURT OF CALIFORNIA, SAN LUIS OBISPO
REQUEST FOR QUOTES –MODIFICATIONS TO COURTROOM BENCH
SAN LUIS OBISPO
RFQ-No. 2014-01

Date Issued: 05/09/2014

From:	To:
Superior Court San Luis Obispo	Vendor: _____
Fiscal Services	Address: _____
1035 Palm Street, Rm 385	_____
San Luis Obispo, CA 93401	_____
Buyer: Mr. Tim Roberts	Contact: _____
Phone: 805-788-2019 Fax: 805-781-1159	Phone: _____ Fax: _____
E-mail: timothy.roberts@slo.courts.ca.gov	E-mail: _____

Acceptable Delivery Methods: Email Facsimile Hand Delivery

Quote Due Date and Time: Friday, May 23rd by 3:00 p.m. Pacific Daylight Time

Description of Requested Goods and Services:

Modify existing fixed Judges desk surface to allow for adjustment of height using sit stand Desk base model Conset 501-7 Electric CST107. The top will vary from reuse of the cutout of the desk to, in some cases, manufacturing a new top to accommodate individual use. All surfaces to be finished to match existing Formica and disconnect and reconnect all phone, data, and electrical wires and test to ensure they are working at the time of completion. Prototype to be viewed at time of job walk. Work must be performed on Friday afternoons or weekends only.

Terms and Conditions

If selected, the person or entity submitting a quote must sign a Court Standard Form Agreement containing these terms and conditions (Terms and Conditions – Goods and Services) <http://www.slocourts.net/purchasing>
Note: A material exception to the Terms and Conditions – will render a bid non-responsive.

Attachments

- Attachment A, Solicitation Instructions
- Attachment B, Scope of Work
- Attachment C, Confidentiality Agreement (under separate cover)

Required Documents Due By Quote Due Date and Time

- Cover Sheet and Signature Page of this RFQ
- Cost Proposal
- Proposer’s Acceptance of Terms and Conditions (*Attachment 3*)
<http://www.slocourts.net/purchasing>
- References (*Attachment 4*)
<http://www.slocourts.net/purchasing>
- Documentation Supporting A valid California Sellers Permit

Site Walk

- Attendance at the Site-Walk is MANDATORY. Each Proposer must be certain to check in at the pre-proposal site-walk, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the Site-Walk
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Payment Terms Net 30 days

EVALUATION CRITERIA (for Fiscal Office Use Only):

Work Quality Cost Efficiency References

Timeline/Key Events:

The Court has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFQ Issued	Friday, May 09, 2014
RSVP for Mandatory Site Walk Attachment D, Confidentiality Agreement Due	Thursday, May 15, 2014, by 3:00 p.m. Pacific Daylight Time
Mandatory Site-Walk	Friday, May 16, 2014 at 3:00 p.m. Pacific Daylight Time
Deadlines for Questions	Wednesday, May 21, 2014 by 5:00 p.m. Pacific Daylight Time
Latest Date and Time Quote may be Submitted	Friday, May 23, 2014 by 3:00 p.m. Pacific Daylight Time
Evaluations of Quotes	Wednesday, May 28, 2014
Notice of Intent to Award (<i>estimated</i>)	Friday, May 30, 2014

MANDATORY SITE WALK:

The Court will hold a pre-proposal site-walk on the date identified in the timeline above. The pre-proposal site walk will be held at the San Luis Obispo Courthouse, 1035 Palm Street, Room 355, San Luis Obispo, CA 93408. Vendors shall meet in the lobby of the courthouse at 3:00 p.m. Pacific Daylight Time.

Attendance at the pre-proposal site-walk is **MANDATORY**, unless vendor previously attended the site-walk. Each Proposer must be certain to check in at the pre-proposal site-walk, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the pre-proposal site walk from either solicitation.

The pre-proposal site walk will allow vendors to gain an understanding of the Courts needs associated with this Request for Quotes. Vendors attending the pre-proposal site walk will be provided with a floor plan of the Paso Robles Courtrooms. These documents are considered confidential information and provided to assist the vendor with developing a proposal.

Vendor must RSVP for the Mandatory Site-Walk by email to timothy.roberts@slo.courts.ca.gov by Thursday, May 15th, 2014 by 3:00 p.m. Pacific Daylight Time.

A Confidentiality Agreement must be signed and submitted to the solicitation contact prior to attending the site walk. The Confidentiality Agreement (Attachment C) may be delivered in person, or via email to timothy.roberts@slo.courts.ca.gov or by fax to (805) 781-1159, no later than Thursday, May 15th at 3:00 p.m. Pacific Daylight Time.

Prevailing Wage Requirement

The Work specified in this RFQ No. 2014-01 is a public works project and may be subject to prevailing wage requirements. Not less than the specified prevailing rates of per diem wages must be paid to all workers employed in the execution of public works contracts. (CA Labor Code § 1774)

Every contractor and subcontractor who performs work on the public works project must pay workers the prevailing wage for the appropriate trade, classification or type of work. Each contractor and subcontractor must keep accurate payroll records for all workers employed on the project and provide weekly certified copies of the payroll to the Court which will be made available to the public upon request.

** Vendor understands and agrees that its response is not proprietary or confidential and is considered public information that may be subject to disclosure after award.*

Quote Valid Through: _____ Fed Tax ID: _____

Vendor Signature: _____ Date: _____

Printed Name: _____ Title: _____

ATTACHMENT A SOLICITATION INSTRUCTIONS

SUBMITTAL OF QUOTES AND RESERVATION OF RIGHTS

The vendor must complete and submit one copy of the Request for Quotes form ("RFQ form"), Confidentiality Agreement (*Attachment C*), Cost Proposal, Proposer's Acceptance of Terms and Conditions, References, and documentation to verify a valid California Sellers Permit. The completed forms must be delivered to the Court contact listed on the RFQ form prior to the quote submittal date and time indicated.

All information entered on the RFQ must be clearly written or typed. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the RFQ.

The Court reserves the right to reject any and all quotes, in whole or in part, as well as the right to issue similar RFQ's in the future.

RFQ ADDENDA

The Court may modify this solicitation document prior to the date fixed for submission of quotes by posting any addenda that may be issued on the following website, referred to as "Court website" www.slocourts.net. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must notify the Court no later than three (3) business days following the date the addendum was provided.

Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the quote to include all addenda issued in any resulting contract.

COST PROPOSAL

The following information must be included in the cost proposal. (i) A detailed line item budget showing total cost of proposed goods and services. (ii) A full explanation of all budget line items in a narrative entitled "Budget Justification" (iii) A "not to exceed" total for all work and expenses payable under the contract if awarded. (iv) A schedule estimation for the work to be accomplished with durations for all tasks, though not dates.

AMBIGUITY, DISCREPANCIES, OMISSIONS

If a vendor submitting a quote discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the Court written notice of the problem and request that the solicitation document be clarified or modified.

If prior to the quote submittal deadline a vendor submitting a quote knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the vendor shall submit a quote at its own risk, and if the vendor is awarded the purchase, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

CONTACT WITH COURT

Questions regarding this RFQ must be directed to the individual named in the Court Contact Info on the RFQ form BY EMAIL to timothy.roberts@slo.courts.ca.gov no later than the date and time indicated on the RFQ. Without disclosing the source of the question or request, the Submittal contact will post a copy of the questions and the Court's responses on the Court website by the date and time indicated on the RFQ.

Vendors are specifically directed NOT to contact any other Court personnel or consultants regarding this RFQ at any time prior to award. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the vendor's response.

ACCEPTANCE OF TERMS

The requested goods and services will be provided pursuant to the "Terms and Conditions. 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, qualification, limitation, or other change. 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. **Note:** A Material Exception will render the bid non-responsive.

CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a bid contains material noted or marked as confidential and/or proprietary that, in the Court's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to

such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

ERROR IN SUBMITTED QUOTE

If an error is discovered in a vendor’s quote, the Court may at its sole option retain the quote and allow the vendor to submit certain arithmetic corrections. In determining if a correction will be allowed, the Court will consider the conformance of the quote to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If prior to an award, a vendor discovers a mistake in their quote that renders the vendor unwilling to perform under any resulting contract, the vendor must immediately notify the Court in writing and request to withdraw the quote. It shall be solely within the Court’s discretion as to whether withdrawal will be permitted.

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 Court to receive a solicitation specifications protest is Wednesday May 30, 2012 by 3:00 p.m. Pacific Daylight Time. Protests should be sent to:

Susan Matherly, Superior Court Executive Officer
Superior Court of California, San Luis Obispo
1035 Palm Street, Room 385
San Luis Obispo, CA 93408

FACSIMILE MACHINE BIDS

Bids submitted by facsimile machine (fax) will be considered only if they are sent to (805) 781-1159. Bids sent to any other fax number will not be considered. To be considered, all pages of the faxed bid that are received before the bid opening time specified in the solicitation document will be considered “the complete bid.” Please be advised that there is a heavy demand placed on the fax machine receiving bids and the Court assumes no responsibility if a bidder cannot transmit its bids via fax, or if the entire bid is not received before the bid opening time.

LOSS LEADER PROHIBITION

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.

DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation

RECYCLED-CONTENT CERTIFICATION

The Contractor shall certify in writing, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12161 and 12200, in materials, goods, or supplies offered or products used as a result of this RFQ, regardless of whether the product meets the recycled product percentage as defined in the Public Contract Code, Sections 12161 and 1220. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

End of Attachment A

ATTACHMENT B SCOPE OF WORK

Background

The Superior Court requires modifications to existing fixed Judges desk surface to allow for adjustment of height.

To minimize disruption of existing court proceedings, all work performed must occur on evenings and weekends, and must be completed within 10 days of project beginning.

Description of Work to be Performed:

Modifications to existing fixed desk surface to allow for adjustment of height using sit stand Desk base model Conset 501-7 Electric CST107. The top will vary from reuse of the cutout of the desk to, in some cases, manufacturing a new top to accommodate individual use. All surfaces to be finished to match existing Formica and disconnect and reconnect all phone, data, and electrical wires and test to ensure they are working at the time of completion.

Prototype to be viewed at time of job walk.

Contractor will furnish all materials and necessary equipment and perform all labor necessary to complete the above described work.

End of Attachment B