

REQUEST FOR OFFER (RFO)

Court of Appeal, Third Appellate District Regarding:

CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)
3DCA RFO 17/18-07

OFFERS DUE: WEDNESDAY, JUNE 13, 2018,
NO LATER THAN **4:30 P.M.**, PACIFIC STANDARD TIME

You are invited to review and respond to this Request for Offer (RFO). To submit an offer, you must comply with the instructions contained in this document as well as the requirements stated on the Court's Statement of Work (SOW), Attachments A and B. By submitting an offer, your firm agrees to the terms and conditions stated in this RFO and your NASPO Master Agreement and State of California Participating Addendum on file with the State of California.

Read the attached document and attachments carefully. The RFO due date is Wednesday, June 13, 2018, no later than 4:30 PM, Pacific Standard Time. Responses to this RFO and any required copies must be submitted in writing and sent by registered or certified mail, courier service (e.g. FedEx), or hand delivery. Offers may also be transmitted via email to 3DCA-Info@jud.ca.gov. Deliver the offer in a sealed envelope marked with RFO number appearing above and addressed to:

Andrea K. Wallin-Rohmann
Clerk/Executive Officer
Court of Appeal, Third Appellate District
914 Capitol Mall,
Sacramento, CA 95814

REQUEST FOR OFFER

General Information

1.0 Background Information and Purpose of the RFO

- 1.1 As signatory to a NASPO Master Agreement and State of California Participating Addendum for copiers, printers and related devices, your firm is invited to submit an offer to the Court of Appeal, Third Appellate District (hereinafter referred to as “the Court”), for the purchase of two (2) new copiers or copiers of similar models or equivalent model upgrades of printers/copiers, maintenance and supplies, under the terms and conditions of this agreement. Selected offeror shall not be responsible for removing old existing copier(s).
- 1.2 The Court is located at the historic Stanley Mosk State Library and Courts Building at 914 Capitol Mall, Sacramento, California, 95814. The Court reviews appealable orders or judgments from superior courts within its jurisdiction which stretches over 23 counties, including: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, and Yuba. The Court is staffed by 11 justices and 79 employees and is not divided into divisions.

2.0 DEFINED TERMS AND ATTACHMENTS TO THE RFO

- 2.1 Defined Terms are presented in Appendix D of Attachment C.
- 2.2 Attachments

ATTACHMENT	DESCRIPTION
Attachment A: Schedule for and Statement of Work	Attachment A is the statement of work and tentative schedule for the required IT Goods/Services
Attachment B: Detailed Information for Costing	Attachment B identifies the minimum information required for submitting an offer of cost.
Attachment C: Standard Agreement Coversheet (JBE 213) and Participating Addendum	If selected, the offeror must sign the Court Standard Form Agreement (STD 213) containing these additional terms and conditions to the State of California Participating Addendum No. 7-15-70-27, Nevada NASPO VALUEPOINT Master Agreement No. 3091
Appendix E:	State of California Participating Addendum No. 7-1580-27

3.0 TIMELINE FOR THIS RFO

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

#	EVENT	DATE
1.	Issuance of RFO	Friday, May 25, 2018
2.	Deadline for Requests for Clarification, Modifications or Questions Regarding the RFO. Email Questions to: 3DCA-Info@jud.ca.gov	Thursday, May 31, 2018, at 4:30 p.m.
3.	Questions and Answers Posted (<i>estimate only</i>)	Wednesday, June 6, 2018, at 3:00 p.m., Pacific Time
4.	Deadline for Offer	Friday, June 15 2018, at 4:30 p.m., Pacific Time
5.	Evaluation of Proposals (<i>estimate only</i>)	Monday, June 18, 2018
6.	Notice of Intent to Award on the Court Website: (<i>estimate only</i>) http://www.courts.ca.gov/rfps.htm	Tuesday, June 19, 2018
7.	Execution of Contract/Issuance of Purchase Order (<i>estimate only</i>)	Monday, June 25, 2018

4.0 RFO Response Requirements

4.1 This RFO and the Offeror’s response to this document will be made part of the Court’s contract and procurement contract file.

Responses must contain all requested information and data and conform to the format described in this section. It is the offeror’s responsibility to provide all the necessary information for the Court to evaluate the response, verify requested information, and determine the offeror’s ability to perform the tasks and activities defined in the Court’s Statement of Work, Attachment A, and the Cost Worksheet, Attachment B. Responses will first be reviewed for responsiveness to all requirements. If a response is missing information, it may be deemed nonresponsive.

4.2 Offers should provide straightforward, concise information that satisfies the requirements of the RFO. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the instructions and requirements, completeness, and clarity of content.

4.3 The Offeror may submit its offer in any form it chooses; however, the offer must include as a minimum the information requested in Attachments A and B. The Offeror must submit **one (1) original and two (2) copies** of their offer. The original must be signed by an authorized representative of the Offeror. The original offer (and the copies) must be submitted to the Court in a single sealed envelope marked “RFO Number: 3DCA 17/18-07” on the outside of the sealed envelope.

- 4.4 Offers must be delivered no later than the date and time listed on the coversheet of this Request for Offers to:

Andrea K. Wallin-Rohmann
Clerk/Executive Officer
Court of Appeal, Third Appellate District
914 Capitol Mall
Sacramento, CA 95814
or emailed to 3DCA-Info@jud.ca.gov

- 4.5 Only written offers will be accepted. Offers must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Offers may also be transmitted via email to 3DCA-Info@jud.ca.gov Offers may not be transmitted via fax.
- 4.6 Late RFOs will **not** be accepted.

Note: It is the sole responsibility of submitting Offeror to contact the Procurement Official listed above to verify receipt of the submitted Offer.

5.0 RFO Response Requirements

- 5.1 The majority of the information required to respond to this RFO is contained in the NASPO Master Agreement and State of California Participating Addendum, the Court's Statement of Work, Attachment A, and the Cost Worksheet, Attachment B. Please note the additional terms and conditions described in Attachments C through D.
- 5.2 Please include any additional information that the offeror deems beneficial to fully explain how the offeror intends to meet the Court's requirements.
- 5.3 The offeror may submit the offer for cost in any format it chooses. Attachment B, Detailed Information for Costing, provides the minimum information requested for the offer. The offeror may include any additional information that the offeror deems necessary to explain how it intends to meet the Court's requirements.
- 5.4 The following information must be included in the offer.
- a) Offeror's name, address, telephone and email address, and Federal tax identification number.
 - b) Name, title, address, telephone number, cell phone number, and email address of the individual who will act as the offeror's designated representative for purposes of the RFO.

6.0 Interviews

The Court may conduct interviews with offerors to clarify an offer. Interviews may be conducted in person or by telephone. The Court will not reimburse offerors for any costs incurred in traveling to or from the interview location. The Court will notify eligible offerors regarding interview arrangements.

7.0 Review of Offers for Award

Responses to this RFO will first be reviewed for responsiveness to the requirements of Exhibit A and B. If a response is missing information required in either attachment it may be deemed not responsive. Further review is subject to the Court's discretion.

Contract Award

- 7.1 The Court will review all responsive offers and issue an award from this RFO against a CMAS contract based on a "best value criteria" that includes cost as a factor.
- 7.2 The Court will make a reasonable effort to execute any contract based on the RFO within ten (10) days of selecting an offer that best meets its requirements. However, exceptions taken by a Contractor may delay execution of a contract.
- 7.3 Upon offer of a contract, the contract shall be signed by the Contractor in three (3) original contract counterparts and returned, along with any required attachments, to the Court no later than ten (10) business days of receipt of the agreement form. Agreements are not effective until executed by both parties and approved by the appropriate Court officials. Any work performed before receipt of a fully-executed agreement shall be at Contractor's own risk.

8.0 Offer Period

The Contractor's offer is an irrevocable offer for ninety (90) days following the offer due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period

9.0 Communications with the Court

- 9.1 Except as specifically addressed elsewhere in the RFO, Contractor must send any communications regarding the RFO to 3DCA-Info@jud.ca.gov (the "Solicitation Mailbox"). Offeror must include "3DCA RFO 17/18-07 Purchase of Copiers/Printers" in the subject line of any communication.
- 9.2 If a Contractor question relates to a proprietary aspect of its offer and the question would expose proprietary information if disclosed to other contractors, the Contractor may submit the question via email to the Solicitation Mailbox, conspicuously marking it as "CONFIDENTIAL." With the question, the Contractor

must submit a statement explaining why the question is sensitive. If the Court concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and the answer will be kept in confidence. If the Court does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the Contractor will be notified.

- 9.3 Contractor may submit questions via email to the Solicitation Mailbox on procedural matters related to the RFO or requests for clarification or modification of the RFO no later than the deadline for questions listed the timeline Section 3. Questions or requests submitted after the deadline for questions will not be answered. Without disclosing the source of the question or request, a copy of the questions and the Court's response will be made available.

10. News Releases

News releases or other publicity pertaining to the award of a contract may not be issued without prior written approval of Andrea K. Wallin-Rohmann, Clerk/Administrator, Court of Appeal, Third Appellate District.