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| RC2 |  | REQUEST FOR PROPOSALS |
| **Judicial Council of California**  **RFP Title**:  Bindery Maintenance services  **RFP Number**:   Admin-2018-01-lb  **PROPOSALS DUE:**  January 31, 2018 no later than 1 pm Pacific time |

**1.0 BACKGROUND INFORMATION**

* 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.
  2. 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.

1. **DESCRIPTION OF SERVICES AND DELIVERABLES**
   1. The Print Shop is seeking proposals from qualified suppliers to provide:
2. On-site maintenance.
3. All necessary parts, as required to repair equipment. Parts shall be in new condition, unless otherwise pre-approved by Print Shop Project Manager.
4. Provide all tools necessary to complete on-site maintenance.
5. Telephone consultation support to trouble shoot issues on the equipment listed below.
6. All preventive maintenance.
7. Include cutter blade sharpening, at least quarterly, or as requested.
8. 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 March 1, 2018 (actual date is TBD), and ending February 28, 2019, 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:

a. James Burns docupunch plus

b. Discovery 80 roll laminator

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

(we do have an extra blade)

d. Plockmatic bookletmaker (which includes the following):

VF 1008 collating unit

BM 2000 bookletmaker

FTR 2000 trimmer

SQF 2000 square fold

e. Baumfolder 714 LTD folder

f. Challenge EH-3C Drill

g. Akiles Versamac punch machines (2)

h. Akiles Crimp n Coil

i. Fastback X15 Tapebind (Scheduled for replacement by 6/30/18.)

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 it’s 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 Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

| **EVENT** | **DATE** |
| --- | --- |
| RFP issued**:** | **January 11, 2018** |
| Deadline for questions due by 1PM to: Solicitations@jud.ca.gov | **January 23, 2018** |
| Questions and answers posted *(estimate only)* | **January 24, 2018** |
| Latest date and time proposal may be submitted by 1PM to: Solicitations@jud.ca.gov | **January 31, 2018** |
| Evaluation of proposals (*estimate only*) | **February 1-7, 2018** |
| Notice of Intent to Award (*estimate only*) | **February 8, 2018** |
| Negotiations and execution of contract (*estimate only*) | **February 14-23, 2018** |
| Contract start date (*estimate only*) | **March 1, 2018** |
| Contract end date (*estimate only*) | **February 28, 2019** |

**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: JUDICIAL COUNCIL Standard Terms and Conditions | If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement (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 6: Payee Data Record Form | This form contains information the JUDICIAL COUNCIL requires in order to process payments and must be submitted with the proposal. |
| 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 SUBMISSIONS OF PROPOSALS**

6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

6.2 The Proposer must submit its proposal as follows.

a. The Proposer must submit **one (1) original and one (1) copy** of the proposal. The original must be signed by an authorized representative of the Proposer. The original proposal (and the copy thereof) must be submitted to the Judicial Council in a single sealed envelope. The Proposer must write the RFP title and number on the outside of the sealed envelope.

b. The Proposer must include an electronic version of the entire proposal on CD-ROM or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.

6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Judicial Council of California

Branch Accounting and Procurement | Administrative Division

Attn: Lenore Fraga-Roberts, RFP-ADMIN-2018-01-LB

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688

6.4 Late proposals will not be accepted.

6.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

**7.0 PROPOSAL CONTENTS**

7.1 Proposal. The following information must be included in the 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 Judicial Council may check references listed by the Proposer.

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.

e. 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.

f. Certifications, Attachments, and other requirements.

i. The Proposer must complete and submit all attachments as described in Section 4.0 RFP Attachments.

ii. 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.

7.2 The following information must be included in the cost section of your 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 March 1, 2018. 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. James Burns docupunch plus  b. Discovery 80 roll laminator  c. Challenge 305 XT cutter – service must include blade change and sharpening  (we do have an extra blade)  d. Plockmatic bookletmaker (which includes the following):  VF 1008 collating unit  BM 2000 bookletmaker  FTR 2000 trimmer  SQF 2000 square fold  e. Baumfolder 714 LTD folder  f. Challenge EH-3C Drill  g. Akiles Versamac punch machines (2)  h. Akiles Crimp n Coil  i. Fastback X15 Tapebind (Scheduled for replacement by 6/30/18.) | **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.

**8.0 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 Judicial Countil reserves the right to negotiate extensions to this period.

**9.0 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 Judicial Council 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 Judicial Council 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 |

**10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**Proposals are subject to disclosure pursuant to applicable provisions of the California Public Contract Code and rule 10.500 of the California Rules of Court.** The JUDICIAL COUNCIL 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 will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JUDICIAL COUNCIL’s right to disclose information in the proposal, or (b) requiring the JUDICIAL COUNCIL 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. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

**11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

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

11.2 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 above.

11.3 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. Alternatively, for solicitations of non-IT goods, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

11.4 If Proposer wishes to seek the DVBE incentive:

i. Proposer must submit with its proposal a DVBE Declaration (Attachment 8) 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 Bidder Declaration (Attachment 8). 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 Business Utilization Plan on file with Department of General Services.

ii. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.

11.5 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.

11.6 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.

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.

**12.0 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 Judicial Council to receive a solicitation specifications protest is January 25, 2018. Protests must be sent to:

Judicial Council of California

Attn: Protest Officer, RFP No. ADMIN-2018-01-LB

Bindery Maintenance Services

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102-3688