



INVITATION FOR BIDS

**ADMINISTRATIVE OFFICE OF THE
COURTS (AOC)**

REGARDING:
STATEWIDE OFFICE SUPPLIES, PAPER
AND TONER

BIDS DUE:

August 24, 2012 **NO LATER THAN 1:00 P.M. PACIFIC
TIME**

1.0 BACKGROUND INFORMATION

- 1.1 The Judicial Council of California, chaired by the Chief Justice of California, 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 AOC is the staff agency for the council and assists both the council and its chair in performing their duties.
- 1.2 In order to gain economies of scale, and to standardize terms and conditions for similar goods throughout the judicial branch, the AOC solicits statewide Master Agreements for the benefit of judicial branch entities. This Invitation for Bids (“IFB”) is being issued for the AOC and the Judicial Branch Entities (“JBEs”). The JBEs consist of the 58 Superior Courts of California, the Courts of Appeal, the Supreme Court of California, the Judicial Council of California, the Habeas Corpus Resource Center and the AOC on behalf of itself.
- 1.3 The AOC intends to award one or more Master Agreements, in whole or in part, for an initial two (2) year term and three (3) one-year extension options, to a Bidder or Bidders that is able to supply the AOC and the JBEs with office supplies, including copier paper and toner, as further described in Attachment 2.

2.0 DESCRIPTION OF GOODS

The AOC seeks goods meeting the specifications set forth in Attachments 2 and 3.

Please note: it is unlawful to prohibit a printer or copier cartridge that is sold to a JBE from being recycled or remanufactured, except as specified in Public Contract Code section 12156(b).

3.0 TIMELINE FOR THIS IFB

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

EVENT	DATE
IFB issued	July 13, 2012
Deadline for questions to solicitations@jud.ca.gov	July 27, 2012 by 1:00 PM

Questions and answers posted	August 10, 2012
Latest date and time bids may be submitted	August 24, 2012 by 1:00 PM
Bids publicly opened	August 13, 2012 at 10:00 AM. Location is: 455 Golden Gate Ave. 7th Floor, Room #7634, San Francisco, CA 94102
Notice of Intent to Award (<i>estimate only</i>)	August 24, 2012
Execution of Agreement (<i>estimate only</i>)	September 14, 2012

4.0 IFB ATTACHMENTS

The following attachments are included as part of this IFB:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing IFBs (Non-IT Goods)	These rules govern this solicitation.
Attachment 2:	Goods to be provided.
Attachment 3:	Pricing Submittal form.
Attachment 4: Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must sign an AOC agreement containing these terms and conditions Note: Any material exception (addition, deletion, or other modification) to the Terms and Conditions will render a bid non-responsive. The AOC, in its sole discretion, will determine what constitutes a material exception.
Attachment 5: Bidder’s Acceptance of Terms and Conditions	Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: Any material exception (addition, deletion, or other modification) to the Terms and Conditions will render a bid non-responsive. The AOC, in its sole discretion, will determine what constitutes a material exception.
Attachment 6: Certification Regarding Debarment and Suspension	Bidders must complete and submit this Attachment 6 with their bid.

Attachment 7: Payee Data Record Form	This form contains information the AOC requires in order to process payments, and must be submitted with the bid.
Attachment 8: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 9: – JBE Address List	Bidder must submit Attachment 9 and complete the delivery days, order cutoff time and delivery method.
Attachment 10: Iran Contracting Act Certification	Bidder must complete the Iran Contracting Act Certification and submit the completed certification with its bid.

5.0 SUBMISSIONS OF BIDS

- 5.1 Bids should provide straightforward, concise information that satisfies the requirements of Section 6 (“Bid Contents”). Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
- 5.2 The Bidder must submit its bid in two parts, the non-cost information and the cost information.
- a. The Bidder must submit **one (1) original and three (3) copies** of the non-cost information. The original must be signed by an authorized representative of the Bidder who has the authority to sign on behalf of the Bidder. The non-cost information (including all copies thereof) must be submitted to the AOC in a single sealed envelope, separate from the cost information. The Bidder must write the IFB title and number on the outside of the sealed envelopes.
 - b. The Bidder must submit **one (1) original and three (3) copies** of the cost information. The original must be signed by an authorized representative of the Bidder who has the authority to sign on behalf of the Bidder. The cost information (including all copies thereof) must be submitted to the AOC in a single sealed envelope, separate from the non-cost information. The Bidder must write the IFB title and number on the outside of the sealed envelope.
 - c. The Bidder must submit an electronic version of the entire bid on CD-ROM. The files contained on the CD-ROM should be in PDF, Word, or Excel formats.

- 5.3 Bids must be delivered by the date and time listed on the coversheet of this IFB to:

Administrative Office of the Courts
Attn: Nadine McFadden, IFB #FIN010111CK
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102

- 5.4 Late bids will not be accepted.
- 5.5 Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand to the address in Section 5.3. Bids may not be transmitted by fax or email.

6.0 BID CONTENTS

- 6.1 Non-Cost Information. The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.
- a. Bidder's name, address, telephone and fax numbers, and federal tax identification number. Note that if Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing contract(s).
 - b. Name, title, address, telephone number, and email address of the individual who will act as Bidder's designated representative for purposes of this IFB.
 - c. Model number(s), specifications, or other description of the goods Bidder proposes to supply to the AOC, including warranty information.
 - d. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has provided similar goods. The AOC may check references listed by Bidder.
 - e. Acceptance of the Terms and Conditions.
 - i. On Attachment 5, the Bidder must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Bidder 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: Any material exception (addition, deletion, or other modification) to the Terms and Conditions will render a bid non-responsive. The

AOC, in its sole discretion, will determine what constitutes a material exception.

- f. Certifications, Attachments, and other requirements.
 - i. Bidder must include the following certification in its bid:

Bidder has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
 - ii. Bidder must complete the Darfur Contracting Act Certification attached as Attachment 8 and submit the completed certification with its bid, even if Bidder is in compliance with the Darfur Contracting Act Certification.
 - iii. Bidder must include in its bid a completed and signed Payee Data Record Form (Attachment 7), or provide a copy of a form previously submitted to the AOC.
 - iv. If Bidder is a corporation, proof that Bidder is in good standing and qualified to conduct business in California.
 - v. In its bid, Bidder must certify that it and all of its affiliates that make sales for delivery into California are holders of either (i) a California seller's permit issued under Revenue and Taxation Code section 6066 and following; or (ii) a certificate of registration issued under Revenue and Taxation Code section 6226.
 - vi. Proof of financial solvency or stability (e.g., balance sheets and income statements).
 - vii. Bidder must complete the Iran Contracting Act Certification (Attachment 10) and submit the completed certification with its bid.

6.2 Cost Information. The following must be included in the cost information.

- i. The cost per unit for the goods described in the non-cost information.
- ii. Bidder must submit pricing as set forth in Attachment 2: Goods to be provided and Attachment 3: Pricing Submittal Form (note multiple spreadsheets within Excel Workbook). Pricing must include all anticipated charges, including but not limited to, freight and delivery, cost of materials and product, and other costs or expenses incidental to the

vendor's performance. Manufacturer/brand names listed by the AOC are for reference purposes only. The Bidder may provide pricing on alternate products that meet the specifications listed. Bidder must describe whether or not there are government pricing or comparable favorable rates. Pricing must be uniform for all JBEs regardless of quantity ordered. There must not be any minimum delivery requirements.

- iii. Bidder shall propose a standard discount for Non-Core List Items (see Attachment 3) that Bidder is able to provide in addition to the goods in Attachment 3 Pricing Submittal Form and that the AOC and JBEs may purchase under the terms of any Master Agreement that results from this IFB.

6.3 Ordering Process

- i. Describe the process to establish an account for a JBE that may wish to purchase goods under any Master Agreement that may result from this IFB, including how the individual JBE accounts would be linked together and identified as a statewide account associated with the Master Agreement.
- ii. Describe the ordering process and the various options available (e.g. internet access, telephonic, facsimile, etc.), including the acknowledgement process. The Bidder is required to maintain a toll-free number for ordering, inquiries, and customer service.

NOTE: It is unlawful for any Bidder engaged in business within this state to sell or use any article or goods as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

6.4 Work Plan and Methodology

The Bidder will provide a project plan that describes how the Bidder intends to implement the program to the AOC and JBEs. This information will include but not be limited to:

- Account team structure and role which includes but is not limited to description of sales contact process, account team support, and periodic account review processes;
- Communication process with the AOC and JBEs;
- Customized ordering process and websites or catalogs that reflect contract items and contract pricing, including distribution of catalogs and capabilities to block ordering on an individual account basis;
- Training (initial and ongoing);

- Transition Plan;
- Delivery time to AOC and JBEs; and
- Any other value-added services that may benefit the AOC and JBEs.

6.5 Reports

- Bidder shall describe the standard reports that are available to the AOC and JBEs. Include the type of report, the information provided in the report, the frequency of the report, the process to request the report, and the process used to deliver the report to the AOC and JBEs.
- Bidder shall describe its capabilities to provide quarterly reports to the AOC on overall program expenditures broken down by individual JBE procurements.
- Bidder shall include in their IFB response samples of reports available to Bidder's customers.
- Bidder shall not charge the AOC and JBEs for any reports requested.

7.0 EVALUATION OF BIDS

The bids will be publicly opened at August 13, 2012 at 10:00 AM. at 455 Golden Gate Ave. 7th Floor, Room #7634, San Francisco, CA 94102.

The AOC will evaluate the bids as described in Attachment 1 Administrative Rules Governing IFB's. Award, if made, will be to the lowest responsible Bidder meeting specifications.

AOC may conduct interviews with Bidders to clarify aspects of their bids. The interview process may require a demonstration of equivalence if a brand name is included in the specifications. If conducted in person, interviews will likely be held at the AOC's offices in San Francisco. The AOC will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The AOC will notify eligible Bidders regarding interview arrangements.

8.0 RIGHTS

The AOC reserves the right to reject any and all bids, in whole or in part, as well as the right to issue similar IFBs in the future. This IFB is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing a bid. One copy of each bid will be retained by the AOC for official files and will become a public record. The AOC reserves the right to award the resultant Master Agreement in whole or in part to one or more Bidders (including through separate agreements), to make awards with or without negotiations to multiple Bidders, and to negotiate any or all items with multiple Bidders. Moreover, the AOC reserves the right to

make no award of the resultant Agreement, and to modify or cancel, in whole or in part, this IFB.

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in this bid.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The AOC has waived the inclusion of DVBE participation in this solicitation.

11.0 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 Bidder 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 AOC to receive a solicitation specifications protest is **24 hours after the bid due date and time**. Protests should be sent to:

Administrative Office of the Courts – Business Services
ATTN: Protest Hearing Officer
455 Golden Gate Avenue, Seventh Floor
San Francisco, CA 94102