

IFB Title: *California Supreme Court New High Density File Storage System*

IFB Number: *IFB-Supreme-041516-MDS*

INVITATION FOR BIDS

CALIFORNIA SUPREME COURT NEW HIGH DENSITY FILE STORAGE SYSTEM

REGARDING:

*California Supreme Court New High Density File Storage
System and IFB-Supreme-041516-MDS*

BIDS DUE:

May 10, 2016 NO LATER THAN *12* P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

- 1.1 The Supreme Court of California. The Supreme Court of California (the “Court” or “JBE”) was established in 1849, and is authorized by the California Constitution as the court of last resort in the courts of the State of California. It is headquartered in San Francisco and regularly holds sessions in Los Angeles and Sacramento. Its decisions are binding on all other California state courts.
- 1.2 File Storage. The Supreme Court of California, has a need to and will expand its file storage capacity at 350 McAllister St., San Francisco, California with a new high density file storage system with capacity for 3,400 lineal feet of legal size documents.
- 1.3 Website. For additional information about this solicitation, including electronic copies of the solicitation documents, see the California Courts Website located at www.courts.ca.gov/rfps.htm.

2.0 DESCRIPTION OF GOODS

The Supreme Court of California seeks installation of and goods which meet the following exact Specifications as defined: ***See Attachment A, Specifications California Supreme Court New High Density File Storage System, Room 295, 350 McAllister.***

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3.0 TIMELINE FOR THIS IFB

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

EVENT	DATE
IFB issued	<i>April 19, 2016</i>
Deadline for questions	<i>April 25, 2016</i>
Questions and answers posted	<i>April 29, 2016 at 12:00pm PDT</i>
Walk Through (for viewing and Specification Field Measurements)	<i>May 2-4, 2016</i>
Latest date and time bids may be submitted	<i>May 10, 2016 at 12p.m. PDT</i>
Bids publicly opened	<i>May 13, 2016 at 10am PDT at 350 McAllister, Room 295, San Francisco, CA 94102</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>May 20, 2016</i>
Execution of contract (<i>estimate only</i>)	<i>May 27, 2016</i>

4.0 IFB ATTACHMENTS

The following attachments are included as part of this IFB:ATTACHMENT	DESCRIPTION
Attachment A, Specifications	<u>Specifications</u> <u>California Supreme Court New High Density File Storage System,</u> <u>Room 295, 350 McAllister</u>
Attachment 1: Administrative Rules Governing IFBs (Non-IT Goods)	These rules govern this solicitation.
Attachment 2: Supreme Court of California Standard Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must sign the Supreme Court of California Standard Form agreement (the “Terms and Conditions”).
Attachment 3: Bidder’s Acceptance of Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive
Attachment 4: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 5: Bidder Declaration	This form needs to be signed by Bidder if vendor is participating in the DVBE incentive and submitted with bid.
Attachment 6: DVBE Declaration	This form needs to be signed by Bidder if vendor is participating in the DVBE incentive and submitted with bid.
Attachment 7: Payee Data Record Form	This form contains information the Supreme Court of California requires in order to process payments; see attachment.

5.0 SUBMISSIONS OF BIDS

5.1 Bids should provide straightforward, concise information that satisfies the requirements of Section 6 (“Bid Contents”), section below. Expensive

bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB's instructions, requirements, Attachment A (Specifications) 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 1 (_1_) copy** of the non-cost information and Contractor build-out Specifications found in Attachment A. The original must be signed by an authorized representative of the Bidder. The non-cost information (including all copies thereof) must be submitted to the JBE 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 envelope.

b. The Bidder must submit **one (1) original and 1 (1) copies** of the cost information. The original must be signed by an authorized representative of the Bidder. The cost information (including all copies thereof) must be submitted to the JBE 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.

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

Supreme Court of California
C/o Judicial Council of California
Attn: Nadine McFadden
455 Golden Gate Avenue, 6th 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. 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 a contract.

- 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 per Attachment A, or other description of the goods Bidder proposes to install (with complete installation requirements defined by Bidder) and supply to the JBE, 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 JBE may check references listed by Bidder.
- e. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, 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.
 - iii. **Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.**
- f. Certifications, Attachments, and other requirements.
 - i. Bidder must include the following certifications in its bid:

Bidder certifies that it 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 submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.
 - iii. Bidder must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its bid.

- iv. If (i) Bidder is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this IFB will be performed in California, proof that Bidder is in good standing and qualified to conduct business in California.
- v. Proof of financial solvency or stability (e.g., balance sheets and income statements).

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 for in Attachment A. The total cost for all goods described in Attachment A with the shipping costs included in the subtotal.
- ii. The complete cost to install the unit defined in Attachment A.
- iii. The grand total of all costs (being the total of i. and ii. above).

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.

7.0 OFFER PERIOD

A Bidder's bid is an irrevocable offer for ninety (90) days following the bid 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.

8.0 EVALUATION OF BIDS

The bids will be publicly opened at *May 13, 2016, 10am* at Room 295, 350 McAllister, San Francisco, CA 94102.

The JBE will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting specifications.

The JBE 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. 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 Bidders for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Bidders regarding interview arrangements.

If a contract will be awarded, the JBE will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>,

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the JBE for official files and will become a public record. 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 its bid.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

Bidders may receive a DVBE incentive if, in the Court's sole determination, Bidder has met all applicable requirements. If Proposer receives the DVBE incentive, the total bid price will be adjusted by 3%. This reduction is for evaluation purposes only and will not affect the contract amount.

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, Bidder may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS).

Bidders seeking the DVBE incentive must complete the Bidder Declaration and DVBE Declaration (Attachment 5) with all materials specified.

Bidder Declaration – Each Bidder seeking the DVBE incentive must complete the Bidder Declaration, Attachment 5. Only one (1) Bidder Declaration should be submitted for each Bid.

DVBE Declaration – Each DVBE business that will provide goods and/or services in connection with the contract must submit a DVBE Declaration, Attachment 6 with the bid. This includes subcontractors. If Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if Bidder 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 Bidder not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Bidder not receiving the DVBE incentive.

If Bidder receives the DVBE incentive: (i) Bidder will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Bidder must use an DVBE subcontractor(s) identified in its Bid unless the Court 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 MISREPRESENTATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES

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11.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract 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 JBE to receive a solicitation specifications protest is **May 5, 2016**. Protests should be sent to:

Supreme Court of California
c/o Judicial Council of California
Attn: Protest Hearing Officer
350 McAllister Street
San Francisco, CA 94102