



# REQUEST FOR PROPOSALS

---

JUDICIAL COUNCIL OF CALIFORNIA (JCC)

REGARDING:  
Daily Pick-up and Delivery of Mail

RFP: MAPS-2020-09-LV

PROPOSALS DUE:

NO LATER THAN **NOVEMBER 5, 2020 AT 3:00 P.M.** PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

- 1.1 The Judicial Council of California (JCC), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system.
- 1.2 Located within the Ronald M. George Office Complex at 455 Golden Gate Avenue, San Francisco, California, the JCC is adjacent to both the California Supreme Court and the First District Court of Appeals.
- 1.3 The services requested will be provided to the Judicial Council of California, the Supreme Court of California and the First District Court of Appeals.
- 1.4 The vendor chosen will be expected to provide services with the utmost integrity, confidentiality and responsiveness. Services will be provided on a daily basis, with the exception of Judicial Branch holidays.
- 1.5 The JCC intends to award one (1) Agreement with an initial term of one year estimated to be performed by the successful Proposer from February 1, 2021 through January 31, 2022 with five (5) one-year options to extend the term. The Judicial Council in its sole discretion may exercise option terms prior to the expiration of the initial term or any option term.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

Mail Archive and Print Services “(MAPS)” seeks the services of a person or entity with expertise in the daily pickup and delivery of U.S. Mail for same day sorting, resulting in next day delivery of local first class mail.

- 2.1 Vendor will pick up ALL OUTGOING U.S. MAIL (Mail) at the specified location within 455 Golden Gate Avenue, San Francisco CA.
- 2.2 Vendor will pick up Mail between 5:30 pm and 7:00 pm every weekday evening – Monday through Friday, with the exception of Judicial Branch Holidays (Exhibit A). Pickups cannot occur outside the hours listed above.
- 2.3 Vendor will deliver Mail from the pickup location to a local main U.S. Post Office sort facility the same evening.
- 2.4 Vendor will provide MAPS with proof of service delivery to postal sort facility when requested.
- 2.5 Vendor must give Mail directly a Post Office employee and will not deposit mail into a mailbox.
- 2.6 Mail may consist of boxes, flats, tubs and trays or any combination thereof. In the event that any one pickup will exceed ten tubs of mail in a business day, vendor will be contacted in advance.

- 2.7 In the event that overages are charged based upon the number of tubs picked up, the vendor will submit on the same day a form indicating the quantity of tubs that exceeded ten tubs.
- 2.8 Vendor is NOT responsible for any presort.
- 2.9 Vendor is NOT to use Mail as a part of a larger delivery to receive postal discounts.
- 2.10 Vendor will charge a flat, monthly fee for service provided.
- 2.11 Vendor will bill Judicial Council monthly, in arrears.

**3.0 TIMELINE FOR THIS RFP**

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

| EVENT  | DATE   |
|--|--|
| RFP issued   | October 7, 2020  |
| Deadline for questions submitted to: <a href="mailto:solicitations@jud.ca.gov">solicitations@jud.ca.gov</a><br>Note: RFP No. MAPS-2020-09-LV must be listed as subject | October 14, 2020<br>No later than 3:00 P.M. Pacific Time |
| Questions and answers posted<br><i>(estimate only)</i>   | October 28, 2020   |
| Latest date and time proposal may be submitted   | November 5, 2020<br>No later than 3:00 P.M. Pacific Time |
| Evaluation of proposals<br><i>(estimate only)</i>  | November 6 – November 13, 2020                           |
| Negotiations and execution of contract<br><i>(estimate only)</i>   | November 14, 2020 – November 28, 2020                    |
| Contract start date <i>(estimate only)</i>   | February 1, 2021   |

**4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

**RFP Title: Daily Pick-Up and Delivery of Mail**

**RFP Number: MAPS-2020-09-LV**

| <b>ATTACHMENT</b>  | <b>DESCRIPTION</b>  |
|--|---|
| Attachment 1:<br>Administrative Rules<br>Governing RFPs<br>(Non-IT Services) | These rules govern this solicitation.   |
| Attachment 2: JBE<br>Standard Terms and<br>Conditions                        | If selected, the person or entity submitting a proposal (the “Proposer”) must sign this JBE Standard Form Agreement (the “Terms and Conditions”).   |
| Attachment 3:<br>Proposer’s<br>Acceptance of Terms<br>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:<br>General Certifications<br>Form                              | The Proposer must complete the General Certifications Form and submit the completed form with its proposal.   |
| Attachment 5: Darfur<br>Contracting Act<br>Certification                     | The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.   |
| Attachment 6: Payee<br>Data Record Form                                      | This form contains information the JBE requires in order to process payments and must be submitted with the proposal. [To be submitted at a later date by Awardee.]                               |
| Attachment 7:<br>Bidder Declaration  | The Proposer must complete this form only if wishes to claim the Disabled Veteran Business Enterprise (DVBE) incentive associated with this solicitation.   |
| Attachment 8:<br>DVBE Declaration  | Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration. |

**5.0 PAYMENT INFORMATION**

- Vendor will charge a flat, monthly fee for service provided, plus a per overages tub fee for tubs in excess of ten (10) picked up on any given business day.
- Vendor will bill Judicial Council monthly, in arrears.
- Charges indicating an overage of tubs are subject to verification and validation based upon paperwork submitted by driver at the time of pickup in addition to Judicial Council calculations.

**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, requirements, completeness and clarity of content.

- 6.2 The Proposer must submit its proposal in two parts with associated attachments, the Technical Proposal and the Cost Proposal.

6.2.1 **Technical Proposal** - The Proposer must submit via mail their Technical Proposal as a separate Attachment from the Cost Proposal to the Solicitations mailbox at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Technical Proposal must be signed by an authorized representative of the Proposer. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments

6.2.2 **Cost Proposal** - The Proposer must submit via email their Cost Proposal as a separate Attachment from the Technical Proposal to the Solicitations Mailbox at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Cost Proposal must include all components required in Section 2. The Proposer must indicate on the Subject line of the submission email the RFP title and number and also indicate the RFP number and title on the Proposal attachments.

- 6.3 Submission acceptance will be based on the date and time the emails are received by the Judicial Council. Both emails must be received no later than the due date and time or the proposal will not be accepted.

- 6.4 Only written proposals via email will be accepted. Proposals may not be transmitted by fax.

## **7.0 PROPOSAL CONTENTS**

- 7.1 Technical Proposal. The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. A cover letter containing 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.

- 7.2. Names, addresses and telephone numbers of a minimum of a minimum of FIVE (5) clients to serve as references for whom the Proposer has conducted similar services. The JCC may contact referenced clients when reviewing an offer to verify the information provided.

- 7.3. Proposed method to complete the work.

- a. Include a confirmation in your proposal to the daily pickup and delivery times to postal sort facility as listed in Section 2.0 item 2.2. Proposal must also include costs and indicate limits of number of trays, buckets or any other limits if any.

7.4. Acceptance of the Terms and Conditions.

- i. On **Attachment 3**, Proposers Acceptance of Terms and Conditions 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.

7.5. Certifications, Attachments, and Other Requirements.

- i. The Proposer must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
- ii. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
- iii. 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.

7.6 Cost Proposal. The following information must be included in the proposal.

- i. A monthly fee for picking up tubs of mail (up to 10 tubs) and delivering them to a main Post Office.
- ii. A per tub fee when tubs in excess of ten (10) are picked up.

**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 JBE 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 JCC 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 JBE will post an intent to award notice at <http://www.courts.ca.gov/rfps.htm>.

| <b>CRITERION</b>   | <b>MAXIMUM NUMBER OF POINTS</b> |
|--|---------------------------------|
| <b>Cost</b><br><i>Reference Section 7.3, 7.6</i>   | <b>50</b>                       |
| <b>Experience on similar assignments/<br/>Professional References</b><br><i>Reference Section 7.2, 7.3</i>   | <b>20</b>                       |
| <b>Ability to meet Service, pick -Up and<br/>delivery requirements</b><br><i>Reference Sections 2.0, 7.3</i> | <b>15</b>                       |
| <b>Acceptance of the Terms and Conditions</b><br><i>Reference Attachments 2 ,3, 4, 5, 7</i>                  | <b>12</b>                       |
| <b>DVBE Incentive</b><br><i>Reference Sections 12 and Attachments 7 and 8</i>                                | <b>3</b>                        |

**10.0 INTERVIEWS**

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. 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 Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

**11.0 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 JBE 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 JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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.

**12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

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

12.2 The Proposer will receive a DVBE incentive if, in the sole determination of the Council’s staff, 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 as specified in section 10 above.

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

12.4 If Proposer wishes to seek the DVBE incentive:

- The Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 7**). The Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
- The Proposer must submit with its proposal a DVBE Declaration (**Attachment 7**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If the Proposer is itself a DVBE, it must also complete and sign the DVBE Declaration (**Attachment 8**). If the 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 BUP on file with DGS.



**RFP Title: Daily Pick-Up and Delivery of Mail**

**RFP Number: MAPS-2020-09-LV**

12.5 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, Council staff may

### **13.0 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](http://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 the proposal due date. Protests must be sent to:

JUDICIAL COUNCIL OF CALIFORNIA  
Branch Accounting and Procurement - Contracts  
ATTN: Protest Hearing Officer  
RFP#: MAPS-2020-09-LV  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102

EXHIBIT A

JUDICIAL BRANCH HOLIDAYS

- New Year's Day
- Martin Luther King, Jr., Day
- Lincoln's Birthday
- Washington's (President's Day) Birthday
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

*End of Exhibit A*