



# REQUEST FOR PROPOSALS

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## ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

**Regarding:** Replacement of obsolete and broken audiovisual equipment and systems with industry standard technology, hardware, and software; and integration of the new systems and equipment with existing installed AV and AV control system.

**RFP Title:** Audio Video Systems Modifications and Integration Services

**RFP Number:** CJER 05-13-RB

**Due Date and Time:** May 27, 2013 no later than 3:00 p.m. Pacific time

## **1.0 BACKGROUND INFORMATION**

- 1.1 The Judicial Council of California (“Judicial Council” or “Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system, and includes the superior courts, appellate courts and state supreme court. 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 Judicial Council also adopts rules for court administration, practice and procedure, and performs other functions prescribed by law. The Judicial Council is comprised of thirty-three (33) members representing the judicial system as well as the State Bar and both houses of the State Legislature.
- 1.2 The Administrative Office of the Courts (“AOC”) is the staff agency for the Judicial Council, and assists both the Judicial Council and its chair in performing their duties. The AOC is located in San Francisco. The Education Office of the AOC manages the audio-visual technical infrastructure and systems in the Judicial Branch offices within the San Francisco Civic Center Complex.
- 1.3 Integrated audio-visual (“AV”) systems and equipment exists in two (2) sites within the civic center complex in San Francisco: **Judicial Council of California Boardroom** (455 Golden Gate Avenue), **Supreme Court Courtroom** (350 McAllister Street).
- 1.4 The AV systems in the Judicial Council Boardroom and Supreme Court courtroom are used to provide audio reinforcement and video display for the public at meetings and oral arguments; video and audio signals for distribution to the electronic media, press and public; assistive listening for the hearing impaired; audio teleconferencing for remote presentation, courtroom recording and some ancillary court functions.

## **2.0 DESCRIPTION OF GOODS AND/OR SERVICES**

- 2.1 The AOC seeks goods and the services from an entity with expertise in professional AV /broadcast equipment integration and installation to meet the specifications in Attachment 2 Terms and Conditions, Exhibit D, Work To Be Performed.
- 2.2 Proposers must bid on the complete work for AV systems replacement in both the (Judicial Council of California Boardroom and Supreme Court Courtroom) and also demonstrate in the Cost Proposal the individual cost for each room.
- 2.3 The estimated amount to perform all work and procure all equipment is between \$325,000 and \$375,000.

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

### 3.0 TIMELINE FOR THIS RFP

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

| Key Events  | Key Dates                   |
|---|-----------------------------|
| RFP issued  | May 10, 2013                |
| <b>MANDATORY</b> Pre- proposal Walkthrough of 2 sites (1:00PM PDT)  | May 16, 2013                |
| Deadline for questions to <a href="mailto:Solicitations@jud.ca.gov">Solicitations@jud.ca.gov</a> (3:00 PM, Pacific Time)  | May 20, 2013                |
| Questions and answers posted at <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> (estimate only)  | May 22, 2013                |
| Proposer Solicitation Specifications Protest Deadline (3:00 PM, Pacific Time)   | May 28, 2013                |
| Latest date and time proposal may be submitted (3:00 PM, Pacific Time)  | May 28, 2013                |
| Evaluation of non-cost portion of proposals (estimate only)   | May 29 through May 30, 2013 |
| Non-cost proposal scores per Proposer posted at <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> (estimate only)  | May 31, 2013                |
| Public opening of cost portion of proposals. Notice of date, time and location to be posted at <a href="http://www.courts.ca.gov/rfps.htm">www.courts.ca.gov/rfps.htm</a> . (estimate only) | May 31, 2013                |
| Interview period (estimate only)  | 1-2 days, if needed         |
| Notice of Intent to Award (estimate only)   | June 7, 2013                |
| Negotiations and execution of contract (estimate only)  | June 10 - 19                |
| Contract start date (estimate only)   | June 24, 2013               |
| Contract end date (estimate only)   | March 31, 2014              |

### 4.0 RFP ATTACHMENTS

4.1 The following attachments are included as part of this RFP:

| Attachment   | Description  |
|--|--|
| Attachment 1: Administrative Rules Governing RFPs                    | These rules govern this solicitation.  |
| Attachment 2: Terms and Conditions (includes JBCL Appendix)          | If selected, the Proposer must sign an AOC Standard Form Agreement containing these terms and conditions (“Terms and Conditions”).   |
| Attachment 3: Proposer’s Acceptance of Contract Terms and Conditions | On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.<br><br><b>Note: A material exception to a Minimum Term may render a proposal non-responsive.</b> |

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

| <b>Attachment</b>  | <b>Description</b>   |
|--|--|
| Attachment 4: Vendor Data Record Form  | This form contains information the AOC requires in order to process payments and must be submitted with the proposal.  |
| Attachment 5: Conflict of Interest Certification Form                                  | On this form, the Proposer indicates that there is no interest that would constitute a conflict of interest under California Law.  |
| Attachment 6: Conflict Minerals Certification Form                                     | On this form, the Proposer makes a certification pursuant to PCC 10490(b).   |
| Attachment 7: Cost Pricing Form  | For Deliverables 1, 2b, 3, 4, and 5, Proposer must provide cost elements and firm fixed prices for each Deliverable.<br>For Deliverable 2a, Proposer must provide details including products purchased, quantities, unit prices and total a not to exceed amount for all products. |
| Attachment 7a: Proposed AV Equipment and Components (Excel Spreadsheet)                | Use this Excel spreadsheet to provide the product description, manufacturer, model, quantity, unit price, extended amount, taxes, delivery costs and not to exceed total for AV Components and parts proposed.   |
| Attachments 8a – 8d: Drawings of existing systems                                      | 8a-Boardroom Audio<br>8b-Boardroom Video<br>8c-Courtroom Audio<br>8d-Courtroom Video   |
| <b>Attachments 3-7 must be signed by an authorized representative of the Proposer.</b> |  |

## **5.0 PAYMENT INFORMATION**

The AOC will pay Contractor following completion and the AOC's acceptance of each Deliverable, as set forth in Attachment 2, Terms and Conditions, Exhibit B, Payment Provisions.

## **6.0 MANDATORY PRE-PROPOSAL WALKTHROUGH**

The AOC will hold a MANDATORY pre-proposal walkthrough on the date identified in the timeline above. The pre-proposal walkthrough will be held at both sites **Judicial Council of California Boardroom** and **Supreme Court Courtroom** at:

455 Golden Gate Avenue  
3rd Floor Reception Area  
San Francisco, CA 94102

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

Attendance at the pre-proposal walkthrough is **MANDATORY**. Each Proposer must be certain to check in at the pre-proposal walkthrough, as the attendance list will be used to ascertain compliance with this requirement.

**IMPORTANT!!! The AOC will reject a proposal from any Proposer who did not attend the pre-proposal walkthrough.**

## **7.0 SUBMISSIONS OF PROPOSALS**

7.1 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.

7.2 The Proposer must submit its proposal in two parts, the non-cost portion and the cost portion.

a. The Proposer must submit **one (1) original and four (4) copies** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The Proposer must write the RFP title and number on the outside of the sealed envelope.

b. The Proposer must submit **one (1) original and four (4) copies** of the cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The original cost portion (and the copies thereof) must be submitted to the AOC in a single sealed envelope, separate from the non-cost portion. The Proposer must write the RFP title and number on the outside of the sealed envelope.

c. The Proposer must submit an electronic version of the entire proposal on CD-ROM. The files contained on the CD-ROM should be in PDF, Word, or Excel formats.

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

Judicial Council of California  
Administrative Office of the Courts  
Fiscal Services Office, Business Services  
Attn: Nadine McFadden, RFP# CJER 05-13-RB  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3688

7.4 Late proposals will not be accepted.

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

- 7.5 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.

## 8.0 PROPOSAL CONTENTS

8.1 Non-Cost Portion. The following information must be included in the non-cost portion of the proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if 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 Proposer's designated representative for purposes of this RFP.
- c. Model number(s), specifications, or other description of the goods Proposer proposes to supply to the AOC.
- d. Names, addresses, and telephone numbers of a minimum of four (4) clients for whom the Proposer has provided similar goods. The AOC may check references listed by Proposer.
- e. For each key staff member who will work on the project: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- f. For the firm: a list of at least two (2) projects similar in scope and size demonstrating audiovisual integration and installation services are the core business for a period of no less than five (5) years. Provide contact name and telephone number for one person at each project.
- g. By each location, Supreme Courtroom and Judicial Council Boardroom: proposed methods to complete the work plan, including a proposed functional drawing, a narrative description of the Work To Be Performed, and a complete equipment list.
- h. Specify appropriate equipment/systems required to replace the obsolete systems and effectively interface and integrate with the remaining installed systems to achieve the required functionality per Room Descriptions in Attachment 2, Terms and Conditions, Exhibit D, Work to Be Performed.

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

- k. Provide a list of all manufacturers for which the firm is an authorized dealer/reseller.
  
- l. Acceptance of the Terms and Conditions.
  - i. On Attachment 3, the Proposer 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 Proposer 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.
  
- m. Certifications, Attachments, and other requirements.
  - i. Proposer must include the following certifications in its proposal:

Proposer 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.

Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the AOC are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)
  
  - ii. Proposer must submit with its proposal, for itself and each of its affiliates that make sales for delivery into California, a copy of either (i) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (ii) a certificate of registration issued under Revenue and Taxation Code section 6226.
  
  - iii. If (i) Proposer is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this RFP will be

RFP Title: Audio Video Systems Modifications and Integration Services  
RFP Number: CJER 05-13-RB

performed in California, proof that Proposer is in good standing and qualified to conduct business in California.

- iv. Copies of current business licenses, professional certifications, or other credentials.
- v. Proof of financial solvency or stability (e.g., balance sheets and income statements).
- vi. Submit confirmation of current state C-7 contracting licenses and union affiliations as required to complete the work.
- vii. Provide company-held industry certifications or designations for manufacturers specified in the project.

8.2 Cost Portion. The following information must be included in the cost portion of the proposal.

A. AV Components and parts:

- i. For each AV component and part you are proposing to be procured, using the Excel spreadsheet Attachment 7-a, provide the product description, manufacturer, model, quantity, unit price, extended amount, taxes, delivery costs and not to exceed total.
- ii. Transfer the not to exceed total to Attachment 7 under Deliverable 2a
- iii. Provide justification regarding your selection of a particular manufacture and model.

B. Integration Services

- i. Using Attachment 7, for Deliverables 1, 2b, 3, 4, and 5, the Proposer is to provide cost elements, including labor, benefits, expenses, markups, overhead, and profits, necessary to arrive at each firm fixed priced Deliverable.
- i. Using Attachment 7, provide your not to exceed total for Deliverables 1, 2b, 3, 4, and 5.
- ii. For each Deliverable, provide a full explanation of all budget line items in a narrative entitled "Justification."

C. Using Attachment 7, provide a not to exceed total for all Deliverables.



**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.

## 9.0 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 AOC reserves the right to negotiate extensions to this period.

## 10.0 EVALUATION OF PROPOSALS

The cost portion of proposals will be publicly opened on the date, time and location set forth in the Notice posted to the Court’s Website (see Section 4.1). At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

- Proposals that contain false or misleading statements may be rejected if, in the opinion of the AOC, the information was intended to mislead the state regarding a requirement of the solicitation document.
- If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may also cause a proposal to be rejected.
- Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
- During the evaluation process, the AOC may require a Proposer's representative to answer questions with regard to the Proposer’s proposal. Failure of a Proposer to respond and demonstrate in a timely manner that the claims made in its proposal are, in fact, true may be sufficient cause for deeming a proposal nonresponsive.
- The AOC 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 AOC will post an intent-to-award notice at [www.courts.ca.gov/rfps.htm](http://www.courts.ca.gov/rfps.htm).

| CRITERION | Maximum Possible Points | Section |
|-----------|-------------------------|---------|
| Cost      | 50                      | 8.2     |

| <b>CRITERION</b>                                     | <b>Maximum Possible Points</b> | <b>Section</b>      |
|--|--------------------------------|---------------------|
| Quality of work plan submitted                       | <b>20</b>                      | <b>8.1</b>          |
| Firm and personnel experience on similar assignments | <b>15</b>                      | <b>8.1</b>          |
| Acceptance of the Terms and Conditions               | <b>10</b>                      | <b>Attachment 2</b> |
| References   | <b>5</b>                       | <b>8.1</b>          |
|  | <b>100</b>                     |                     |

**11.0 INTERVIEWS**

The AOC 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 interview process may require a demonstration. The interview may also 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 AOC’s offices. The AOC will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The AOC will notify eligible Proposers regarding interview arrangements.

**12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each proposal will be retained by the AOC for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see [www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500)).

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the AOC’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will disclose the information regardless of the marking or notation seeking confidential treatment.

Notwithstanding the above, the California Public Contract Code requires the public opening of certain proposals. If required to do so by the Public Contract Code, a AOC may disclose all information contained in a proposal, including information marked as confidential or proprietary.

**13.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS**

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

RFP Title: Audio Video Systems Modifications and Integration Services

RFP Number: CJER 05-13-RB

#### **14.0 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](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 AOC to receive a solicitation specifications protest is set forth in Section 3.0 of this RFP. Protests should be sent to:

Judicial Council of California  
Administrative Office of the Courts  
Fiscal Services Office, Business Services  
Attn: Nadine McFadden, RFP# CJER 05-13-RB  
455 Golden Gate Avenue, 6<sup>th</sup> Floor  
San Francisco, CA 94102-3688

***END OF RFP***