

RFP Title: Customized Display Case
RFP Number: SC-19-55-RB

REQUEST FOR PROPOSALS

SUPREME COURT OF CALIFORNIA (SUPREME COURT)

REGARDING:

RFP TITLE: CUSTOMIZED DISPLAY CASE
RFP NUMBER: SC-19-55-RB

PROPOSALS DUE:

May 31, 2019 NO LATER THAN 2 P.M. PACIFIC TIME

1.0 DESCRIPTION OF GOODS, SERVICES AND DELIVERABLES

The Supreme Court seeks the goods and services of a person or entity with expertise in working in a historic building.

The display cases will be used for historical documents, books, pictures, fabrics etc. The large cases will consist of 3 pieces placed side by side to create 1 display case. The smaller case will be placed opposite the passenger elevators. Wood case preferably Oak stained to match existing wood and historical characteristics of the building. The wood should be adequately sealed or sustainable. Each case should have solid back and end pieces, with 2 sliding safety UV filtered glass doors with a lock and overhead lighting. The materials used to construct the object chamber be as inert/chemically stable as possible. Powder-coated finishes, unbleached linen, Ethafoam (for mounting decks) are examples of stable materials. See visual samples of the display cases below.



Dimensions:

2 (3 piece) Custom Display Cases

- Right and Left Cases 36”deep, 95” wide, 96”high (quantity 4)
- Center 18”deep, 94”wide, 96”high (quantity 2)

1 Custom Display Case

- 18” deep, 75”wide, 65.25”high (quantity 1)

Lighting:

- Where lighting is required for individual cases, the source of such lighting shall be in a ventilated space isolated from the object chamber and shall be designed so that the lighting component of this standard can be achieved.
- Ultraviolet light Common practice is to limit ultraviolet light to no more than 75 microwatts per lumen at 10 to 100 lux. Exhibited items should be protected from heat generated by light sources and associated electric systems.

Color:

- Color of display cases to match existing wood in the historic Supreme Court Lobby (submit color sample).

Per Judicial Branch Contracting Manual (JBCM) chapter 4B, step 6.B, the Proposer should expand this description to include:

- A problem to be solved, questions to be answered, issues to be addressed, or the goals
- Performance timelines or completion dates;
- A description of any required deliverables;
- A description of the assistance to be provided by the Supreme Court, if applicable;
- Also include any specific warranty requirements.

2.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	May 10, 2019

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EVENT	DATE
Deadline for questions to solicitations@jud.ca.gov	May 16, 2019 2pm PST
Ocular Inspection	May 17, 2019 2-3pm PST
Questions and answers posted at the court's website www.courts.ca.gov	May 22, 2019
Latest date and time proposal may be submitted	May 31, 2019 2pm PST
Anticipated interview dates, if any (estimate only)	June 3-7, 2019
Evaluation of proposals (estimate only)	June 10-14, 2019
Notice of Intent to Award (estimate only)	June 17, 2019
Negotiations and execution of contract (estimate only)	June 28, 2019
Contract start date (estimate only)	July 1, 2019
Contract end date (estimate only)	July 31, 2019

3.0 RFP ATTACHMENTS

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: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this 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. Note: A material exception to a Minimum Term will render a proposal non-responsive.
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 Supreme Court requires 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: References	The Proposer must submit 3 references

4.0 PAYMENT INFORMATION

Proposer will be expected to provide the Supreme Court with itemized invoices. All invoices shall include a complete itemization of goods delivered and services rendered and have the Contract Number on each invoice. If there are changes in the DIR Prevailing Wage rates, then a copy of rates must be submitted with invoice.

Payments are subject to payment withholding in accordance to law. Penalties for late or inadequate performance shall be indicated in the Standard Terms and Conditions.

5.0 PREVAILING WAGE REQUIREMENTS

This Section shall form part of the Standard Terms and Conditions of the resulting contract.

The Proposer will be required to perform certain services that are subject to California prevailing wage laws pursuant to sections 1770 et. seq of the California Labor Code. Work

subject to California prevailing wage laws, includes but is not limited to, the assembly or disassembly of modular office systems, attaching or detaching furniture affixed to the real property, etc. The Proposer will be responsible for the proper classification of its employees.

5.1 Prevailing Wage:

5.1.1 The Proposer and all its Subcontractors shall pay all workers performing prevailing wage Work pursuant to this Contract, not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the Judicial Council's principal office. Prevailing wage rates are also available from the Court or on the internet at (<http://www.dir.ca.gov>).

5.1.2 Proposer shall ensure that Proposer and all of Proposer's Subcontractors execute the Prevailing Wage and Related Labor Requirements Certification attached to the Contract and incorporated herein.

5.1.3 The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Proposer shall post job site notices, as prescribed by regulation. Proposer shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

5.2 Registration:

5.2.1 Proposer shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its Certified Payroll Records ("CPR(s)") to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations ("DIR"). Labor Code section 1771.1(a) states the following:

"A Proposer or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered Proposer to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the Proposer is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded."

6.0 OCULAR INSPECTION

The Supreme Court will hold an ocular inspection on the date identified in the timeline above. The ocular inspection will be held at the Supreme Court's offices at 350 McAllister Street, San Francisco, CA 94509.

Attendance at the ocular inspection is **MANDATORY**. Each Proposer must be certain to check in at the ocular inspection, as the attendance list will be used to ascertain compliance with this requirement. The Supreme Court will reject a proposal from any Proposer who did not attend the ocular inspection.

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 technical proposal and the cost proposal.

a. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the Supreme Court in a single sealed envelope, separate from the cost proposal. 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 three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Supreme Court in a single sealed envelope, separate from the technical proposal. 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 USB memory stick/flash drive. The files must 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:

The Bid Desk
RFP-SC-19-55-RB

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Branch Accounting and Procurement | Administrative Division
Judicial Council of California
455 Golden Gate Avenue, 6th Floor, San Francisco, CA 94102-3688

- 7.4 Late proposals will not be accepted.
- 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 Technical Proposal. The following information must be included in the technical 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. For each key staff member: describe the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities. Please note that the Supreme Court will conduct a standard DOJ background check of the Proposer's personnel.
- d. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Supreme Court may check references listed by the Proposer. Proposer should also attach its current licenses to do this work.
- 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.

- iii. Note: A material exception to a Minimum Term will render a proposal non-responsive.
 - f. 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 Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer does not (and will not if awarded the contract) conduct intrastate business in California, proof that Proposer is in good standing in its home jurisdiction.
 - iv. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
 - v. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.
 - g. Others
 - A description of any specific functions, tasks, or activities that must be performed, in the order of importance and probable sequence, if applicable; A drawing of the design recommendations of the cases.
 - Performance timelines or completion dates;
 - A description of deliverables;
 - A description of the assistance to be provided by the Supreme Court, if applicable;
 - Also include any specific warranty requirements.
- 8.2 Cost Proposal. The following information must be included in the cost proposal.
- i. A detailed line item budget showing total cost of the proposed goods and services. Please note that the Supreme Court will have the prevailing wage verbiage in the resulting contract.

- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded. The proposed bid cost should not be more than \$130,000.00.
- iv. A basis for payments and whether and to what extent progress payments will be allowed.

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 Supreme Court reserves the right to negotiate extensions to this period.

10.0 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 Supreme Court 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 Supreme Court will post an intent to award notice at www.courts.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	25
Experience on similar assignments	15
Cost	30
Credentials of staff to be assigned to the project	10

CRITERION	MAXIMUM NUMBER OF POINTS
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	10

11.0 INTERVIEWS

The Supreme Court *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 Supreme Court’s offices. The Supreme Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The Supreme Court will notify eligible Proposers regarding interview arrangements.

12.0 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 Supreme Court 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 Supreme Court’s right to disclose information in the proposal, or (b) requiring the Supreme Court 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.

13.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Supreme Court has waived the DVBE incentive in this solicitation.

14.0 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

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the Supreme Court to receive a solicitation specifications protest is May 22, 2019. Protests must be sent to:

Protest Officer
RFP-SC-19-55-RB
Branch Accounting and Procurement | Administrative Division
Judicial Council of California
455 Golden Gate Avenue, 6th Floor, San Francisco, CA 94102-3688