



INVITATION FOR BIDS

JUDICIAL COUNCIL OF
CALIFORNIA

REGARDING: MOVING SERVICES

BIDS DUE:

May 7, 2018 NO LATER THAN **3:00 P.M.**

PACIFIC TIME

1.0 BACKGROUND INFORMATION

1.1 Judicial Council of California. The Judicial Council of California (JCC), 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 Judicial Council is the staff agency that assists both the council and its chair in performing their duties. The Court of Appeal, Third Appellate District and the Appellate Mediation Program are an independent Judicial Branch Entities (JBEs) that will also be party to the Agreement for moving services.

1.2 Website. For additional information about this solicitation, including electronic documents, see the California Courts Website located at www.courts.ca.gov/rfps.htm.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The JBEs seek the services of a person or entity with expertise in moving office furniture and equipment.

The Judicial Council of California, on behalf of the JBEs, will be awarding a one year (with options to renew, annually, for an additional 3 years) agreement to a moving company to provide moving services as well as assistance with special projects and on an as-needed basis at these locations: 2850 Gateway Oaks Drive, Sacramento; 2860 Gateway Oaks Drive, Sacramento; 2890 Gateway Oaks Drive, Sacramento; 520 Capital Mall, Sacramento and 914 Capitol Mall, Sacramento. The contract is expected to begin **July 1, 2018**. Qualifications, requirements and duties are as follows:

1. Provide a crew of two (2) movers for a four (4) hour day, 12 times a year based on the schedule listed below.
2. Provide as-needed moving services based on an hourly rate and/or daily rate. Indicate if different rates apply to work performed in the evening, weekend, and/or holidays.
3. Move freestanding furniture, install keyboard tray platforms, and some removal and installation of work surfaces and storage components for systems furniture.
4. Work dates will be scheduled once monthly as provided below on page 4. These dates will be subject to change with sufficient notice provided to the contractor.
5. Provide assistance to JBE staff including the move coordinator, project manager, telecom specialist, IS Helpdesk as needed to complete projects.
6. Minor facility alterations such as furniture repair, hanging framed pictures, and refurbishment and repairs of areas affected during moves.
7. Staff moves including moving, disconnecting, and reconnecting standard peripheral equipment such as:

- Monitors, keyboard, mouse, printers, CPU docking stations and various other peripheral equipment;
 - Installation of computers including connections to power and data resulting in a “prompt” screen; and
 - Installation of phones at desktop. The JBEs will be responsible for inside wiring and programming.
8. Other services to be provided:
- Installation of ergonomic equipment;
 - Assembly of chairs and small pieces of furniture;
 - Hang items in offices/open areas;
 - Seismic attachment of free standing furniture over 60” high (i.e. bookcase); and
 - Various miscellaneous tasks that may arise on “Move Day.”
9. All move staff must wear identifiable shirts, hats, etc. to clearly distinguish them as working staff. **All move staff are subject to complete internal background investigations.**
10. No outsourcing of any services without written approval from the Project Manager.
- Project Manager will be designated for The Court of Appeal, Third Appellate District and the Appellate Mediation Program.
11. Familiar with Department of General Services Property of Reutilization policies, procedures, and scheduling.
12. Ability to work with Building Manager. Must abide rules and regulations of building management. Must provide Certificate of Self Insurance for up to one million dollars.
13. Provide all moving materials (labels, boxes, etc.) with a discount to the Judicial Council of California with the understanding that the vendor buy back unused or used packaging materials.
14. Adhere to specific list of move work provided by the Judicial Council Project Manager and do not conduct any move work requested by other Judicial Council staff without permission from the Judicial Council move coordinator contact.
15. Please indicate total price for all 12 dates combined.
16. All bids must be sealed and delivered in accordance with this IFB.
17. The moving company will be required to contact authorized Judicial Council of California move coordinator or backup the Wednesday prior to the move date to review the work list and confirm that the work can be completed within an eight-hour work day.
18. Mover must be flexible in case of urgent requests
19. Mover will be required to bring in the appropriate equipment, workers or truck to complete the requested tasks.
20. Additional dates throughout the year may be needed for special projects.
21. Work will be done on the following scheduled Fridays (total of 12 days).
22. These dates are subject to change requiring one-week notice to Project Manager.
23. The Judicial Council of California reserves the right to cancel the agreement at any time during the year with no penalty.

Fiscal Year 2018/2019 Scheduled Move Dates for the JCC

Friday, July 20, 2018
Friday, August 17, 2018
Friday, September 21, 2018
Friday, October 19, 2018
Friday, November 16, 2018
Friday, December 21, 2018
Friday, January 18, 2019
Friday, February 15, 2019
Friday, March 15, 2019
Friday, April 19, 2019
Friday, May 17, 2019
Friday, June 11, 2019

* Please note all dates are subject to change.

3.0 TIMELINE FOR THIS IFB

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

EVENT	DATE
IFB issued	April 19, 2018
Deadline for questions to solicitations@jud.ca.gov	April 24, 2018 by 3:00 pm PT
Questions and answers posted (estimate only)	April 30, 2018
Latest date and time bids may be submitted	May 7, 2018 by 3:00 pm PT
Bids publicly opened 455 Golden Gate Ave, 6th floor San Francisco, CA 94102	May 14, 2018 at 3:00 pm
Notice of Intent to Award (estimate only)	May 17, 2018
Execution of contract (estimate only)	July 1, 2018

IFB Title: Moving Services - Sacramento
IFB Number: JCC-2018-01-CD

4.0 IFB ATTACHMENTS/DOCUMENTS

The following attachments are included as part of this IFB:

ATTACHMENT / DOCUMENT	DESCRIPTION
Administrative Rules Governing IFBs Attachment 1	These rules govern this solicitation.
Standard Terms and Conditions, Purchase order Terms and Conditions Attachment 2	Terms and conditions
Proposer's Acceptance of terms and conditions Attachment 3	This form needs to be signed by (Bidder) and submitted with bid, The Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
General Certifications Form Attachment 4	The Proposer must complete the General Certifications Form and Submit the completed form with its proposal.
Darfur Contracting Act Certification attachment 5	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal
Payee Data Record Form Attachment 6	This form contains information the Judicial Council of CA requires in order to process payments; see attachment
DVBE Participation Form Attachment 7	The Proposer must complete this form and submit it with their proposal <u>only</u> if Proposer wishes to qualify for the DVBE incentive.
DVBE Bidder's Declaration Attachment 8	Complete this form <u>only</u> if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Building Moving Policy/Shipping Instructions Attachment 9	The building's moving policy and loading dock specifications

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 (1) copies of the non-cost information. 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 JCC 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) copy 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 JCC 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:

Judicial Council of California
Attn: Lenore Fraga-Roberts
IFB-JCC-2018-01-CD
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 should 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. Description of services (from attachment 1) the bidder proposes to supply the JCC, including all requirements requested in attachment 1.
- d. Acceptance of the Terms and Conditions.
 - i. 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, qualification, limitation, or other change. If no exceptions are noted, then acceptance will be deemed.
 - 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 will render a bid non-responsive.
- 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. If the Bidder has never been issued a purchase order by or has had a contract with the JCC, then the Bidder must include in its bid a completed and signed Payee Data Record Form, or provide a copy of a form previously submitted to the JCC.
 - iii. If Bidder is a corporation, proof that Bidder is in good standing and qualified to conduct business in California.

- iv. 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.

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

- a. **The total cost of all 12 dates combined for the services described in the non-cost information.**
- b. **The hourly rate and daily rate of one mover. Indicate if different rates apply to work performed in the evening, weekend, and/or holidays.**

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 thirty (30) days following the bid due date. In the event a final contract has not been awarded within this thirty (30) day period, the JCC reserves the right to negotiate extensions to this period.

8.0 EVALUATION OF BIDS

The bids will be publicly opened at the time and place noted in Section 3.0, Timeline for this IFB.

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

The JCC 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 JCC's offices in San Francisco. The JCC will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The JCC will notify eligible Bidders regarding interview arrangements.

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the JCC 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 (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500), which governs public access to judicial administrative records.

If information submitted in a bid contains material noted or marked as confidential and/or proprietary that, in the JCC'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 JCC finds or reasonably believes that the material so marked is not exempt from disclosure, the JCC will disclose the information regardless of the marking or notation seeking confidential treatment.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE (“DVBE”) INCENTIVE

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

Eligibility for and application of the DVBE incentive is governed by the JBE's DVBE Rules and Procedures. Bidder will receive a DVBE incentive if, in the JBE's sole determination, Bidder has met all applicable requirements. If Bidder receives the DVBE incentive, the dollar amount of its bid will be reduced (for evaluation purposes only) by an amount equal to 3% of the lowest responsible bid, not to exceed \$100,000.

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

If Bidder wishes to seek the DVBE incentive:

1. Bidder must complete and submit with its bid the Bidder Declaration (Attachment 7). Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Bidder must submit with its bid a DVBE Declaration (Attachment 8) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. 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 JBE may request additional written clarifying information. Failure to provide this information as requested will result in Bidder not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive (including the maximum value of the DVBE incentive) may be affected by application of the small business preference. For additional information, see the JBE's Small Business

Preference Procedures for the Procurement of Information Technology Goods and Services.

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 any DVBE subcontractor(s) identified in its bid unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its bid will constitute a breach of contract.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9

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 JCC to receive a solicitation specifications protest is the bid due date and time. . Protests should be sent to:

ATTN: Protest Hearing Officer
455 Golden Gate Avenue, Sixth Floor
San Francisco, CA 94102