

RFP Title: *Bulk Paper and Storage 2024*

RFP Number: *MAPS-2024-MS*

# REQUEST FOR PROPOSALS

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***JUDICIAL COUNCIL OF CALIFORNIA***

**REGARDING:**

*Bulk Paper and Storage 2024*

*RFP MAPS-2024-MS*

**PROPOSALS DUE:**

MAY 10 NO LATER THAN **3:00** P.M. PACIFIC TIME

## **1.0 BACKGROUND INFORMATION**

- 1.1 The Judicial Council requires competitive pricing on bulk paper products as well as storage for said items.
- 1.2 The Mail, Archive & Print Services (MAPS) unit of the Judicial Council provides copy and mailing services to the California court system and other various State agencies. Printed material is used in trainings, meetings, and other various events. Given the importance of the work, the MAPS unit needs to have access to specific types of paper at any given moment.
- 1.3 **Purchase Order**  
The Judicial Council of California intends to award a Purchase Order for Bulk Paper and Storage.

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

The JBE seeks goods meeting the following specifications:

The Judicial Council seeks the services of a person or entity with expertise in bulk paper products as well as storage and delivery for said items.

### **2.1 Materials**

The Mail, Archive & Print Services unit of the Judicial Council of California requires the paper products listed below. It should be noted that a “Case” or “CS” of paper refers to 8 reams or 4,000 sheets of paper for standard 20lb. paper.

- 600 cases – 20lb. White Copy Paper, 8.5 x 11”, Laser Safe
- 270 cases – 20lb. 3HD White Copy Paper, 8.5 x 11”, Laser Safe
- 8,000 sheets – 12pt. C1S, 19 x 13”, Laser Safe
- 112 cases – 5-Bank 3HD White Copy Tabs, 9 x 11”, Laser Safe
- 5,000 sheets – 60lb. Opaque Smooth Text, Canary, 11 x 17”
- 20 cases – 110lb. Index, White, 8.5 x 11”

### **2.2 Packaging**

- a. Items should be palletized and wrapped. All products must be delivered in standard packaging. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.
- b. Each shipping carton shall be marked with the commodity, brand, quantity, item code number and the Purchase Order number.

- c. Each shipment shall include a packing slip showing the Purchase Order number, the ordering date, ordering department (if appropriate), ship-to location, the item number(s), product description(s), serial number(s), quantity ordered, quantity shipped and backordered items including the expected shipping date.
- d. All goods shall be guaranteed to be new, and Vendor shall warrant the goods against defects in material and workmanship.
- e. Vendor shall arrange for the return of all mis-ordered, mis-shipped, returned, or damaged items at no cost to the JBE. There will be no restocking fee for returns of items that are damaged or shipped by the Vendor in error. Vendor shall not charge the Judicial Council for the return of any mis-ordered, mis-shipped, or damaged items.

### 2.3 Delivery

- a. Once requested, paper should be delivered in a reasonable amount of time not to exceed two weeks or 10 business days. Paper should also arrive in the same condition in which it was purchased and should be free from any preventable damage.
- b. All orders will need to be delivered to Judicial Council of California 455 Golden Gate Ave, Floor 1, Room1521, San Francisco, CA 94102
- c. All deliveries need to take place between 8:00 AM and 4:00PM Monday through Friday excluding state holidays.
- d. All deliveries should enter the building through the loading dock where a lift gate is available.

### 2.4 Storage

- a. Due to the number of pallets expected with this order, approximately 27 if each pallet has 40 cases, and the limited amount of space allocated to MAPS, the JCC will not be able to accept all items in one complete delivery. MAPS will require The Vendor to store, at most, 20 pallets at The Vendor's facility from the date of purchase for a 12 month period.
- b. The vendor will need to offer Materials based on section 2.1 above. MAPS reserves the right to determine whether a substitute offer is equivalent to and meets the standards and quality indicated in section 2.1 and MAPS may require supply of additional descriptive material and samples.

- c. Defective Product: Any product found to be defective shall be returned to the Vendor at the Vendor’s expense and replaced free of charge. Vendor shall supply pre-paid mailing labels or shall pick up defective product at the delivered location. Defective product shall be replaced, or monies refunded at the Judicial Councils discretion within five (5) business days after Vendor is notified.

2.5 Responsibilities

The JCC will be responsible for taking possession of excess items after the 12-month period, or up to three (3) months earlier if requested by The Vendor. If requested to take possession of items earlier than the 12-month period, the JCC asks for at least five (5) business days to ensure adequate space to receive items.

2.6 Schedule

After order submission the JCC will take possession on the agreed upon minimum. The remaining items will be stored at The Vendor’s facility for a period up to 12 months.

**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	<i>Monday 4/29/24</i>
Deadline for questions	<i>Thursday 5/2/24 at 2:00pm</i>
Questions and answers posted	<i>Friday 5/3/24</i>
Latest date and time proposal may be submitted	<i>Friday 5/10/24 at 3:00pm</i>
Evaluation of proposals ( <i>estimate only</i> )	<i>Monday 5/13/24</i>
Notice of Intent to Award ( <i>estimate only</i> )	<i>Tuesday 5/14/24</i>
Issuance of Purchase Order ( <i>estimate only</i> )	<i>Wednesday 5/22/24</i>

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Purchase Orders Terms and Conditions	If selected, the person or entity submitting a bid (“Bidder”) must agree to the terms and conditions per Attachment 2
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.
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 JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Response Template	The Proposer must use the Excel spreadsheet to respond to Section 2.
Attachment 8: Bidder 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.
Attachment 9: DVBE Declaration	This form needs to be signed by the Proposer if the Contractor is participating in the DVBE incentive and submitted with the proposal.

#### 5.0 PAYMENT INFORMATION

5.1 See Attachment 2, Purchase Order Terms & Conditions

5.2 The firm fixed rates and Not to Exceed Amount set forth shall be fully burdened and inclusive of all costs including, but not limited to personnel, materials, computer support, commissions, travel, lodging, per diem, and overhead rates payable to the Contractor for services rendered to the State. The Contractor shall not charge nor shall the State pay any overtime rate.

- 5.3 The payment term is **Net 60** from date or receipt of correct invoice.

## 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 and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- a. **Part 1 – Non-Cost Proposal** - The Proposer must submit via email their non-cost portion as a separate Attachment from the Cost Proposal to the **Solicitations Mailbox** at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Non-Cost 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. The Non-Cost Proposal must include Attachment 7, Response Template. All responses should be acknowledged.
  - b. **Part 2 - Cost Proposal** - The Proposer must submit via email their Cost Proposal as a separate Attachment from the Non-Cost Proposal to the **Solicitations Mailbox** at [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov). The Cost 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 indicate the RFP number and title on the Proposal attachments. Pricing should include all requirements identified in Section 2.
  - c. Submission acceptance for the Proposal 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.
  - d. Only written proposals via email through the Solicitations Mailbox will be accepted. Proposals may not be transmitted by fax.

## 7.0 PROPOSAL CONTENTS

- 7.1 Non-Cost Proposal. The following information must be included in the Non-Cost 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 PO.
  - 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. Model number(s), specifications, or other description of the goods Proposer proposes to supply to the JBE, including warranty information.
  - d. 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.

**Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.**
  - e. 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.
    - iv. Proposer must complete the STD 204 Payee Data Record Form (Attachment 6).

- v. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8) only if the bidder is a DGS Certified DVBE or using a DVBE DGS Certified Subcontractor and they wish to claim the DVBE incentive associated with this solicitation.
- vi. If Proposer completed any portion of Attachment 8, then proposer must also complete the DVBE Declaration (Attachment 9). A Proposer who provides incomplete or inaccurate information will not receive the DVBE incentive.

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

- a. Proposers shall propose firm fixed price rates with a detailed line-item budget showing total cost of providing the goods and services set forth in this RFP. Fully explain and justify all budget line items in a narrative entitled “Budget Justification”.
- b. The Proposer’s firm fixed rates for providing these goods and services, shall be inclusive of all costs including, but not limited to personnel, materials, computer support, commissions, travel, lodging, per diem, and overhead rates. It is expected that all proposers responding to this RFP will offer the Proposer’s government or comparable favorable rates.

**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 JBE 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>.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Cost</i>	<i>50</i>
<i>Ability to meet Storage Requirements</i>	<i>25</i>
<i>Ability to meet Delivery Requirements</i>	<i>15</i>
<i>Ability to meet timing requirements to complete the project</i>	<i>7</i>
<i>DVBE</i>	<i>3</i>

## 10.0 INTERVIEWS

The JBE 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 TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** Except as required by law, 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or

portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE 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 Judicial Council’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Judicial Council’s sole determination, 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 is specified in Section 9.0 above.

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”).

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (Attachment 8). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (Attachment 9) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If 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.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Judicial Council may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Judicial Council's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Judicial Council 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.

If using DVBE subcontractors, the Proposer must complete and return to the Judicial Council a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the Judicial Council. If the Proposer fails to do so, the Judicial Council will withhold \$10,000 from the final payment or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the Judicial Council shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the Judicial Council shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

**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.**

### **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 JBE to receive a solicitation specifications protest is May 10, 2024. Protests must be sent to: [solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov).

***END OF RFP***