

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA  
COUNTY OF STANISLAUS***

**REGARDING: RFP 15165003  
PERIMETER AND LOBBY SECURITY**

**PROPOSALS DUE:**

*December 21, 2015 NO LATER THAN 4:00 P.M. PACIFIC TIME*

## **1.0 BACKGROUND INFORMATION**

- 1.1 The Superior Court of California, County of Stanislaus (Court) is seeking proposals from highly qualified candidates to provide (1) armed and (1) unarmed security guards to provide entrance security screening services and perimeter security at our Turlock court.

## **2.0 DESCRIPTION OF SERVICES**

See Attachment7, Statement of Work

### **Specific Requirements**

Contractor meets the requirements listed below.

- a. Two (2) years or more of firm experience;
- b. Licensed through the Bureau of Consumer Affairs and in full compliance with all California law and regulation governing private security services, including but not limited to the Private Security Services Act and all relevant sections of the California Business and Professions, Penal and Government Codes;
- c. Established mandatory and continuous in-service training program provided to security guards
- d. Completion of thorough background checks on all security guards sent to Superior Court facilities. Contractor to pay all cost of any fingerprinting or background checks costs. The Court will provide the required forms and information. Additional requirements in Appendix C, section 1.3, of Agreement.
- e. Daily services provided by Guards, managed weekly by a Contractor Supervisor, managed monthly by Contractor Manager.

## **3.0 TIMELINE FOR THIS RFP**

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

<b>EVENT</b>	<b>DATE</b>
RFP issued	<i>December 8, 2015</i>
Deadline for questions	<i>December 15, 2015 4:00 P.M.</i>

EVENT	DATE
Questions and answers posted	<i>December 16, 2015</i>
Latest date and time proposal may be submitted	<i>December 18, 2015 4:00 P.M. PST</i>
Evaluation of proposals ( <i>estimate only</i> )	<i>December 21, 2015</i>
Public opening of cost portion of proposals	<i>December 21, 2015 2:00 P.M.</i>
Notice of Intent to Award ( <i>estimate only</i> )	<i>December 22, 2015</i>
Negotiations and execution of contract ( <i>estimate only</i> )	<i>December 28, 2015</i>
Contract start date ( <i>estimate only</i> )	<i>January 4, 2016</i>
Contract end date ( <i>estimate only</i> )	<i>June 30, 2016</i>

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (IT Goods and Services)	These rules govern this solicitation. If an inconsistency or conflict arises between the administrative rules in Attachment 1 and this document, any inconsistency or conflict will be resolved by giving precedence to the administrative rules in Attachment 1. <b>This form is not required to be returned.</b>
Attachment 2: Standard	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Court Standard Form agreement. <b>This form is not required to be returned.</b>
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. <b>Note: A material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.</b>
Attachment 4: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.

Attachment 5: Client References	Identify three (3) clients, other than the Court, serviced within the past five (5) years that can confirm their satisfaction with the bidder’s services. If possible, identify clients whose needs were similar in scope and nature to the services sought in this RFP. List the most recent first.
Attachment 6: Darfur Contracting Act Certification	Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 7: Statement of Work	Attachment 7 describes the work requirements. This is also Appendix A of the standard Agreement.
Business License	All businesses <u>must</u> submit a copy of a current business license issued by the governmental jurisdiction in which the business is located.  Submit an explanation if this documentation cannot be supplied or there is a reason to believe no license is required
Proof of Corporation Status <b>(Corporations Only)</b>	Corporations must either submit a copy of the bidding firm’s most current Certificate of Status issued by the State of California, Office of the Secretary of State <b>or</b> submit a downloadable copy of the bidding firm’s on-line status information from the California Business Portal website of California’s Office of the Secretary of State.

**5.0 PAYMENT INFORMATION**

See payment provisions in Attachment 2, Appendix B.

**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 non-cost portion and the cost portion.
  - a. The Proposer must submit **one (1) original and three (3) 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, indicating that it is the non-cost portion.

- b. The Proposer must submit **one (1) original and three (3) copies** of the cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The original cost portion of the proposal (and the copies thereof) must be submitted to the Court 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 or USB memory stick/flash drive. The files must be in PDF, Word, or Excel formats.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

**Cost Portion:**

**RFP 1516003-Perimeter and Lobby Security– COST PORTION  
(DO NOT OPEN)**

Attn: Fiscal Services  
800 11<sup>th</sup> Street, Room 100  
Modesto, CA 95354

**Non-Cost Portion:**

**RFP 1516003-Perimeter and Lobby Security – NON-COST  
PORTION (DO NOT OPEN)**

Attn: Fiscal Services  
800 11<sup>th</sup> Street, Room 100

- 6.4 Late proposals will not be accepted.
- 6.5 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.

**7.0 PROPOSAL CONTENTS**

7.1 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. 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. Completion of:
  - Attachment 3
  - Attachment 4
  - Attachment 5
  - Attachment 6
  
- c. 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.
  
- d. 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.
  
- e. 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 Court 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. If (i) Proposer is a corporation, limited liability company, or limited partnership, and (ii) the agreement resulting from this RFP will be performed in California, proof that Proposer is in good standing and qualified to conduct business in California.

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

	All-inclusive hourly rate
Regular Hours	
Over-time	

**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 Court 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 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 JBE will post an intent to award notice at [www.stanct.org](http://www.stanct.org).

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Acceptance of the agreement terms and conditions and content (Attachment 2 and Attachment 7)	5
Contractor experience and references	25
Contractor supervision and training	20

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Cost proposal	50

## **10.0 INTERVIEWS**

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

## **11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each bid will be retained by the Court for official files and will become a public record. The Public Contract Code requires that bids be publicly opened and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court has waived the DVBE incentive in this solicitation.

## **13.0 SMALL BUSINESS PREFERENCE**

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the Court's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the JBE's sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services ("DGS") certified small business or microbusiness performing a



commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 5). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRETATION IN CONNECTION WITH THE SMALL BUSINESS PREFERNCE IS UNLAWFUL AND IS PUNISHABLE BY CIVIL PENALTIES. SEE GOVERNMENT CODE SECTION 14842.5.**

#### **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 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 Court to receive a solicitation specifications protest is the bid due date. Protests should be sent to:

**Protest RFP 1516003 Perimeter and Lobby Security**  
County of Stanislaus  
Attn: Fiscal Services  
800 11<sup>th</sup> St., Room 100  
Modesto, CA 95354