

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA,
COUNTY OF ALAMEDA
COUNTY OF FRESNO
COUNTY OF SANTA CRUZ***

REGARDING:

***ARMORED CAR PICKUP SERVICES
SC 1801.2021.1***

PROPOSALS DUE:

June 22, 2021 NO LATER THAN ***3:00*** P.M. PACIFIC TIME

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1.0 BACKGROUND INFORMATION

- 1.1 The Superior Court system in California is comprised of fifty-eight (58) trial courts, one in each county, with one to fifty branches (1-50), located throughout the state. In order to gain economies of scale, to standardize terms and conditions for similar purchases throughout the Counties of Alameda, Fresno and Santa Cruz (“Court”), and to standardize services and equipment being purchased, the Court solicits collaborative agreements for the benefit of participating courts.
- 1.2 The Superior Court of California, County of Alameda operates eight courthouses within the County of Alameda: René C. Davidson Courthouse, Wiley W. Manuel Courthouse, Juvenile Justice Center, Hayward Hall of Justice, George E. McDonald Hall of Justice, Berkeley Courthouse, Fremont Hall of Justice, and East County Hall of Justice. The Court is responsible for hearing cases of all types, including civil, criminal, family, probate, mental health, juvenile, and traffic.
- 1.3 The Superior Court of California, County of Fresno operates four court locations within the County of Fresno, where monies are collected and armored transport is requested: Main Courthouse, B.F. Sisk Courthouse, Traffic Courthouse, and Archives Division. Addresses for each location are included in Exhibit B, attached and included in this RFP.
- 1.4 The Superior Court of California, County of Santa Cruz operates three courthouses within the County of Santa Cruz, in Santa Cruz, Watsonville, and Felton. The Court is responsible for hearing cases of all types, including civil, criminal, traffic, family, probate, juvenile, and mental health diversion through the collaborative justice system.
- 1.5 The Court is requesting proposals from highly qualified vendors with expertise in providing secure pick up at trial court locations and drop-off of bank deposits to designated banks and financial institutions throughout participating counties.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

- 2.1 Description of Services: The Court is requesting proposals from highly qualified vendors with expertise in providing armored car service that will provide periodic secure pickup at trial court locations and drop off of bank deposits to designated banks and financial institutions throughout the Counties of Alameda, Fresno, and Santa Cruz, as further described in Exhibit A, Scope of Work.
- 2.2 Contract Term and Scope: The Court intends to award multiple Standard Agreements (“Standard Agreement”), for an initial two (2) year term and eight (8) one-year options to renew to vendors that are able to supply the Court with the requested armored car services at various locations throughout the participating counties. Multiple contract awards will be required to ensure that service is

available to all participating court locations. Courts may elect, but are not required, to purchase services from any Standard Agreement that results from this RFP.

- 2.3 Process: Each Court will have the right to place orders under any Standard Agreement award as a result of this RFP. It is possible that more than one Standard Agreement will be awarded in the more populated areas, as the intent of this RFP is to enter into collaborative Standard Agreements to cover all or the majority of the Court’s locations listed in Exhibit B, Potential Pickup Locations. In the event that the Court has additional locations or a drop-off location that is not included in the Standard Agreement, the Court may request a specific price for the additional locations and/or drop-off location. Courts that elect to purchase services under a Standard Agreement that has been awarded will submit a Participating Addendum. The Participating Addendum will include any additional locations or drop-off locations and any specific pricing for such locations.

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.

EVENT	DATE
RFP issued	May 11, 2021
Deadline for questions	May 27,2021
Questions and answers posted (<i>estimate only</i>)	June 3, 2021
Latest date and time proposal may be submitted	June 22, 2021 @ 3:00 PM
Anticipated interview dates (<i>estimate only</i>)	June 28 – July 9, 2021
Evaluation of proposals (<i>estimate only</i>)	July 12 – 23, 2021
Notice of Intent to Award (<i>estimate only</i>)	July 30, 2021
Negotiations and execution of contract (<i>estimate only</i>)	August 1 – 16, 2021
Contract start date (<i>estimate only</i>)	September 1, 2021
Contract end date (<i>estimate only</i>)	June 30, 2023 with options to extend till June 30, 2032

RFP Title: Armored Car Pickup Services

RFP Number: SC 1801.2021.1

4.0 RFP EXHIBITS AND ATTACHMENTS

The following attachments are included as part of this RFP:

EXHIBIT	DESCRIPTION
Exhibit A: Scope of Work	This document details the requested services.
Exhibit A-1: Response to Scope of Work	This document must be completed and included in the submitted proposal. A response to each item indicating that the Proposer agrees to the item or takes an exception is required. If an exception is taken, the Proposer can describe how they will best meet the requirement.
Exhibit B: List of Potential Pickup Locations	This document must be completed and included in the submitted proposal. This Excel spreadsheet lists the potential pickup locations for each of the participating courts. Proposer must indicate which locations are and are not in the Proposer's service area.
Exhibit C: Cost Proposal Template	This document must be completed and included in the submitted proposal. For each location where service can be provided, Proposer must: a) provide the per month Base Rate for delivery to a central cash vault for each location with a delivery schedule of 1, 2, 3, 4, 5 times a week and an off-day service pickup and delivery; b) indicate if there are any additional costs which may be applied and provide a description of the cost; c) provide a description of how future price increases will be minimized and capped how both increases and decreases will be passed on to the Court if, after the initial contract term, the options to extend are elected; and (e) provide a description of the proposed process to implement price changes, including how the Court will be notified.
ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (referred to as the "Proposer") must sign the Court Standard Form agreement.
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 Court requires in order to process payments and must be submitted with the proposal.

Attachment 7: Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification for bids that are \$1,000,000.00 or more and submit the completed certification with its proposal.
Attachment 8: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification for bids that are \$100,000.00 or more with its proposal.
Attachment 9: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 10: Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 11: Question and Answer Form	Form must be submitted when Proposer has a question regarding this RFP. Answers will be posted on the court's website.
Attachment 12: Contact Sheet	Proposer's contact information.
Attachment 13: Reference List	Proposer's references.

5.0 PAYMENT INFORMATION

- 5.1 Contractor shall submit invoices to the Court in arrears no more frequently than monthly. Contractor's invoice must include information and supporting documentation acceptable to the Court. Contractor shall adhere to reasonable billing guidelines issued by the Court from time to time.
- 5.2 The Court will pay each correct, itemized invoice received from Contractor after acceptance of the applicable Work, in accordance with the terms of the Agreement and applicable Participating Addendum. Notwithstanding any provision to the contrary, payments to Contractor are contingent upon the timely and satisfactory performance of Contractor's obligations.
- 5.3 Payment terms will be specified in the contract document that will be executed as a result of an award made under this RFP, however, prospective Contractors are hereby advised that the Court payments are made by the State of California, and the State does not make any advance payment for services. Payment by the State is normally made based upon completion of tasks as provided for in the agreement between the Court and the selected Service Provider.

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 files, the technical proposal and the cost proposal.
- 6.3 Proposals must be emailed to bidquestions@alameda.courts.ca.gov
- 6.4 Late proposals will not be accepted.

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.

7.0 PROPOSAL CONTENTS

7.1 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. (Attachment 12)
- 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 (Attachment 12).
- c. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer (Attachment 13).
- d. Qualification and Experience.
 - i. Provide a summary of any problem(s) that you might anticipate in meeting the requirements of this RFP and possible solutions to these problems from your past experience.
 - ii. Exhibit A-1, Response to Scope of Work.
 - a. Provide a complete response to each item in Exhibit A-1, Response to Scope of Work.
 - b. If attachments are necessary, reference the attachment in your response to the item.

- e. Exhibit B – Potential Pickup Locations
 - i. Indicate which locations Proposer is able to provide the requested service by checking the location under the “In Service Area” heading and the locations where Proposer is unable to provide the requested service by checking the location under the “Out of Service Area” heading.
- f. 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.
- g. 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. An audited profit and loss statement and balance sheet for the Proposer’s last three (3) fiscal years.
 - v. The Proposer must complete the Iran Contracting Act Certification (Attachment 7) and submit the completed certification with its proposal.

- vi. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8) and submit the completed certification with its bid.

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

- a. Exhibit C, Cost Proposal Template, must be completed and submitted. If awarded a Standard Agreement, the proposed rates will remain in effect for the initial year term for each location where the Proposer is able to provide the requested services.
- b. For each location where service can be provided, Proposer must: (a) provide the per month Base Rate for delivery to central cash vault for each location with a delivery schedule of 1, 2, 3, 4, 5 times a week and an off-day service pickup and delivery; and (b) indicate if there are any additional costs which may be applied and provide a description of the cost.
- c. The monthly Base Rates must include all costs, except for itemized fees that have been included in the “Additional Fees” section of the Cost Proposal. Cost for supplies will be included in the monthly rate, unless itemized supplies and costs are included in the “Additional Fees” section of the Cost Proposal.
- d. The cost proposal must describe how future price increase will be minimized and capped and how both increases and decreases will be passed on to the Courts if, after the initial contract term, the options to extend are elected. The Proposer must explain the proposed process to implement price changes, and how the Courts will be notified.
- e. If options to extend the Standard Agreement are elected, the proposed price adjustments factors will be used during the option period(s) and the price adjustments will be set forth in a written amendment to the Standard Agreement. Any agreed-upon price adjustment may not exceed during any one-year option period.
- f. It is expected that all Proposers responding to this RFP will offer their government or most favorable comparable rates.

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 with 5 extra points added for DVBE preference 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 Court will post an intent to award notice at <http://alameda.courts.ca.gov/Pages.aspx/Contract-Opportunities>.

CRITERION	MAXIMUM NUMBER OF POINTS
Cost Proposal	30
Qualifications and Experience	35
Acceptance of the Terms and Conditions	20
Service Area	15
DVBE Incentive (Optional)	5

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 interviews may be conducted in person, phone or virtually via video conference. 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

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

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- 12.1 Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- 12.2 Eligibility for and application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Court'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.
- 12.3 To receive the DVBE incentive, at least 5% 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").
- 12.4 If Proposer wishes to seek the DVBE incentive:
- 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 also complete and sign the DVBE Declaration (Attachment 9). 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.
 - Proposer must complete and submit with its proposal the Proposer Declaration (Attachment 10). Proposer must submit with the Proposer Declaration all materials required in the Proposer Declaration.
- 12.5 Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- 12.6 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 Court's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

- 12.7 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 Court 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.

FRAUDULENT MISREPRESENTATION 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). 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 Court to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Superior Court of California, County of Alameda
Finance and Facilities Division
Attention: Melanie Lewis
RFP SC 1801.2021.1
1225 Fallon Street, Room 210
Oakland, CA 94612

14.0 PROPOSAL CONTENT CHECKLIST

- Qualifications and Experience (Summary of Problems and Solutions)
- Proof of good standing and qualification to conduct business in California
- Proof of good financial standing: Audited Balance sheet and Loss and Profit Statement for the last 3 years
- Exhibit A-1: Response to Scope of Work
- Exhibit B: List of Potential Pickup Locations
- Exhibit C: Cost Proposal Template and Response
- Attachment 3: Proposer's Acceptance of Standard Terms and Conditions
- Attachment 4: General Certifications Form
- Attachment 5: Darfur Contracting Act Certification
- Attachment 6: Payee Data Record Form
- Attachment 7: Iran Contracting Act Certification (If applicable)
- Attachment 8: Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (If applicable)
- Attachment 9: DVBE Declaration (Optional)
- Attachment 10: Bidder Declaration (Optional)
- Attachment 11: Question and Answer Form (Optional)

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- Attachment 12: Contact Sheet: Proposer's Information and Proposer's Designated Representative Information
- Attachment 13: Reference List