

Audio-Video and IT Equipment Installation, Maintenance and Repair Services
RFQ 2023-01

Pre-Quote Conference

April 19, 2023



Objectives

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- Background Information

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Introduction

Court Personnel

Kyle Hall, Management Analyst

Joel Tuason, Information Technology Manager

Eduardo Sanchez, Procurement and Contract Analyst

Jenny Buentello-Gilligan, Fiscal Services Specialist

Background Information

The Superior Court of California, County of Alameda is one of 58 superior courts in the State of California. The Court operates ten facilities within the County of Alameda and employs over 600 employees stationed across courthouses with varying worksite locations.

The Court is seeking qualified and experienced contractors to provide installation, maintenance, and repair services for the Court's Audio-Video Systems and IT Equipment

Statement of Work

Contractor will provide installation, on-site maintenance and repair, replacement services of equipment and parts, remote telephonic support services, installation services, Court staff training and consulting, onsite network and structured cabling services, small programming and system configuration, software/firmware upgrades and patches, preventative maintenance, site visits and reporting services at all Court locations.

Preventative Maintenance and Repair Services

Contractor will :

- provide a planned and controlled program of systematic inspection, adjustment, and replacement of parts
- provide a report on all Preventative Maintenance visits
- perform and maintain an inventory of AV equipment.
- provide software upgrades, patches, and small programming as necessary
- Additional requirements can be found on page 3 of the RFQ

Training and Consulting Services

Contractor will :

- provide training of Court staff on an “as needed basis”
- make all commercial efforts to provide immediate remote telephone consultation services
- provide all resources necessary to meet the Court’s needs such as upgrade and replacement services
- program, test, and configure new and existing equipment and ensure successful integration and operation

Installation and Reporting Services

Contractor will :

- perform installation of new and existing Court owned equipment, provide setup and programming configuration to the Court’s control system and cabling services in accordance with the performance set forth in this Agreement
- provide a biannual service report of all Maintenance and Services Work completed to the Project Manager

Equipment and Replacement Parts

Contractor will :

- design and implement new installations and replace equipment and parts as needed
- provide the best available market pricing for all equipment and replacement parts

In addition:

- Equipment and parts must be in new condition and must meet all established standards and specifications
- Pre-approval authorization is required by the Court Project Manager for all equipment and part replacement

Quote Development



Technical Response

Please provide a response to each of the 4 questions listed on page 8 and 9 on the RFQ.



Cost Proposal

Please submit pricing using page 6 and 7 of the RFQ. This pricing should reflect the anticipated work to be performed and payment provisions that would be set forth in a subsequent contract, if awarded.



RFQ Attachments

- Attachment A – IT Agreement
Prevailing Wage Clause
- Attachment B – Bidder’s Acceptance of
Terms and Conditions
- Attachment C – Unruh Civil Rights Act
- Attachment D – Payee Data Record Form
- Attachment E – General Certifications Form
- Attachment F – Bidder Declaration and
DVBE Declaration (Incentive)
- Attachment G – SB Declaration with
Instructions (Incentive)

RFQ Timeline

RFQ Issue Date	April 13, 2023
Pre-Quote Conference	April 19, 2023, 10am – 11am
Quote Due Date	April 26, 2023, No later than 2:00pm Pacific Time
Evaluation of Quotes	April 26, 2023 – May 1, 2023
Notice of Intent to Award	May 1, 2023
Negotiations and Execution of Contract (estimate only)	May 1, 2023 – May 12, 2023
Contract start date	May 15, 2023
Contract end date (estimate only)	May 14, 2024

Prospective Bidder's Responsibilities



Review this presentation, along with requirements and key dates (email presentation)



Review the entire RFQ. Complete the Technical Response portion, along with all required attachments



Complete the Cost Proposal



Submit finished quote by the due date in the RFQ timeline (April 26, 2023, by 2:00pm)

Submissions

- The Prospective Bidder must submit its quote with the completed Cost Proposal, the Technical Response, and the required attachments.
- Quotes must be emailed to bidquestions@alameda.courts.ca.gov and received no later than April 26, 2023 by 2:00 PM Pacific Time.
- Late quotes will not be accepted.

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



Evaluation of Quotes

The Court will evaluate the proposals on a 100-point scale using the criteria listed in the RFQ. Award, if made, will be to the highest-scored quote.

Although some factors may be weighted more than others, all are considered necessary, and a quote must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

Score Card / Possible Points

Cost: 40 points

Project Plan/Service Methodology : 30 points

Experience : 10 points

Acceptance of Terms and Conditions: 10 points

References : 10 points

Total Points: (not including Incentives) : 100 Points

DVBE (Incentive) : 3 points

Small Business (Incentive) : 5%



Intent to Award

- Intent to Award Notice: May 1, 2023
- Notice of Intent to award posted on Court website:
<https://www.alameda.courts.ca.gov/general-information/contract-opportunities>
- Awarded bidder will be notified via email
- Court representative will contact vendor representative to begin contract negotiation and execution.

Questions

