

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA, COUNTY OF
ALAMEDA***

REGARDING:

Moving Services

SC 1806.2026.1.JG

PROPOSALS DUE:

June 4, 2026, NO LATER THAN 2:00 P.M. PACIFIC TIME

KEY INFORMATION SUMMARY SHEET

Request for Proposal	Non-IT – Superior Court of California, County of Alameda – Moving Services
RFP Number:	SC 1806.2026.1.JG
RFP Issue Date:	May 5, 2026
RFP Issuing Office:	Finance and Facilities
Purchasing and Payables Contact:	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Purchasing and Payables – Eddie Sanchez RFP SC 1806.2026.1.JG 1225 Fallon Street, Room 210 Oakland, CA 94612
e-mail:	bidquestions@alameda.courts.ca.gov
Proposals are to be sent to:	bidquestions@alameda.courts.ca.gov
Timeline for this RFP	
Pre-Proposal Conference:	May 14, 2026, at 10:00 AM PT https://alameda-courts-ca-gov.zoomgov.com/j/1659827464?pwd=81a6PPIY4GF2yNuKifyjSNyzeNb7zh.1
Deadline for Questions:	May 18, 2026
Questions and Answers Posted	May 26, 2026 (<i>estimate only</i>)
Proposal Due (Closing) Date and Time:	June 4, 2026, no later than 2:00 PM PT
Evaluation of Proposals	June 5, 2026-July 9, 2026 (<i>estimate only</i>)
Notice of Intent to Award	July 14, 2026 (<i>estimate only</i>)

Negotiations and Execution of Contract	July 15, 2026-August 12, 2026 (<i>estimate only</i>)
Contract Duration:	September 1, 2026-August 31, 2027, with an option to extend through August 31, 2031. First Option Term: September 1, 2027-August 31, 2028 Second Option Term: September 1, 2028-August 31, 2029 Third Option Term: September 1, 2029-August 31, 2030 Fourth Option Term: September 1, 2030-August 31, 2031
RFP Attachments	
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Terms and Conditions	On this form, if exceptions are identified, Prospective Bidders must submit (i) a redlined version of Attachment 2 – Agreement Terms and Conditions and Supplemental Terms and Conditions that clearly track proposed changes to this attachment, (ii) written documentation to substantiate each such proposed change and (iii) written explanation to indicate how each proposed change will benefit the Court. If selected, the person or entity submitting a proposal (the “Prospective Bidder”) must sign Acceptance of Terms and Conditions form (Attachment 3): this Court Standard Form agreement (the “Terms and Conditions”).
Attachment 3: Prospective Bidder’s Acceptance of Terms and Conditions	On this form, the Prospective Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. If selected, the person or entity submitting a proposal must sign the form. If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Standard Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change. Note: A material exception may render a proposal non-responsive.
Attachment 4: General Certifications Form	The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.

Attachment 5: Darfur Contracting Act Certification	The Prospective Bidder 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: Unruh and FEHA Certification	The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
Attachment 8: Bidder Declaration	The Prospective Bidder must complete this form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
Attachment 9: DVBE Declaration	Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Prospective Bidder is itself a DVBE, it must also complete and sign the DVBE Declaration.
Attachment 10: Q&A Form	Prospective Bidder must use the attached form to submit any questions.
Attachment 11: Contact Sheet	Prospective Bidder must complete the contact information and submit with proposal.
Attachment 12: Reference Check Form	Prospective Bidder must complete the Reference Check Form information and submit with proposal.
Attachment 13: Technical Proposal Template	Prospective Bidder must their proposal using the Technical Proposal Template.
Attachment 14: Cost Proposal Template	Prospective Bidder must propose the cost using the Cost Proposal Template.
Attachment 15: Check List	RFP Checklist is a reference checklist that lists the required documents and attachments to complete and submit with both the Technical Proposal and Cost Proposal.

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1.0 BACKGROUND INFORMATION

1.1 The Court is soliciting proposals from qualified firms to provide and manage professional moving services for the Court's nine (9) facilities and the Alameda County's Property and Salvage Warehouse. The current moving services contract will expire in August 2026.

1.2 The Contractor is to provide moving services to the locations below:

Alameda - George E. McDonald Hall of Justice
2233 Shoreline Drive
Alameda, CA 94501

Berkeley Courthouse
2120 Martin Luther King, Jr. Way
Berkeley, CA 94704

Dublin - East County Hall of Justice
5151 Gleason Drive
Dublin, CA 94568

Fremont Hall of Justice
39439 Paseo Padre Parkway
Fremont, CA 94538

Hayward Hall of Justice
24405 Amador Street
Hayward, CA 94544

Oakland - Administration Building
1221 Oak Street
Oakland, CA 94612

Oakland - Rene C. Davidson Courthouse
1225 Fallon Street
Oakland, CA 94612

Oakland - Wiley W. Manuel Courthouse
661 Washington Street
Oakland, CA 94607

San Leandro – Juvenile Justice Center
2500 Fairmont Drive, Suite 3013

San Leandro, CA 94587

San Leandro – Alameda County Property & Salvage Warehouse
15800 Foothill Blvd
San Leandro, CA 94578

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Court seeks services of a person or entity with expertise in moving and storage services.

2.1 Services include but are not limited to the following:

- a. Contractor shall provide all labor, supervision, tools, materials, equipment, transportation, licenses and incidentals necessary to perform the moves.
- b. Location of moves will vary between multiple locations within the Courthouses and the Alameda County Property and Salvage Warehouse.
- c. Contractor shall be responsible for packing, transportation, unpacking and any special handling of items.
- d. Contractor shall be responsible for relocation of office furniture, equipment and other office items from multiple locations.
- e. The Court has a set schedule for monthly Friday moves on as needed basis for the Court locations (Attachment 14).
- f. If the regularly scheduled move date is on an official Court holiday, moves will be rescheduled for a different date agreeable to the Contractor.
- g. The Court has the discretion to cancel or redirect the reporting location of Contractor personnel should the Court not have the need for these services on the designated Friday.
- h. Contractor shall be flexible in case of urgent requests with miscellaneous tasks that may arise on “Move Day.”
- i. Contractor shall provide services on a as-needed basis with twenty-four (24)-hour advance notice.
- j. The Contractor shall provide labeled moving bins and/or totes as needed.
- k. Contractor shall be able to break down, set up, and repair workstations, desktop surfaces, and ergonomic equipment.
- l. Contractor shall provide off-haul and disposal services as needed. Alameda County Property and Salvage warehouse will be the main disposal facility.
- m. Subcontracted movers will not be accepted without prior approval by the Court.
- n. The moves are scheduled between Monday to Friday, 8:00 AM to 5:00 PM.

- o. All work shall be done during regular working hours. Additional expenses for work performed after hours, overtime etc. shall only be permitted upon prior written approval by the Court.
- p. All move staff must wear identifiable shirts, hats, etc. to clearly distinguish them as working staff. All staff are subject to complete background checks.
- q. Contractor's customer service process shall ensure that all customer service issues are addressed in a consistent manner, including problem escalation and resolution.
- r. The Court may choose to conduct periodic performance reviews to evaluate the Contractor's performance for quality assurance, satisfaction, and other relevant factors.

2.2 Labor Compliance

- a. **Prevailing Wage.** The Contractor and all Subcontractors under the Contractor shall pay all workers on Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the Judicial Council's principal office. Prevailing wage rates are also available from the Court or on the internet at (<http://www.dir.ca.gov>).
- b. **Prevailing Wage Compliance Monitoring.** The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code in section 1771.4, except for the requirements that are exempted by the Labor Commissioner for the Project.
- c. **Contractor Registration.** Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its certified payroll records ("CPR(s)") to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations ("DIR"). Labor Code section 1771.1(a) states the following:

"A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this

chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

3.0 PAYMENT INFORMATION

- 3.1 The Court will process invoices within forty-five (45) days of receipt and approval by the Court’s Project Manager. All invoices must reference the Contractor’s purchase order number which will be provided by the Court.
- 3.2 Invoices must be submitted to the Court’s Accounts Payable department at accountspayable@alameda.courts.ca.gov, with a copy to the Project Manager’s email.
- 3.3 Court will not pay or reimburse the Contractor, or their employees, for travel, or any other related expenses that are required as part of the Scope of Work.
- 3.4 Any requests made outside of the contract scope of work will be considered a separate purchase order and will be processed on a separate purchase order.
- 3.5 Contractor must provide written notice to the Court of the specific excess charge and obtain Court’s consent prior to performing any additional service that would incur an excess charge.
- 3.6 Each monthly billing statement should contain the latest contact phone number to correct or update billing information.
- 3.7 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 Bidders 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 will be made based on completion of tasks as provided for in the agreement between the Court and the selected service provider.

4.0 PRE-PROPOSAL CONFERENCE

The Court will hold a pre-proposal conference on the date identified in the timeline above. The pre-proposal conference will be held over zoom. <https://alameda-courts-ca.gov/zoomgov.com/j/1659827464?pwd=81a6PPIY4GF2yNuKifyjSNyzeNb7zh.1>

Attendance at the pre-proposal conference is optional. Prospective Bidders are strongly encouraged to attend.

5.0 QUESTIONS

- 5.1 Interested parties may submit a request for clarifications, modifications, or questions to the Court using the Question-and-Answer Form, provided in Attachment 10. Requests shall be submitted via email to bidquestions@alameda.courts.ca.gov no later than the date specified in the RFP timeline. Please indicate the RFP number and title in the subject line of the email. Contact with the Court shall be made only through the email address.
- 5.2 The Court will not accept telephone calls related to the RFP. All communications must be made with the Question-and-Answer Form.

6.0 SUBMISSION OF PROPOSALS

- 6.1 The Court may conduct interviews with Prospective Bidders 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 via Zoom or by phone. The Court will notify eligible Prospective Bidders regarding interview arrangements.
- 6.2 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 in conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.3 The Prospective Bidder must submit its proposal in two separate emails, the Technical Proposal and the cost portion by the date and time listed on the coversheet of this RFP.
 - a. The proposals must be emailed to bidquestions@alameda.courts.ca.gov. The subject line of the email must include the RFP title and number.
 - b. The proposal must be signed by an authorized representative of the Prospective Bidder.
- 6.4 Late proposals will not be accepted.

7.0 PROPOSAL CONTENTS

The Prospective Bidder should refer to the RFP Checklist (Attachment 15) for a list of required documents and attachments to be included with your submission of the proposal contents below.

- 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. Response to questions listed in Technical Proposal (Attachment 13).
 - b. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Prospective Bidder must check the appropriate box and sign the form. If the Prospective Bidder 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 Prospective Bidder 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.
 - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive. The Court, in its sole discretion, will determine what constitutes a material exception.**
 - c. Certifications, Attachments, and other requirements.
 - i. The Prospective Bidder must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Prospective Bidder must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its proposal.
 - iii. The Prospective Bidder must complete the Payee Data Record (Attachment 6) and submit with its proposal.

- iv. The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 7) and submit the completed certification with its bid.
- v. The Prospective Bidder must complete and submit with its proposal the Bidder Declaration (Attachment 8) form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
- vi. The Prospective Bidder must complete and submit with its proposal the DVBE Declaration (Attachment 9) for each DVBE that will provide goods and/or services in connection with the contract. If Prospective Bidder is itself a DVBE, it must also complete and sign the DVBE Declaration.
- vii. The Prospective Bidder must submit a completed Contact Sheet (Attachment 11) with its proposal.
- viii. The Prospective Bidder must complete and submit the Reference Check Form (Attachment 12) with its proposal by providing names, addresses, and telephone numbers for a minimum of three (3) clients for whom they have conducted similar services. The Court may check references listed by the Prospective Bidder.
- ix. 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.
- x. Copies of the Prospective Bidder’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

- xi. The Court reserves the right to request Prospective Bidders proof of financial stability. The Court may request this information at any time during the solicitation process.

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

- a. Completed Cost Proposal Template (Attachment 14).

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 Prospective Bidder'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.

- 9.1 Evaluation Committee. The Court will conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. All proposals received from Contractors will be reviewed and evaluated by a committee of qualified personnel (“Evaluation Committee”). The name, units, or experience of the individual members will not be made available to any Contractor.
- 9.2 Requests for Additional Information. The Court reserves the right to seek clarification or additional information from any Contractor throughout the solicitation process. The Court may require a contractor’s representative to answer questions throughout the evaluation process regarding the Contractor’s proposal. Failure of a Contractor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.
- 9.3 Evaluation Criteria. 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 Court will post an intent to award notice at <https://www.alameda.courts.ca.gov/general-information/contract-opportunities>

CRITERION	MAXIMUM NUMBER OF POINTS
Experience and Qualifications	25
Quality of References	10
Customer Service (Proposed Solution & Timeline)	15
Cost/Pricing	40
Acceptance of the Terms and Conditions	10
DVBE Incentive	5

Although some factors may be weighted more than others, all are considered necessary, and a proposal 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.

10.0 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 Prospective Bidder 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 Prospective Bidder 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. **Prospective**

Bidders are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

11.0 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 application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Prospective Bidder will receive a DVBE incentive if, in the Court's sole determination, Prospective Bidder has met all applicable requirements. If Prospective Bidder receives the DVBE incentive, a few points will be added to the score assigned to Prospective Bidder's proposal. The number of points that will be added is specified in Section 9.3 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, Prospective Bidder may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Prospective Bidder wishes to seek the DVBE incentive:

1. Prospective Bidder must complete and submit with its proposal the Bidder Declaration (Attachment 8). Prospective Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Prospective Bidder 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 Prospective Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Prospective Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Prospective 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 Prospective Bidder 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 Prospective Bidder not receiving the DVBE incentive.

If Prospective Bidder receives the DVBE incentive: (i) Prospective Bidder will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Prospective Bidder 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.

12.0 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 Prospective 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 proposal due date. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Protests will not be accepted.

Superior Court of California, County of Alameda
Finance and Facilities Division
Attention: Protest Hearing Officer
RFP SC 1806.2026.1.JG
1225 Fallon Street, Room 210
Oakland, CA 94612

The deadline to submit an Award Protest is five (5) business days after the Court posts the Intent to Award. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Award Protests will not be accepted.

Superior Court of California, County of Alameda
Finance and Facilities Division
Attention: Protest Hearing Officer
RFP SC 1806.2026.1.JG
1225 Fallon Street, Room 210
Oakland, CA 94612

13.0 GENERATIVE ARTIFICIAL INTELLIGENCE

Definitions:

“Artificial Intelligence” or “AI” means technology that enables computers and machines to reason, learn, and act in a way that would typically require human intelligence.

“Generative Artificial Intelligence” or “GenAI” means an artificial intelligence system that can generate derived synthetic content, including texts, images, video, audio, code, and data visualizations, that emulates the structure and characteristics of the system’s training data.

- 13.1 In its proposal, Prospective Bidder must notify the Court if Prospective Bidder’s goods or services contain or utilize GenAI (or will contain or utilize GenAI), or if GenAI is or will be included in any services, goods, or deliverables that materially impact:
- a. Functionality of a Court system (i.e., the work using GenAI could have a significant, substantial effect on the system’s data integrity, availability, confidentiality, or security, and failure to perform such work in accordance with the contract could cause major disruptions to Court operations);
 - b. Risk to the Court (i.e., the work using GenAI could have significant, substantial effect on the Court’s operations, finances, security, or reputation, and failure to perform such work in accordance with the contract would constitute a high likelihood of damage to the Court); or
 - c. Contract performance (i.e., when failure to conduct work which uses GenAI in accordance with the contract would constitute a material breach of contract).
- 13.2 Prospective Bidder’s failure to disclose GenAI to the Court may result in disqualification (at the Court’s sole discretion), and the Court reserves the right to seek any and all relief it may be entitled to as a result of such non-disclosure.
- 13.3 The Court reserves the right to incorporate GenAI-related provisions into the final Contract and to reject bids/offers that present an unacceptable level of risk to the Court, as determined by the Court in its sole discretion.