

Attachment 16 Checklist



Superior Court of California COUNTY OF ALAMEDA
Procurement Unit Rene C. Davidson Courthouse
1225 Fallon Street Ste. 210, Oakland, CA 94612

Required Attachments

- ☐ Acceptance of the Terms and Conditions (Attachment 3)
- ☐ General Certifications Form (Attachment 4)
- ☐ Darfur Certification (Attachment 5)
- ☐ Payee Data Record (Attachment 6)
- ☐ Iran Contracting Certification (Attachment 7)
- ☐ Unruh Civil Right Act (Attachment 8)
- ☐ Bidder Declaration, DVBE Incentive (if applicable, Attachment 9)
- ☐ DVBE Declaration (if applicable, Attachment 10)
- ☐ Contact Sheet (Attachment 12)
- ☐ Reference Check Form (Attachment 13)

Required Documents – Technical Proposal and Cost Proposal

Technical Proposal (RFP Section 6.1)

- ☐ Required Attachments (see above list)
- ☐ Provide a separate answer sheet to the questions in Attachment 14 Technical Proposal
- ☐ If Corporation, LLC, LP, or LLP, proof of good standing in California (Ref. Section 6.1 c. x.)
- ☐ Proof of current business permits, licenses, professional certifications, or other credentials (Ref. Section 6.1 c. xi.)
- ☐ Proof of treatment and/or inspection for rodent and insect protection (Ref. Section 6.1 c. xii.)
- ☐ Proof of financial stability (Ref. Section 6.1 c. xiii.)

Cost Proposal (RFP Section 6.2)

- ☐ Cost Proposal Template (Attachment 15)

Submission of Proposal (RFP Section 4.0)

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

Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than the RFP deadline of **December 16, 2025 by no later than 2:00 p.m.** pacific time.

The proposals must be submitted in two files, the technical proposal and the cost proposal.