

REQUEST FOR QUOTES

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO

REGARDING:

TERRAZZO CLEANING SERVICES, RFQ # TC2021

QUOTES DUE:

March 8, 2021 NO LATER THAN **3:00** P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

The Court occupies a facility located at 450 Fourth Street in Hollister, California (“Courthouse”). The Courthouse is a two-story building, completed in 2014, that is open to the public Monday through Friday (except holidays) from 8:00 a.m. to 5:00 p.m. The Courthouse is approximately 41,500 square feet, and is Leadership in Energy and Environmental Design (“LEED”) SILVER certified.

2.0 DESCRIPTION OF SERVICES

The Court seeks the services of a person or entity with applicable expertise to clean the terrazzo floors in the Courthouse, in accordance with the statement of work in Attachment 1 (“Statement of Work”).

The Court estimates that the Courthouse contains approximately 2,500 square feet of terrazzo flooring. Vendors are, however, responsible for completing their own measurements prior to submitting a quote.

The selected vendor must completely perform the services prior to **May 21, 2021** on a schedule to be agreed with the Court.

The selected vendor will be required to have commercial general liability insurance, commercial automobile liability insurance, and workers compensation/employer’s liability insurance (if applicable). See Appendix C, section 6 of the contract in Attachment 3 (“Contract”) for more information, including minimum policy values.

3.0 TIMELINE FOR THIS RFQ

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

EVENT	DATE
Site visit	<i>attendance at one site visit is MANDATORY</i> Monday, January 11, 2021 at 1:30 p.m. Wednesday, January 20, 2021 at 1:30 p.m. <i>registration required</i>
Deadline for questions	Monday, February 8, 2021
Questions and answers posted	Friday, February 12, 2021

EVENT	DATE
Latest date and time quote may be submitted	Monday, March 8, 2021 at 3:00 pm
Evaluation of quotes (<i>estimate only</i>)	March 9 - 12, 2021
Execution of contract (<i>estimate only</i>)	Wednesday, March 17, 2021

4.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFQ:

ATTACHMENT	DESCRIPTION
Attachment 1: Statement of Work	The selected vendor must perform the services as specified in this Statement of Work. <i>(Please note that the Statement of Work is also included as part of the Contract. The Statement of Work is excerpted in Attachment 1 for ease of reference.)</i>
Attachment 2: Quote Form	The person or entity submitting a quote (the "Vendor") must complete and submit a completed Quote Form.
Attachment 3: Contract	If selected, the Vendor must sign this Contract.
Attachment 4: Administrative Rules Governing RFQs For Non-IT Services	These rules govern this solicitation.

5.0 COMPLETION OF QUOTE

- 5.1 The Quote Form must be fully completed and signed. The signature must be from an authorized representative of the Vendor.
- 5.2 Vendor's quote may be deemed non-responsive and rejected if its quote is lacking any required information or signature.
- 5.3 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.

6.0 SUBMISSION OF QUOTES

- 6.1 The Vendor must submit the completed Quote Form by the date and time listed on the coversheet of this RFQ to:

Superior Court of California, County of San Benito
 ATTN: Gil Solorio

450 Fourth Street
Hollister, CA 95023

- 6.2 Late quotes will not be accepted. The Court is not responsible for any delays in delivery.
- 6.3 Only written quotes will be accepted. Quotes must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Quotes may not be transmitted by fax or email.

7.0 OFFER PERIOD

A Vendor's quote is an irrevocable offer for ninety (90) days following the quote 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.

8.0 EVALUATION OF QUOTES

At the time quotes are evaluated, each quote will be checked for the presence or absence of the required contents. If a quote is missing any of the required contents, the Court may reject the quote.

The Court will evaluate complete quotes on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored quote.

If a contract will be awarded, the Court will post an intent to award notice on its website at www.sanbenito.courts.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Experience on similar assignments	30
Reasonableness of budget	20
Cost	40
Acceptance of the terms and conditions in the Contract	10

9.0 SITE VISIT AND FURTHER INFORMATION

The Court will hold site visits on the dates identified in the timeline above. Attendance at one site visit is **MANDATORY**. Each Vendor must be certain to check in at the site visit, as the attendance list will be used to ascertain compliance with this requirement. The Court may reject a quote from any Vendor who did not attend a site visit.

A Vendor must register in advance for a site visit by sending an email to Maria Alfaro at Maria.Alfaro@sanbenito.courts.ca.gov.

On the day of a site visit, Vendors will meet at the entrance to the Courthouse at the specified time.

The Court will not reimburse Vendors for any costs incurred in traveling to or from a site visit. The Court reserves the right to ask for further information from the Vendor, either in writing or verbally.

10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

QUOTES 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 Vendor that is not a publicly-traded corporation. All other information in quotes will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the quote (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the quote (a) purporting to limit the Court’s right to disclose information in the quote, or (b) requiring the Court to inform or obtain the consent of the Vendor prior to the disclosure of the quote (or portions thereof). Any quote that is password protected, or contains portions that are password protected, may be rejected. Vendors are accordingly cautioned not to include confidential, proprietary, or privileged information in quotes.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation.

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 Vendor 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 5:00 p.m. on February 8, 2021. The deadline for the Court to receive an award protest is 5:00 p.m. on the third business day after the Court issues an intent to award notice. Protests must be sent to:

Superior Court of California, County of San Benito
ATTN: Nancy Iler
450 Fourth Street
Hollister, CA 95023