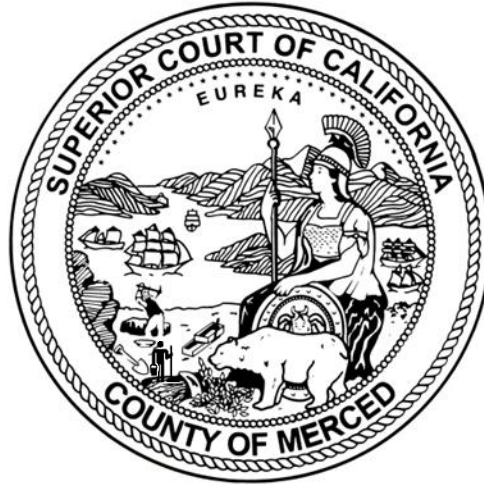


RFP Title: *Armored Transport Service*

RFP Number: *2223-ATS1222*



REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED

REGARDING:

ARMORED TRANSPORT SERVICES

RFP NUMBER 2223-ATS1222

PROPOSALS DUE:

January 31, 2023, no later than *5:00* p.m. Pacific time

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Merced (“Court”) is issuing this Request for Proposal (“RFP”) to provide the Court with competitive bids from highly qualified vendors with expertise in providing armored transportation services for our court facilities located at 627 W. 21st Street, Merced, CA 95340 and 1159 G Street, Los Banos, CA 93635. The vendor will be picking up cash and checks deposits from these facilities and dropping it off at the local West American Bank branch.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Terms

The Court seeks the services of a person or entity with expertise in armored transportation services for a **(3) three-year period, with two one-year option to extend.**

2.2 Locations

- a. **Merced** - Pick up at 627 W. 21st Street, Merced, CA 95340 and deliver to 605 W. 18th Street, Merced, CA 95340.
- b. **Los Banos** – Pick up 1159 G Street, Los Banos, CA 93635 and deliver to 953 W. Pacheco Blvd., Los Banos, CA 93635.

2.3 Scope of Work

The description of services (“Scope of Work”) is described in Attachment 2, Appendix A.

3.0 TIMELINE FOR THIS RFP

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

| EVENT | DATE |
|--|------------------|
| RFP issued | January 6, 2023 |
| Deadline for questions (email questions to Merced.RFP@mercedcourt.org) | January 13, 2023 |
| Questions and answers posted | January 16, 2023 |

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| EVENT | DATE |
|---|---------------------------------------|
| Latest date and time proposal may be submitted | January 31, 2023, by 5:00 p.m. |
| Anticipated interview dates (<i>estimate only</i>) | February 6, 2023 |
| Evaluation of proposals (<i>estimate only</i>) | February 10, 2023 |
| Notice of Intent to Award (<i>estimate only</i>) | February 13, 2023 |
| Negotiations and execution of contract (<i>estimate only</i>) | February 21, 2023 |
| Contract start date (<i>estimate only</i>) | March 1, 2023 |
| Contract end date (<i>estimate only</i>) | February 28, 2026 |

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

| ATTACHMENT | DESCRIPTION |
|---|---|
| Attachment 1: Administrative Rules Governing RFPs (Non-IT Services) | These rules govern this solicitation. Proposers shall follow the rules set forth in Attachment 1, Administrative Rules Governing Request for Proposals in preparation and submittal of their proposals. |
| Attachment 2: JBE Standard Terms and Conditions | <p>If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).</p> <p>The following provisions within the Terms and Conditions are minimum contract terms and conditions (“Minimum Terms”): Appendix C.</p> |
| Attachment 3: Proposer’s Acceptance of Terms and Conditions | <p>On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.</p> <p>Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.</p> |
| 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 JBE requires in order to process payments and must be submitted with the proposal. |
| Attachment 7: Pricing Sheet | The Proposer must complete this template for submission of the Cost Proposal. Attach any additional information. |

5.0 PAYMENT INFORMATION

Payment terms will be in accordance with the payment provisions of Appendix B, Contract Terms and Conditions. THE COURT DOES NOT MAKE ANY ADVANCE PAYMENT FOR GOODS OR SERVICES. Payment is made based upon completion of tasks as provided in the contract between the Court and any selected vendor.

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 parts, the technical proposal and the cost proposal.
 - c. The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The original technical proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the cost proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - d. The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - e. The Proposer may submit an electronic version of the entire proposal through email. **If this this method is used, the technical proposal must be separate from the cost proposal.** May submit one (1) copy if submitted electronically. The files must be in PDF, Word, or Excel formats.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

Merced Superior Court
Attn: Finance RFP#: 2223-ATS1222
627 W. 21st Street
Merced, CA 95340

- 6.4 Late proposals will not be accepted.
- 6.5 Proposals sent by mail must be registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax.

7.0 PROPOSAL CONTENTS

7.1 Technical Proposal. Include the following information in the technical proposal.

- a. The Proposer's information: name, address, telephone and fax numbers, and federal tax identification number. A brochure is acceptable. 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.
 - i. Total number of years in business.
 - ii. 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.
- b. The Proposer's method of approach. Provide a brief description of the company's customer service operation, procedures, turnaround times, and staffing. A brochure is acceptable.
 - i. A description of the security surrounding the facility and the vehicles used for transport.
 - ii. Provide the proposed day(s) and time(s) of pick up and drop off.
- c. The proposer's qualifications and experience. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
 - i. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Proposer has conducted similar services. The JBE may check references listed by the Proposer.
- d. 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.
- iii. **Note: A material exception (addition, deletion, or other modification) to a Minimum Term will render a proposal non-responsive. The JBE, in its sole discretion, will determine what constitutes a material exception.**

e. 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. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- v. Proof of financial solvency or stability (e.g., balance sheets and income statements).

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

- i. A detailed line-item budget showing total cost of the proposed services.
 - a) Completed copy of Attachment 7 Pricing Sheet or accompanying quote with associated cost.

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 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 JBE 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 JBE 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 JBE will post an intent to award notice at <https://www.merced.courts.ca.gov/general-information/vendors>.

| CRITERION | MAXIMUM NUMBER OF POINTS |
|--|---------------------------------|
| Method of Approach | 30 |
| Qualification and Experience | 20 |
| Cost | 40 |
| Acceptance of the Terms and Conditions | 10 |

10.0 INTERVIEWS

The JBE 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 or by phone. If conducted in person, interviews will likely be held at the JBE's offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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. 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 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The JBE has waived the DVBE incentive in this solicitation.

13.0 PROTEST

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 JBE to receive a solicitation specifications protest is **the proposal due date**. Protests must be sent to:

Superior Court of California
County of Merced
627 W. 21st Street
Merced, CA 95340

END OF RFP