

INVITATION FOR BIDS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO*

**REGARDING:**

IFB 19-20 PRESSURE WASHING SERVICES

**BIDS DUE:**

**MARCH 29, 2019** NO LATER THAN **3:00 P.M.** PACIFIC TIME

1. **BACKGROUND INFORMATION**

The Superior Court of California, County of San Bernardino (“Court”) is seeking bids from qualified persons or entities (hereinafter referred to as “Bidder” or “Bidders”) with expertise in providing pressure washing services.

The type of award anticipated is Firm Fixed Price for an initial term of one (1) year with two (2) consecutive one (1) year options to extend exercisable at the sole discretion of the Court. A copy of this solicitation will be posted on the following websites: [*https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx*](https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx)and [*http://www.sb-court.org/GeneralInfo/RequestforBid.aspx*](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).

1. **DESCRIPTION OF SERVICES**

See Exhibit A: Statement of Work

1. **TIMELINE FOR THIS IFB**

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

| **EVENT** | **DATE** |
| --- | --- |
| IFB issued**:** | March 11, 2019 |
| **Mandatory Pre-Bid Job Walk** | **March 15, 2019*****3:00 PM Pacific Time*** |
| Deadline for questions | March 20, 2019*3:00 PM Pacific Time* |
| Questions and answers posted | March 22, 2019 |
| **Latest date and time bids may be submitted**  | **March 29, 2019*****3:00 PM Pacific Time*** |
| Public opening of bids | April 3, 2019 *3:00 PM Pacific Time* |
| Notice of Intent to Award (*estimate only*) | April 5, 2019 |
| Negotiations and execution of contract (*estimate only*) | April 19, 2019 |
| Contract start date (*estimate only*) | May 1, 2019 |
| Contract end date (*estimate only if all options exercised*) | April 30, 2022 |

1. **IFB ATTACHMENTS**

| **ATTACHMENT**  | **DESCRIPTION** |
| --- | --- |
| Attachment 1 - Administrative Rules RFQs-IFBs-RFPs | These rules govern this solicitation. **Please read carefully.** |
| Attachment 2 – Services – Short Form Agreement Terms | If selected, the person or entity submitting a bid must sign an agreement containing these terms.  |
| Attachment 3 – Bidder’s Acceptance of Services – Short Form Agreement Terms | Form to indicate Bidder’s acceptance of the terms.  |
| Attachment 4 – General Certifications Form | Form to indicate Bidder’s agreement on required general certifications. |
| Attachment 5 – Good Standing Form | Form to indicate Bidder’s good standing. |
| Attachment 6 – Darfur Contracting Act Certification  | Form for Bidder to certify Darfur Contracting Act status. |
| Exhibit A: Statement of Work | Work to be performed. |
| Exhibit A1: Hardscape Areas | Map of hardscape areas. |
| Exhibit B: Payment Provisions | This form contains information regarding contemplated payment terms and requirements to process invoices for payment. |
| Exhibit C: Cost Worksheet | Excel worksheet for Bidder to enter its cost bid. |

1. **PAYMENT INFORMATION**

See Exhibit B: Payment Provisions.

1. **PRE-BID JOB WALK**
	1. The Court will hold a pre-bid job walk on the date and at the time identified in the timeline above. The pre-bid conference will convene in the parking lot of the San Bernardino Justice Center located at 247 West 3rd Street, San Bernardino, CA 92415.
	2. Attendance at the pre-bid job walk is **MANDATORY**. Each Bidder must be certain to check in at the pre-bid job walk, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a bid from any Bidder who did not attend the pre-bid job walk.
2. **SUBMISSION OF BIDS**
	1. Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
	2. The Bidder must submit its proposal in two parts, the non-cost portion and the cost portion:
		1. The Bidder must submit **one (1) paper original** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original non-cost portion of the proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the cost portion. *The Bidder must write “non-cost” and the RFP title and number on the outside of the sealed envelope.*
		2. The Bidder must submit **one (1) paper original** of the cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original cost portion of the proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the non-cost portion. *The Bidder must write “cost” and the RFP title and number on the outside of the sealed envelope.*
			1. The Bidder must submit **an electronic version of the entire proposal** on CD-ROM or USB Flash Drive with the cost portion. The files contained on the CD-ROM or USD Flash Drive should be in PDF, Word, or Excel formats.
	3. Bids must be delivered by the date and time listed on the coversheet of this IFB to:

Superior Court of California, County of San Bernardino

Attn: Purchasing

247 West Third Street, 11th Floor

San Bernardino, CA 92415-0066

* 1. Late bids will not be accepted.
	2. Only written bids will be accepted. Bids must be sent by registered or certified mail, courier service (e.g. FedEx or UPS), or delivered by hand. Bids may not be transmitted by fax or email. ***The IFB title and number must be stated on the outside of the delivery envelope or package.***
1. **BID CONTENTS**

All information submitted in bid must be clearly legible.

* 1. Non-cost Portion. The following information must be included in the non-cost portion of the bid. A bid lacking any of the following information may be deemed non-responsive:
		1. Bidder’s legal name, address, and telephone number.
		2. Name, title, address (if different), telephone number, and email address of the individual who will act as the Bidder’s designated representative for the purposes of this IFB.
		3. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has conducted similar services. The Court may check references listed by the Bidder.
		4. Attachments 3-6.

Bidder must include the following properly completed attachments or exhibits:

* + - 1. Acceptance of Terms and Conditions
			2. General Certifications Form
			3. Good Standing Form
			4. Darfur Contracting Act Certification
		1. Copies of the Bidder’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

* 1. Cost Portion. The following information must be included in the cost portion of the bid:
		1. A detailed line item budget showing total cost of each proposed service described in the non-cost bid that includes “Not To Exceed” pricing for all work and expenses payable under the contract, if awarded, including the initial term and all available options.
		2. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
1. **OFFER PERIOD**

A Bidder’s bid is an irrevocable offer for ninety (90) days following the bid due date. In the even a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

1. **EVALUATION OF BIDS**
	1. The Court will publically open bids on the date and at the time noted in Section 3.0 at the following Court location:

San Bernardino Justice Center

1. West Third Street, 11th Floor Reception Area

San Bernardino, CA 92415

* 1. The Court will evaluate bids as described in the Administrative Rules (Attachment 1). Award, if made, will be to the lowest responsible bidder meeting specifications. If a contract will be awarded, the Court will post a Notice of Intent to Award at [http://www.sb-court.org/GeneralInfo/RequestforBid.aspx](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).
1. **CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each bid will be retained by the JBE for official files and will become a public record. **The Public Contract Code requires that bids be publicly opened and made available for public inspection.** Accordingly, Bidder should not include confidential or proprietary information in its bid.

1. **DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court’s DVBE participation goal is a minimum of 3% of the value of all Court contracts in any given fiscal year (July 1 thru June 30). To implement the DVBE program the Court may grant Bidders that provide DVBE participation a DVBE incentive. The Court DVBE incentive for procurements awarded to the lowest responsible Bidder may be initially 3%. The Court DVBE incentive for procurements awarded to the highest scoring Bidder/Bidder may also initially be 3%. Any Bidder claiming the DVBE incentive for any procurement must submit the appropriate certifications as part of a complete bid package. The Court will not apply the DVBE incentive without the proper certifications on file.

1. **PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a 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 bid due date and time**. Protests should be sent to:

Superior Court of California, County of San Bernardino

Attn: Steve Pascover, Advisory Attorney

247 West Third Street, 11th Floor

San Bernardino, CA 92415-0302

Throughout the review process, the court has no obligation to delay or otherwise postpone an award of contract based on a Bidder protest. In all cases, the court reserves the right to make an award when it is determined to be in the best interest of the court to do so.