

INVITATION FOR BIDS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO*

**REGARDING:**

IFB 21-27 COURT CASE FILE FOLDERS

**BIDS DUE:**

**February 3, 2022** NO LATER THAN **11:00 A.M.** PACIFIC TIME

*Amendment 1; January 18, 2022*

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 new court case file folders for various Court districts.

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 GOODS**

The Court seeks goods meeting the following specifications:

New court case file folders that are of same/similar or equivalent type in accordance with Exhibit A: Statement of Work and Exhibit B: File Folder Template Images.

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**:** | January 18, 2022 *(amended)* |
| Deadline for questions | January 25, 2022 *(amended)**3:00 PM Pacific Time* |
| Questions and answers posted | January 28, 2022 *(amended)* |
| **Latest date and time bids may be submitted**  | **February 3, 2022** *(amended)****11:00 AM Pacific Time*** |
| Public opening of bids | February 7, 2022 *(amended)**11:00 AM Pacific Time* |
| Notice of Intent to Award (*estimate only*) | February 10, 2022 *(amended)* |
| Negotiations and execution of contract (*estimate only*) | February 15, 2022 *(amended)* |
| Contract start date (*estimate only*) | March 1, 2022 *(amended)* |
| Contract end date (*estimate only if all options exercised*) | February 28, 2025 *(amended)* |

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1. **IFB ATTACHMENTS**

| **ATTACHMENT**  | **DESCRIPTION** |
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| Attachment 1 - Administrative Rules RFQs-IFBs-RFPs | These rules govern this solicitation. **Please read carefully.** |
| Attachment 2 – General Terms and Conditions-Defined Terms | If selected, the person or entity submitting a proposal must sign an agreement containing these terms and conditions. |
| Attachment 3 – Acceptance of General Terms and Conditions | Form to indicate Bidder’s acceptance of the terms and conditions. |
| 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. |
| Attachment 7- Postconsumer-Content Certification | Form for Bidder to certify recycled content of goods to be provided. |
| Attachment 8 – Unruh Civil Rights Act and California Fair Employment and Housing Act Certification  | Form for Bidder to certify Unruh Civil Rights Act and California Fair Employment and Housing Act compliance. |
| Exhibit A: Statement of Work  | Work to be performed |
| Exhibit B: File Folder Template Images | Images of templates for file folders. |
| Exhibit C: Cost Worksheet | Excel worksheet for Bidder to enter its cost bid. |
| Exhibit D: Payment Provisions | This form contains information regarding contemplated payment terms and requirements to process invoices for payment. |

1. **PAYMENT INFORMATION**

See Exhibit D – Payment Provisions.

1. **PRE-BID CONFERENCE**

A pre-bid conference is not scheduled for this solicitation. Questions are to be submitted per Attachment 1 Section 2 Questions Regarding the Solicitation.

1. **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 – **unbound is preferred**. 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 must be submitted to the Court in a single sealed envelope, separate from the cost portion. *The Bidder must write “non-cost” and the IFB 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 must be submitted to the Court in a single sealed envelope, separate from the non-cost portion. *The Bidder must write “cost” and the IFB title and number on the outside of the sealed envelope.*
			1. The Bidder must submit **an electronic version of the entire proposal** on USB Flash Drive inside the cost portion sealed envelope. The files contained on the USB 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, IFB # 21-27

247 West Third Street, 11th Floor

San Bernardino, CA 92415-0066

* 1. **Late bids will not be accepted.** Bids should be sent by courier service (e.g. FedEx or UPS) or delivered by hand. Bids sent by USPS generally do not arrive at the Court on time because they are delivered to County Central Mail first, which adds 1-7 days to the delivery transit time. *The IFB title and number must be stated on the outside of the delivery envelope or package.*
	2. Only written bids will be accepted. Bids may not be transmitted by fax or email.
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. Model number(s), specifications, or other description of the goods the Bidder proposes to supply to the Court, including warranty information.
		4. Names, addresses, and telephone numbers of a minimum of five (5) clients for whom the Bidder has provided similar goods. The Court may check references listed by the Bidder.
		5. Attachments 3-8.

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
			5. Postconsumer-Content Certification. Bidder must complete this form and submit the completed form with its bid.
			6. Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. Bidder must complete this form and submit the completed form with its bid only if its cost bid exceeds $100,000.00, including the initial term and all options.
		1. TheBidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (i) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (ii) a certificate of registration issued under Revenue and Taxation Code section 6226.
	1. Cost Portion. The following information must be included in the cost portion of the bid:
		1. Bidder must include the properly completed Exhibit C: Cost Worksheet that includes “Not to Exceed” pricing for all goods, services, and expenses payable under the contract, if awarded.

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.

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1. **OFFER PERIOD**

A Bidder’s bid is an irrevocable offer for ninety (90) days following the bid 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.

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 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 **two (2) days after Questions and Answers are posted**. Protests should be sent to:

Superior Court of California, County of San Bernardino

Attn: Krystal N. Lyons, General Counsel and Director of Legal Services

247 West Third Street, 3rd Floor

San Bernardino, CA 92415-0214

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.