

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF IMPERIAL  
REQUEST FOR PROPOSALS NUMBER R2324-11  
FOR RESTROOM DOORS, HARDWARE & PARTITION  
AT EL CENTRO HISTORIC COURTHOUSE**

**NOTICE TO PROPOSERS**

The Superior Court of California, Imperial County (“Court”) is requesting proposals from qualified firms and individuals to provide construction and related services at the El Centro Historic Courthouse 939 W. Main St., El Centro, CA 92243 for the **Restroom Doors, Hardware & Partition Project** (“Project”).

The Court reserves the right to reject any and all responses. Proposers shall not, directly or indirectly, communicate with any employee, officer, agent, or representative of the Court regarding the RFP except for the Court contact person noted below. The RFP response of a proposer who has engaged in any action or activity inconsistent with or in violation of the foregoing is subject to rejection for non-responsiveness.

Proposers should **submit responses electronically in PDF format via email**. Proposer is responsible for verifying that the email and attachments have been received. RFP Questions and Responses shall be submitted as follows:

Superior Court of California, County of Imperial  
Elsa Rodriguez, Senior Accountant  
Email: [erodriguez@imperial.courts.ca.gov](mailto:erodriguez@imperial.courts.ca.gov)

**All responses must be received by June 10, 2024 at 4:00 p.m. PST.**

**KEY EVENTS AND DATES FOR THIS RFP**

Event	Date
RFP Issued	05/21/2024
<b>MANDATORY</b> Site walk-thru Meet at 939 W. Main St., El Centro, CA 2 <sup>nd</sup> floor lobby.	<b>Monday 06/03/2024 at 9:00 am PST</b>
Deadline for Inquiries/Questions Send to <a href="mailto:erodriguez@imperial.courts.ca.gov">erodriguez@imperial.courts.ca.gov</a>	Monday 06/03/2024 4:00 pm PST
<b>Proposal Deadline</b> Send to <a href="mailto:erodriguez@imperial.courts.ca.gov">erodriguez@imperial.courts.ca.gov</a>	<b>Monday 06/10/2024 no later than 4:00 pm PST</b>
Notice of Intent to Award (tentative)	Thursday 06/13/2024
Contract Start and End Dates (tentative)	06/21/2024 thru 12/31/2024

Any questions regarding this RFP must be submitted in writing and sent by email to Elsa Rodriguez, Senior Accountant at [erodriguez@imperial.courts.ca.gov](mailto:erodriguez@imperial.courts.ca.gov) on or before date noted above. Any and all responses will be made publicly available at <https://www.imperial.courts.ca.gov/general-information/requests-proposals> .

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**I. PROJECT BACKGROUND AND DESCRIPTION**

**A. Purpose/Scope.**

1. Through this RFP, the Court is seeking proposals from qualified individuals or firms (“Contractor” or “Proposer”) to perform construction and related services at the El Centro Historic Courthouse at 939 W. Main St., El Centro, CA 92243 for the Restroom Doors, Hardware & Partition Project as more fully described herein.

**Project Description (“Project” or “Work”).**

Contractor will provide all necessary expertise and services to professionally and diligently prosecute the Work to completion. The work under this section includes the following but not limited to the project preparation work, materials, labor, equipment, clean-up, and performance of all operations in connection with the restroom’s partitions, door, & door equipment replacement reasonable required in completing the work to the El Centro Courthouse restroom project, using Solid Plastic Partition material for high traffic facilities.

Quotes to include all requirements listed in this scope of work:

Replace the existing doors and hardware for both Women’s & Men’s restrooms located on the first and second floor. Quotes to include new door, door hinges, door handles, door locking devices, and inside door hooks for:

- 1st floor-Men’s restroom 3 stalls
- 1st floor-Women’s restroom 3 stalls
- 2nd floor-Men’s restroom 3 stalls
- 2nd floor-Women’s restroom 3 stalls

Basement floor men’s restroom-Replace the existing partition set-up.

\*Imperial Court is requesting the order of one full set of door hinges, lock, and handle for added stock.

**Materials Shall Be as Follows:**

Contractor will provide samples using Solid Plastic Partition material and hardware with color and style to match buildings finishes. Court will provide final approval to awarded Contractor.

Barring unforeseen conditions, vendor shall guarantee installation of materials for a period of not less than five (5) years. The product shall carry a ten-year warranty.

**Prep-Work:**

All prep-work shall be performed by the Contractor as required to protect existing surroundings prior to any demo or commencement of installation. All work shall match existing texture, colors, and be completed to an even, leveled, and professional standard.

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Contractor shall be fully responsible in keeping the court free of any damage or liability during the course of this project. Vendor shall be responsible for any damage caused by their workforce.

**Furnishings:**

It shall be the responsibility of the Contractor to move/re-install furniture, signage, and equipment as needed in order to successfully complete the work phase of the project bided. Court employee items and data equipment shall be removed from furniture by Court Staff.

**Disposal Of Existing Material:**

Court Facility dumpsters are not to be utilized for the disposal of any removed materials.

**B. Work Hours.**

1. Work will typically take place in an occupied court facility; therefore, work hours may be restricted depending upon the Project and other circumstances. Anticipated work hours for this Project are Monday through Friday between hours of **5:30 p.m. to 6:00 a.m., weekends and/or holidays** to be free of employee and public traffic flow.
2. Court during business hours is not to be disturbed or interrupted. Areas where work is taking place must be fully completed and ready for occupancy for the Court to continue the following business day. The Court must be in agreement with the contractor's work schedule in advance and prior to the commencement of any work. Court business hours are Monday through Friday during the hours of 7:30 a.m. to 5:00 p.m., with the exception of Court proceedings exceeding regular hours.

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**II. CONTRACTOR QUALIFICATIONS AND PROJECT REQUIREMENTS**

**A. License Requirements**

1. All Contractors must have when submitting a proposal, and at the commencement of the performance of any Work, all appropriate, valid California Contractors State License Board license(s) required under law to provide the Work being performed, including:

**Class B or specialty D-34**

2. All Contractor and subcontractor licenses must remain active and in good standing. Contractors must notify the Court in writing in the event that its license expires, is suspended, or has a change in signatory. For any Contractor holding a Class B – General Building Contractor license but not all specialty contractor classification licenses required by this RFP, if any, then the Contractor must have and propose a subcontractor that does so hold the required specialty contractor classification license(s).

**B. Labor Code Provisions**

1. Registration. Contractors must provide proof of Department of Industrial Relations (“DIR”) registration (i.e., the Contractor’s DIR Registration Number) with the proposal.

a. Contractor shall comply, and shall cause its subcontractors, if any, to comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its certified payroll records (“CPR(s)”) to the Labor Commissioner of California and complying with any applicable enforcement by DIR. Labor Code section 1771.1(a) states the following:

*A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.*

2. Prevailing Wage. Contractor and its subcontractors shall pay all workers on work performed pursuant to a Contract awarded under this RFP not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the California Department of Industrial Relations (“DIR”) for the type of work performed and the locality in which the work is

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to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute a Field Services Contract, as determined by Director of DIR, are on file at the Court's principal office and available on the internet at <http://www.dir.ca.gov>.

3. Job Site Notices. Each Project is subject to compliance monitoring and enforcement by DIR. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all applicable requirements of Labor Code section 1771.4.

**C. California Air Resources Board**

1. Contractor must complete, sign, and submit the California Air Resources Board ("CARB") In-Use Off-Road Diesel-Fueled Fleets Certification (Attachment 3-F) with the proposal.
2. As applicable, Contractors must provide a copy of Contractor's current CARB Certificate of Reported Compliance for fleets subject to the CARB In-Use Off-Road Diesel-Fueled Fleets requirements (Title 13 CCR sections 2449, 2449.1 and 2449.2).
3. Failure to complete Attachment 3-F or, where applicable, provide the CARB Certificate of Reported Compliance may result in the proposal being deemed nonresponsive.

**D. Bonds, Insurance, and Background Check Requirements**

1. Prior to commencing Work, Contractor shall furnish a Performance Bond in an amount equal to at least 100% of the value of the Work using the Performance Bond form attached as an Exhibit to the sample Agreement (Attachment 2-B to this RFP).
2. Prior to commencing Work, Contractor shall furnish a Payment Bond in an amount equal to at least 100% of the value of the Work using the Payment Bond form attached as an Exhibit to the sample Agreement (Attachment 2-B to this RFP).
3. Contractor shall be required to maintain policies of insurance during the performance of the Work with an insurer(s) qualified to do business in the State of California and acceptable to the Court. Contractor will be required to provide an insurance certificate demonstrating the coverages identified below:
  - Workers' Compensation Insurance is required only if Contractor has employees. The policy must include workers' compensation to meet minimum requirements of the California Labor Code, and it must provide coverage for employer's liability bodily injury at minimum limits of \$1,000,000 per accident or disease.
  - Comprehensive Commercial General Liability Insurance with limits not less than \$1,000,000 per occurrence.

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- Comprehensive Automobile Liability Insurance with limits not less than \$1,000,000 per occurrence for all owned, non-owned and hired vehicles. Umbrella Policies. Contractor may satisfy basic coverage limits through any combination of basic coverage and umbrella insurance.
4. Comply with the Court's Background Check Policy in accordance with the terms of the Agreement.

**E. Designated Subcontractors**

1. Although the Court is not bound by the Public Contract Code for trial court construction, the Court will incorporate the provisions of the Subletting and Subcontracting Fair Practices Act (Public Contract Code section 4100 et seq.) ("Subcontractor Listing Law") into the Contract.
2. Contractor must fully adhere to, the provisions of the Subcontractor Listing Law including, without limitation, Public Contract Code sections 4109 and 4110.
3. Contractor will be required to list their subcontractors and any subcontractor substitution for all Projects must be in accordance with the Subcontractor Listing Law (Public Contract Code section 4107). If applicable, Contractor shall use Attachment 4 to this RFP (Subcontractor Listing Form).
4. Contractor's violation of the Subcontractor Listing Law may subject the Contractor to penalties and disciplinary action as provided for in the Subcontractor Listing Law.

**F. Disabled Veteran Business Enterprise Incentive**

The Court participates in a disabled veteran business enterprise participation goal. Details are available at:

<https://www.imperial.courts.ca.gov/general-information/requests-proposals>

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**III. RESPONDING TO THIS RFP**

**A. Site Walk**

A **MANDATORY site walk** will be held as noted in Key Events table (page 1). Each Proposer must be certain to check in at the site walk, as the attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any proposer who did not attend the site walk.

**B. Administrative Rules and General Instructions**

1. The Administrative Rules attached to this RFP (Attachment 1) govern this solicitation.
2. The proposal shall be signed by a duly authorized representative(s) of Contractor and include the full name and address of the proposing firm, entity or individual.
3. The proposal must set forth accurate and complete information as required in this RFP.
4. Submission of a proposal constitutes agreement by the Contractor to each and all of the terms, conditions, provisions, and requirements set forth and contemplated in this RFP and any attached documents.
5. The successful proposer will be expected to adhere to all federal, state, and local laws, and all Court policies, procedures, and regulations.
6. The proposal shall be irrevocable for a period of ninety (90) days from the official closing date for the receipt of proposals.
7. The contents of the proposal of the successful Contractor will become contractual obligations. Failure of the successful Contractor to accept those obligations in a subsequent contractual agreement may result in cancellation of the award.
8. Respondent shall certify that no official or employee of the Court, nor any business entity in which an official of the Court has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the Court.
9. From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity responding to this RFP, nor any officer, employee, representative, agent, or contractor representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process or the award of the contract(s) with any member or employee of the Court except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a proposal.
10. Proposals are subject to disclosure to third parties and members of the public pursuant to applicable laws, including public disclosure under rule 10.500 of the California Rules of Court.

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**IV. PROPOSAL CONTENTS**

**A. Technical Proposal**

1. The Proposer must submit the technical proposal separate from the cost proposal. The Proposer must write the RFP title and number on the cover of the email.
2. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
  - a. The technical proposal must include completed & signed Attachments to this RFP.
    - (1) Acceptance of Terms and Conditions (Attachment 2-A)
    - (2) General Certifications Form (Attachment 3-A)
    - (3) Darfur Contracting Act Certification (Attachment 3-B)
    - (4) Iran Contracting Act Certification (Attachment 3-C)
    - (5) Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 3-D)
    - (6) Prevailing Wage and Related Labor Requirements Certification (Attachment 3-E)
    - (7) CARB Certification (Attachment 3-F)
    - (8) If applicable, the Subcontractor Listing Form (Attachment 4)
    - (9) Payee Data Record which must be completed in the exact name of the business entity under which the Contractor proposes to do business with the Court. (Attachment 5)
  - b. Name, title, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
  - c. 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.
  - d. References: Names, addresses, telephone and email addresses of a minimum of four (4) clients for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer. Greater weight will be given to government references and references for similar work. Prior work performed for the Court will be included as a Reference during evaluation.
  - e. Work Plan: Proposed method to complete the work including time estimates.
  - f. Copies of the Contractor's (and any subcontractors') current business licenses, professional certifications, or other credentials.
  - g. Good standing: 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



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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.

- h. DVBE Certification. If Contractor intends to seek the Disabled Veteran Business Enterprise (DVBE) incentive, Contractor must provide with its proposal proof of its DVBE Certification including, without limitation, the Bidder Declaration form, a copy of Contractor's DVBE certification approval letter, Contractor's Department of General Services (DGS) Supplier ID Number, active dates of Contractor's DVBE Certification, and the DVBE Declaration form.

**B. Cost Proposal**

1. The Proposer must submit the cost proposal signed by an authorized representative of the Proposer. The Proposer must write the RFP title and number on the cover page of the email. (Attachment 6)

- C. Contract Incorporation.** The Certifications provided with the proposal shall be expressly incorporated into any Contract awarded from this RFP.

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**V. EVALUATION PROCESS**

- A. 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 Court 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. The names, titles, locations and experience of the reviewers or the details of the evaluation process are not available to Proposers. If a contract will be awarded, the Court will post an intent to award notice at the following link: <https://www.imperial.courts.ca.gov/general-information/requests-proposals>

<b>Points</b>	<b>Criteria</b>	<b>100 Points Maximum</b>
35	<b>Work Plan and Time Estimates</b>	
25	<b>Relevant Project Experience</b> Relevant past projects in scope and size including at least one construction project for a public entity in the State of California. Experience on a construction project for a public entity may include work as the general contractor and/or work as a first-tier subcontractor.	
7	<b>Acceptance of the Terms and Conditions and Compliance with RFP requirements</b>	
3	<b>DVBE Incentive</b> Contractor will receive the DVBE incentive upon certification of its status as a DVBE; note that the DVBE incentive will only be awarded if the Contractor itself is a DVBE.	
30	<b>Cost Proposal</b>	

- B.** The Court reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar requests in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Court, the Judicial Council of California, or the State of California responsible for the cost of preparation or any expenses incurred in responding to this RFP.
- C.** Any protests will be handled in accordance with the Court’s protest policy posted at <https://www.imperial.courts.ca.gov/general-information/requests-proposals>. Failure of a Proposer to comply with the protest procedures set forth in that policy will render a protest inadequate and non-responsive and will result in rejection of the protest. Protests must be sent to: Protest Officer / Fiscal Department Superior Court of California, County of Imperial 939 W. Main St. El Centro, CA 92243