

REQUEST FOR PROPOSALS

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO

REGARDING:

BUILDING AND WINDOW CLEANING SERVICES, RFP # BW2025

PROPOSALS DUE:

May 30, 2025 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.

2.0 DESCRIPTION OF SERVICES

The Court seeks the services of a person or entity with applicable expertise to clean the entire exterior of the building, including the windows, in accordance with the statement of work in Attachment 1 (“Statement of Work”).

The selected vendor will perform the services on a schedule to be agreed with the Court. To avoid interfering with Court operations, the services must be performed on Saturday(s) or Sunday(s).

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 RFP

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

EVENT	DATE
Latest date and time proposal may be submitted (“Due Date and Time”)	May 30, 2025 at 3:00 pm
Evaluation of proposals (<i>estimate only</i>)	June 2, 2025
Notice of Intent to Award (<i>estimate only</i>)	June 3, 2025
Execution of contract (<i>estimate only</i>)	June 10, 2025

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

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: Proposal Form	The person or entity submitting a proposal (the "Vendor") must complete and submit a completed Proposal Form.
Attachment 3: Contract	If selected, the Vendor must sign this Contract.
Attachment 4: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.

5.0 COMPLETION OF PROPOSAL

- 5.1 The proposal must be fully completed and signed. The signature must be from an authorized representative of the Proposer.
- 5.2 Vendor's proposal may be deemed non-responsive and rejected if it lacks 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 PROPOSALS

- 6.1 The Proposer must submit a scanned copy of its completed and signed proposal to the Court **via email**.
- 6.2 A scanned copy of the completed and signed proposal must be received by the Court by the Due Date and Time.

Proposers must send the scanned copy of their completed and signed proposal to **admin@sanbenito.courts.ca.gov**. Proposals sent to any other email address may not be considered.

Proposers must include the words "**RFP Number BW2025**" in the subject line of the email with the scanned copy of their completed and signed proposal.
- 6.3 Late proposals will not be accepted. The Court is not responsible for delays in delivery, or for technical problems associated with email systems. Proposers are encouraged to call the Court to confirm receipt of the email before the Due Date and Time.

7.0 OFFER PERIOD

A Vendor's proposal is an irrevocable offer for ninety (90) days following the Due Date and Time. 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 PROPOSALS

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

The Court will evaluate complete 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 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	20
Reasonableness of budget	20
Cost	50
Acceptance of the terms and conditions in the Contract	10

9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS 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 proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court's right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Vendor 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. Vendors are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation.

11.0 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 May 21, 2025. The deadline for the Court to receive an award protest is 5 business days after the Court posts the intent to award. Protests must be sent to:

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