

REQUEST FOR QUOTES

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO

REGARDING:

CARPET CLEANING SERVICES, RFQ # CC2025

QUOTES DUE:

MAY 30, 2025 NO LATER THAN **3:00** P.M. PACIFIC TIME

1.0 BACKGROUND

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. The Courthouse is approximately 41,500 square feet, and is Leadership in Energy and Environmental Design ("LEED") SILVER certified.

The carpets in the Courthouse are approximately 10 years old and have been spot cleaned in the past.

2.0 SERVICES TO BE PERFORMED

The Court seeks the services of a person or entity with applicable expertise to clean all the carpeted floors in the Courthouse, in accordance with the contract in Attachment 2 ("Contract"). The person or entity submitting a quote ("Vendor") should carefully review the statement of work contained in Appendix A of the Contract ("Statement of Work") for details regarding the services.

The Court estimates that the Courthouse contains approximately 17,890 square feet of carpeted flooring. The Court does not guarantee the accuracy of this estimate, and Vendors are responsible for completing their own measurements prior to submitting a quote. Vendors may contact the Court at admin@sanbenito.courts.ca.gov to arrange a time to visit the Courthouse in order to complete measurements. The inaccuracy of the Court's estimate, or the failure of a Vendor to complete its own measurements, shall not be grounds for additional compensation, or for protesting or invalidating any contract awarded pursuant to this RFQ.

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 for more information, including minimum policy values.

Personnel performing services at the Courthouse must have passed a **background check**, performed by the selected Vendor. See Appendix A, section 3 of the Contract for more information.

3.0 TIMELINE FOR THIS RFQ

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

EVENT	DATE
Latest date and time quote may be submitted ("Quote Due Date and Time")	May 30, 2025 at 3:00 pm
Evaluation of quotes (<i>estimate only</i>)	June 2, 2025

EVENT	DATE
Execution of contract (<i>estimate only</i>)	June 9, 2025

4.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFQ:

ATTACHMENT	DESCRIPTION
Attachment 1: Quote Form	Vendor must complete and submit a quote using this form.
Attachment 2: Contract	If selected, the Vendor must sign this Contract.

5.0 PAYMENT INFORMATION

The Court will pay a flat rate for all work performed pursuant to the Contract. The Court will not reimburse any expenses. See the Contract for more information about payment.

6.0 COMPLETION OF QUOTE

- 6.1 The Quote Form must be fully completed and signed. The signature must be from an authorized representative of the Vendor.
- 6.2 A Quote may be deemed non-responsive and rejected if it is lacking any required information or signature.

7.0 SUBMISSION OF QUOTES

- 7.1 The Vendor must submit a scanned copy of its completed and signed Quote Form to the Court **via email**.
- 7.2 A scanned copy of the completed and signed Quote Form must be received by the Court by the Quote Due Date and Time.

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

Vendors must include the words “**RFQ Number CC2025**” in the subject line of the email with the scanned copy of their completed and signed Quote Form.

- 7.4 Late Quotes will not be accepted. The Court is not responsible for delays in delivery, or for technical problems associated with email systems. Vendors are encouraged to call the Court to confirm receipt of the email before the Quote Due Date and Time.

8.0 OFFER PERIOD

A Quote is an irrevocable offer for ninety (90) days following the Quote Due Date and Time. In the event a final contract has not been signed within this period, the Court reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF QUOTES

Each Quote will be checked for the presence or absence of the required information. If a Quote is missing any of the required information, the Court may reject the Quote.

The Court will evaluate complete Quotes on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored Quote.

CRITERION	MAXIMUM NUMBER OF POINTS
Experience on similar assignments	15
Reasonableness of budget	20
Cost	50
Acceptance of the terms and conditions in the Contract	10
Commitment to use green materials	5

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 June 5, 2025. Protests must be sent to:

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

12.0 RULES GOVERNING THIS RFQ

12.1 *Communications.* Except as specifically addressed elsewhere in the RFQ, Vendors must send any communications regarding the RFQ to admin@sanbenito.courts.ca.gov (the "Solicitations Mailbox"). Vendors must include the words "RFQ Number CC2025" in the subject line of any communication to this email address.

12.2 *Questions.* Vendors interested in responding to this RFQ may submit questions to the Solicitations Mailbox on procedural matters related to the RFQ. Once submitted, questions become part of the procurement file and are subject to disclosure; Vendors are accordingly cautioned not to include any proprietary or confidential information in questions. If Vendor is requesting a change, the request must set forth the recommended change and Vendor's reasons for proposing the change.

12.3 *Errors in the RFQ.* If, before the Quote Due Date and Time, a Vendor discovers any ambiguity, conflict, discrepancy, omission, or error in the RFQ, the Vendor must immediately notify the Court via email to the Solicitations Mailbox and request modification or clarification of the RFQ. Without disclosing the source of the request, the Court may modify the RFQ before the Quote Due Date and Time by releasing an addendum to the solicitation. If a Vendor fails to notify the Court of an error in the RFQ known to Vendor, or an error that reasonably should have been known to Vendor, before the Quote Due Date and Time, Vendor shall quote at its own risk. Furthermore, if Vendor is awarded the agreement, Vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

12.4 *Addenda.* The Court may modify the RFQ before the Quote Due Date and Time by issuing an addendum that is posted to the Court's website. It is each Vendor's responsibility to inform itself of any addenda.

12.5 *Withdrawal.* Vendor may withdraw its Quote at any time before the Quote Due Date and Time by notifying the Court in writing of its withdrawal. The notice must be signed by Vendor. Quotes cannot be changed or withdrawn after the Quote Due Date and Time.

12.6 *Errors in Quote.* If errors are found in a Quote, the Court may reject the Quote. The Court may, at its sole option, correct arithmetic or transposition errors or both. The Court may or may not waive an immaterial deviation or defect in a quote. The Court's waiver of an immaterial deviation or defect shall in no way modify the RFQ or excuse a Vendor from full compliance with RFQ specifications.

12.7 *Alterations.* The Court may provide forms for Vendor to complete as part of its Quote. Such forms include, but are not limited to, certification forms. Vendor may add information to such forms in designated areas, but may not alter the text of such forms. If an alteration is found in the text of a form, the Court may reject the Quote. The Court may terminate a contract resulting from this RFQ if, after execution of the contract, an alteration is found in the text of a form of the selected Vendor.

12.8 *Cancellation.* Before the Quote Due Date and Time, the Court may cancel the RFQ for any or no reason. After the Quote Due Date and Time, the Court may reject all quotes and cancel the RFQ if the Court determines that: (i) the quotes received are not really competitive; (ii) the cost is not reasonable; (iii) the cost exceeds the amount expected; or (iv) awarding the contract is not in the best interest of the Court. The Court

reserves the right to accept or reject any or all of the items in the Quote, to award the contract in whole or in part and/or negotiate any or all items with a Vendor if it is deemed in the Court's best interest. The RFQ is not an order, agreement, or obligation on behalf of the Court, and in no way is the Court responsible for the cost of preparing the Quote.

12.9 Award Basis. The contract will be awarded (if at all) to the responsible Vendor that submitted the highest scored quote. In the event of a tie, the contract will be awarded to the winner of a single coin toss. The coin toss will be witnessed by two Court employees. The Court will provide notice of the date and time of the coin toss to the affected Vendors, who may attend the coin toss at their own expense. During the evaluation process, the Court may require Vendor to answer questions or provide clarifications with regard to Vendor's Quote. Failure to answer such questions or provide the requested clarifications may result in the Quote being deemed non-responsive.

12.10 Confidential Information. QUOTES 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 Quotes will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the Quote (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the Quote (a) purporting to limit the Court's right to disclose information in the Quote, or (b) requiring the Court to inform or obtain the consent of the Vendor prior to the disclosure of the Quote (or portions thereof). Any Quote 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 Quotes.