

**Superior Court of California,  
County of Santa Barbara**

**REQUEST FOR INFORMATION**

Anacapa Data Center HVAC

July 12, 2011

**WRITTEN RESPONSES DUE BY:  
August 10, 2011, 3:00 P.M. PDT**

**Superior Court of California**  
County of Santa Barbara  
1100 Anacapa Street, Second Floor  
Santa Barbara, Ca 93101

## **I. Invitation to Respond**

You are invited to respond with information (submissions) to assist the Superior Court of Santa Barbara County (hereinafter “Court”) in a Request for Information (RFI) to analyze and recommend replacement heating, ventilation and air conditioning for the Court’s Anacapa data center.

### **Mandatory Site Walk is scheduled for Wednesday, July 20, 2011 at 10 AM.**

Vendors shall meet under the arch of the Historic Courthouse, 1100 Anacapa Street, Santa Barbara, Ca. 93101. Please plan to attend and be on time.

#### **A. Background**

The Superior Court of Santa Barbara County (aka Superior Court of California, County of Santa Barbara) is an entity of the Judicial Branch of government. The Court’s purpose is to serve the community by resolving legal disputes fairly, promptly, and justly while protecting public and individual rights. The vision of the Court is to engender respect, trust, and confidence in the Court by providing the highest quality of services, including:

- Being efficient, effective, innovative, and proactive;
- Modernizing facilities and technology;
- Being accessible and user-friendly; and
- Ensuring knowledgeable and service-oriented court staff.

The Information Technology (IT) Division of the Court provides maintenance and support for technology hardware, software and services used by Judges, Employees, and others associated with the Court. The primary mission of the Court's IT Division is to support Court operations. The IT Division maintains two data centers (the primary data center is located in the Court’s Anacapa Division in Santa Barbara; the secondary data center is located at the Lewellen Justice Center in Santa Maria). Both Datacenters house a variety of computer servers; uninterruptable power supplies (UPS); networking; and communications equipment.

The Court is interested in expert analysis, recommendations and proposals to replace two aging air conditioning units located in the Anacapa data center. This project is consistent with the Court’s mission of being efficient, innovative and proactive; as well as providing modern technology.

#### **B. Description**

### 1. Data Center

The Anacapa data center is located in the basement of the County of Santa Barbara Historic Courthouse at 1100 Anacapa Street in the city of Santa Barbara. The Courthouse is owned by the County of Santa Barbara. The Court is the primary tenant. This project will require coordination with Court staff, as well as County of Santa Barbara General Services Facilities staff. Equipment placed outside requires the coordination with County of Santa Barbara Parks Department.

The data center is approximately 510 square feet. The north wall is floor to ceiling ultrawall brand demountable partition. The east wall is partially ultrawall with a 4 foot 3 inch door. The remaining wall is finished drywall. The south wall is brick and mortar for 11 feet 11 inches, then finished drywall. The west wall is finished drywall. The ceiling is a typical T-bar drop ceiling with panels. The ceiling space has been sealed with drywall in an attempt to seal the airspace. The data center is secured by controlled access security doors. The data center can be accessed from the basement parking garage. The garage does have a height limitation and cannot accommodate large trucks. Large trucks must park on Santa Barbara Street and access the garage via a driveway.

### 2. Existing HVAC systems

The Court's Anacapa data center has two existing air conditioning units:

Liebert Corporation three (3) ton Air Conditioner installed in approximately 1987<sup>1</sup>. This unit is free standing with airflow inbound in the base of the unit, and outflow at the top of the unit. A Liebert Corporation condenser fan unit is located a flower bed outside the Courthouse on the Anacapa Street side.

Carrier five (5) ton Air Conditioner installed in approximately 1989. This unit is housed within the ceiling on the north-west side of the data center. The majority of the unit is in the sub-ceiling above a rest room directly behind the data center.

In addition to the above AC units, the Court has installed two APC Wiring Closet ventilation units (model ACF301) in order to facilitate airflow so that the existing HVAC units work at maximum efficiency.

Both Court and County prefer to eliminate as much of the current exterior mounted conduit and piping as possible to clean up the installation. Existing unistrut mounting locations should be re-used for new piping. New holes drilled into the exterior of the building should be approved first before execution.

### 3. Tasks

Qualifying vendors shall:

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<sup>1</sup> The unit appears to have a manufacture date of January 1981. However, one HVAC vendor indicated that the unit was installed in 1987.

- Verify the physical inventory of existing HVAC units
- Conduct heat load analysis to determine the total cooling needed to sufficiently maintain appropriate computer data center temperature.
- Conduct air flow analysis to determine if the existing inflow and out flow ducts are appropriately located.

#### 4. Deliverables

The vendor shall provide comprehensive documentation of the existing environment, and its findings and recommendations. The final documentation shall include:

- An Executive Summary containing a summary of the vendor's findings and recommendations.
- A budgetary cost proposal to implement the recommendations. The budgetary cost proposal shall contain an optional secondary HVAC unit for redundancy. A detailed Bill of Material describing the proposed equipment is requested.
- Recommendations or best practices regarding Data center HVAC backup power – for example, Uninterruptable Power Supplies (UPS) or generator.
- Heat load and air flow analysis summary including any reports or output from heat load or air flow planning tools used for the analysis.

Please use the information contained within this document and the format requested as the basis for your response.

#### 5. Confidential Information

Vendors attending the job site walk will be provided with a floor plan of the Anacapa data center, and photographs of the HVAC equipment currently in use. These documents and photos are considered confidential information and provided to assist the vendor with developing a proposal; interested vendors will need to sign a standard non-disclosure agreement (NDA), attached.

A. Publicity. Vendor will not make any public announcement or press release about the project or its proposal to the Court without the Court's prior written approval.

## **II. Requirements**

The Court is asking vendors that are interested in, and capable of, providing commercial heating, ventilation, and air conditioning (HVAC) systems to respond to this RFI with information regarding their experience, qualifications, resources, capabilities, and budgetary cost and pricing.

## **III. Response Format**

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the Court.

**Section 1: Profile**

Describe your company, including its:

History; ownership and management structure; products and services; locations; human, technological and other resources; financial profile; and other information you deem relevant.

**Section 2: Experience and Capability**

Describe your firm's experience and capabilities in providing expert data center heating, ventilation and air conditioning (HVAC) equipment and services. Provide examples of previous and ongoing projects completed by your firm, including services to courts in California or in other states.

**Section 3: Budgetary Costs and Pricing**

Describe, for budgetary purposes, and list the costs associated with providing the services listed in the description section. Include other information concerning costs and charges that you deem relevant. Please separate labor costs for project management from costs associated with technical analysis. For on-site work, indicate that proof of appropriate general liability and worker's compensation insurance will be provided. Please note that any travel costs should conform to the Judicial Branch guidelines for transportation and travel costs.

**Section 4: Additional Information**

Provide any other information, materials, suggestions, and discussion you deem appropriate.

**Section 5: Proposed Project Schedule**

Provide a proposed project schedule identifying project milestones, tasks and resources.

Please note that the job site is in the basement of the Historic Courthouse. The Courthouse is in use Monday through Friday 8 am to 5 pm. **Loud noise must be limited to the noon hour or after Court business hours.**

**IV. RFI Submission Information**

**A. Confidential or Proprietary Information**

All materials submitted in response to this RFI will become the property of the Court and will be returned only at the Court's option and at the expense of the vendor submitting the response. One copy of a submitted response will be retained

for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Rules of Court governing judicial administrative records should not be included in the vendor's proposal as it may be made available to the public. Please review California Rule of Court 10.500 available at:

[http://www.courts.ca.gov/7260.htm?title=ten&linkid=rule10\\_500](http://www.courts.ca.gov/7260.htm?title=ten&linkid=rule10_500)

***B. Reservation of Rights***

This RFI is issued solely for information and planning purposes only and does not constitute a solicitation or an offer. Only vendors who respond to this RFI shall be considered eligible to respond to subsequent invitations to Request for Proposals (RFP) that may result from this RFI. Responders are solely responsible for all expenses associated with responding to this RFI.

***C. Contact Information***

All email submissions must be sent to the Solicitation Mailbox, [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org) and MUST contain the subject referencing "DATA CENTER BACKUP AND SERVER CONSOLIDATION ANALYSIS RFI" and other appropriate identifying information in the email subject line. If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL."

Following is the point of contact for this RFI:

**Ms. Ammon Hoenigman**  
**Procurement Specialist**  
1100 Anacapa St. 2nd Floor  
Santa Barbara, CA 93101  
Phone: (805) 882-4674  
[sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org)

***D. Response Time***

**Deadline for submitting this RFI is Wednesday, August 10, 2011.** Please submit responses via e-mail by 3:00 P.M. PST. Supplemental hardcopy materials such as brochures, etc. may be sent to:

**Superior Court of California**  
County of Santa Barbara

Ms. Ammon Hoenigman - Procurement Specialist  
1100 Anacapa Street, Second Floor  
Santa Barbara, CA 93101  
[sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org)

**E. Information Exchange**

After the Court has had a chance to review the submitted material, your firm may be contacted and asked to participate in an information exchange with the Court.

**D. Rights of the Court**

Notwithstanding anything else in this RFI, the Court has the unqualified right to:

- change any of the dates, schedule, deadlines, process and requirements described in this RFI
- supplement, amend or otherwise modify this RFI
- elect to cancel or to not proceed with the RFI for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The Court has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Court may independently verify any information in any submission.

The Court reserves the right to amend or modify one or more provisions of this RFI by written notice posted on the RFI website prior to the closing date.

The Court reserves the right to invite one or more interested parties to meetings, for interviews, or to make individual presentations.