

SUPERIOR COURT OF SANTA BARBARA COUNTY
REQUEST FOR QUOTES – IT GOODS & SERVICES
HVAC RFQ No. 2011-09

Date Issued: 05/23/2012

From: Superior Court of Santa Barbara County Fiscal Services 1100 Anacapa Street, 2 nd Floor Santa Barbara, CA 93101 Buyer: Ms. Ammon M. Hoenigman Phone: 805-882-4674 Fax: 805-882-4622 E-mail: sbsolicitation@sbcourts.org	To: Vendor: _____ Address: _____ _____ _____ Contact: _____ Phone: _____ Fax: _____ E-mail: _____
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Acceptable Delivery Methods: Email Facsimile Hand Delivery

Quote Due Date and Time: Tuesday June 5, 2012 by 3:00 p.m. Pacific Daylight Time

Description of Requested Goods and Services: The Court is seeking quotes to replace two aging air conditioning units located in the Anacapa data center. The Datacenter houses a variety of computer servers; uninterruptable power supplies [UPS]; networking; and communications equipment.

Terms and Conditions If selected, the person or entity submitting a quote must sign a Court Standard Form Agreement containing these terms and conditions (Terms and Conditions – IT Goods and Services) (*Attachment 2*)
<http://www.sbcourts.org/purchasing/TermsConditions/ITTermsConds.pdf>
Note: A material exception to the Terms and Conditions – IT Goods and Services will render a bid non-responsive.

SB 78 Appendix for IT Agreements If selected, the person or entity submitting a quote must sign a Court Standard Form Agreement containing these special terms and conditions (SB 78 Appendix for Information Technology Agreements)
<http://www.sbcourts.org/purchasing/TermsConditions/SB78AppendixITAgreements.pdf>
Note: A material exception to the SB 78 Appendix will render a bid non-responsive.

Attachments

- Attachment A, Solicitation Instructions
- Attachment B, Scope of Work
- Attachment C, Confidentiality Agreement

Required Documents Due By Quote Due Date and Time

- Cover Sheet and Signature Page of this RFQ
- Cost Proposal
- Proposer’s Acceptance of Terms and Conditions (*Attachment 3*)
<http://www.sbcourts.org/purchasing/TermsConditions/ITAcceptance.pdf>
- References (*Attachment 4*)
<http://www.sbcourts.org/purchasing/TermsConditions/References.pdf>
- Documentation Supporting A valid California Sellers Permit

Site Walk

- Attendance at the Site-Walk is MANDATORY. Each Proposer must be certain to check in at the pre-proposal 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
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Payment Terms Net 30 days

EVALUATION CRITERIA (for Fiscal Office Use Only):

Product Quality	Cost Efficiency	References
Experience with Data Center Air Conditioning systems	Experience with commercial Air Conditioning and Refrigeration	Duration in the industry
	Staff experience and resources	

Timeline/Key Events:

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
RFQ Issued	Wednesday May 23, 2012
RSVP for Mandatory Site Walk Attachment D, Confidentiality Agreement Due	Tuesday May 29, 2012 by 3:00 p.m. Pacific Daylight Time
Mandatory Site-Walk	Wednesday May 30, 2012 at 9:00 a.m. Pacific Daylight Time
Deadlines for Questions	Thursday May 31, 2012 by 5:00 p.m. Pacific Daylight Time
Questions and Answers Posted	Friday June 1, 2012 by 5:00 p.m. Pacific Daylight Time
Latest Date and Time Quote may be Submitted	Tuesday June 5, 2012 by 3:00 p.m. Pacific Daylight Time
Evaluations of Quotes	Wednesday June 6, 2012
Notice of Intent to Award (<i>estimated</i>)	Friday June 8, 2012

MANDATORY SITE WALK:

The Court will hold a pre-proposal site-walk on the date identified in the timeline above. The pre-proposal site walk will be held at the Historic Courthouse, 1100 Anacapa Street, Santa Barbara, CA 93101. Vendors shall meet under the arch, below the tower, of the Historic Courthouse at 9:00 a.m. Pacific Daylight Time.

Attendance at the pre-proposal site-walk is **MANDATORY**, unless vendor previously attended the pre-proposal site walk held under Request for Information (RFI) Number 2011-01. Each Proposer must be certain to check in at the pre-proposal 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 pre-proposal site walk from either solicitation.

The pre-proposal site walk will allow vendors to gain an understanding of the Courts needs associated with this Request for Quotes.

- Vendors attending the pre-proposal site walk will be provided with a floor plan of the Anacapa data center, and photographs of the Heating, Ventilating, and Air-Conditioning [HVAC] equipment currently in use.
- Vendors will be provided an inventory listing and a document describing the existing Uninterruptable Power Supplies in the data center.

These documents and photos are considered confidential information and provided to assist the vendor with developing a proposal.

Vendor must RSVP for the Mandatory Site-Walk by email to sbsolicitation@sbcourts.org by Tuesday May 29, 2012 by 3:00 p.m. Pacific Daylight Time.

A Confidentiality Agreement must be signed and submitted to the solicitation contact prior to attending the site walk. The Confidentiality Agreement (Attachment C) may be delivered via email to sbsolicitation@sbcourts.org or by fax to (805) 882-4622, no later than Tuesday, May 29 at 3:00 p.m. Pacific Daylight Time.

Prevailing Wage Requirement

The Work specified in this RFQ No. 2011-09 is a public works project and may be subject to prevailing wage requirements. Not less than the specified prevailing rates of per diem wages must be paid to all workers employed in the execution of public works contracts. (CA Labor Code § 1774)

Every contractor and subcontractor who performs work on the public works project must pay workers the prevailing wage for the appropriate trade, classification or type of work. Each contractor and subcontractor must keep accurate payroll records for all workers employed on the project and provide weekly certified copies of the payroll to the Court which will be made available to the public upon request.

* *Vendor understands and agrees that its response is not proprietary or confidential and is considered public information that may be subject to disclosure after award.*

Quote Valid Through: _____ Fed Tax ID: _____

Vendor Signature: _____ Date: _____

Printed Name: _____ Title: _____

ATTACHMENT A SOLICITATION INSTRUCTIONS

SUBMITTAL OF QUOTES AND RESERVATION OF RIGHTS

The vendor must complete and submit one copy of the Request for Quotes form (“RFQ form”), Confidentiality Agreement (*Attachment C*), Cost Proposal, Proposer’s Acceptance of Terms and Conditions, References, and documentation to verify a valid California Sellers Permit. The completed forms must be delivered to the Court contact listed on the RFQ form prior to the quote submittal date and time indicated.

All information entered on the RFQ must be clearly written or typed. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the RFQ.

The Court reserves the right to reject any and all quotes, in whole or in part, as well as the right to issue similar RFQ’s in the future.

RFQ ADDENDA

The Court may modify this solicitation document prior to the date fixed for submission of quotes by posting any addenda that may be issued on the following website, referred to as “Court website” www.sbcourts.org. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must notify the Court no later than three (3) business days following the date the addendum was provided.

Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the quote to include all addenda issued in any resulting contract.

COST PROPOSAL

The following information must be included in the cost proposal. (i) A detailed line item budget showing total cost of proposed goods and services. (ii) A full explanation of all budget line items in a narrative entitled “Budget Justification” (iii) A “not to exceed” total for all work and expenses payable under the contract if awarded. (iv) A schedule estimation for the work to be accomplished with durations for all tasks, though not dates.

AMBIGUITY, DISCREPANCIES, OMISSIONS

If a vendor submitting a quote discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the Court written notice of the problem and request that the solicitation document be clarified or modified.

If prior to the quote submittal deadline a vendor submitting a quote knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the vendor shall submit a quote at its own risk, and if the vendor is awarded the purchase, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

CONTACT WITH COURT

Questions regarding this RFQ must be directed to the individual named in the Court Contact Info on the RFQ form BY EMAIL to sbsolicitations@sbcourts.org no later than the date and time indicated on the RFQ. Without disclosing the source of the question or request, the Submittal contact will post a copy of the questions and the Court’s responses on the Court website by the date and time indicated on the RFQ.

Vendors are specifically directed NOT to contact any other Court personnel or consultants regarding this RFQ at any time prior to award. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the vendor’s response.

ACCEPTANCE OF TERMS

The requested goods and services will be provided pursuant to the “Terms and Conditions – IT Goods & Services”, and pursuant to the special terms and conditions “SB 78 Appendix for Information Technology Agreements”. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An “exception” includes any addition, deletion, qualification, limitation, or other change. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks proposed changes, and a written explanation or rationale for each exception and/or proposed change. **Note:** A Material Exception will render the bid non-responsive.

CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each bid will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records (see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

If information submitted in a bid contains material noted or marked as confidential and/or proprietary that, in the Court’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to

such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

ERROR IN SUBMITTED QUOTE

If an error is discovered in a vendor’s quote, the Court may at its sole option retain the quote and allow the vendor to submit certain arithmetic corrections. In determining if a correction will be allowed, the Court will consider the conformance of the quote to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If prior to an award, a vendor discovers a mistake in their quote that renders the vendor unwilling to perform under any resulting contract, the vendor must immediately notify the Court in writing and request to withdraw the quote. It shall be solely within the Court’s discretion as to whether withdrawal will be permitted.

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 Proposer 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 Wednesday May 30, 2012 by 3:00 p.m. Pacific Daylight Time. Protests should be sent to:

Gary M. Blair, Superior Court Executive Officer
Superior Court of California, County of Santa Barbara
P.O. Box 21107
Santa Barbara, CA 93121-1107

FACSIMILE MACHINE BIDS

Bids submitted by facsimile machine (fax) will be considered only if they are sent to (805) 882-4622. Bids sent to any other fax number will not be considered. To be considered, all pages of the faxed bid that are received before the bid opening time specified in the solicitation document will be considered “the complete bid.” Please be advised that there is a heavy demand placed on the fax machine receiving bids and the Court assumes no responsibility if a bidder cannot transmit its bids via fax, or if the entire bid is not received before the bid opening time.

LOSS LEADER PROHIBITION

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.

DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation

RECYCLED-CONTENT CERTIFICATION

The Contractor shall certify in writing, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12161 and 12200, in materials, goods, or supplies offered or products used as a result of this RFQ, regardless of whether the product meets the recycled product percentage as defined in the Public Contract Code, Sections 12161 and 1220. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

End of Attachment A

ATTACHMENT B SCOPE OF WORK

Background

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 Superior Court is the primary tenant. This project will require coordination with Superior Court staff, as well as the 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.

1. Existing Air Handling Units [AHU]

The Court's Anacapa data center has two existing computer room Air Conditioning units:

Liebert Corporation three (3) ton Air Conditioner installed in approximately 1987¹. 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 in 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 Air Conditioning units, the Court has installed two APC Wiring Closet ventilation units (model ACF301) in order to facilitate airflow so that the existing AHUs 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.

Previous Heat Load Calculation

APC UPS Labeled SB-Main which read 93.0 Amps

Breaker that fed lighting and miscellaneous read 23.3 Amps

For a Total of 116.3 Amps x 208 volts = 24,190.4 Watts x 3.42 = 82,731.16 BTU's divided by 12,000 BTU's = 6.9 Tons of cooling.

NOTE: We are not certain that this heat load calculation is accurate – it is strongly recommended that the vendor independently verify.

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

2. Goal

The Court seeks the services of a person or entity with expertise in providing commercial HVAC systems, and, preferably, Data Center cooling experience as well to propose and implement a new air conditioning system for its data center. The person or entity should assess the Court's current data center equipment airflow and physical room organization and recommend and provide a new air handling solution to efficiently maintain the room temperature in accordance with current standards. The Court would prefer that work begin before June 30, 2012, though this is not mandatory.

3. Task objectives

Qualifying vendors shall:

- Verify the physical inventory of the two existing AHUs
- Conduct air flow analysis with temperature readings at each AHU's intake and out flow, in front of and behind every other IT equipment rack at a low, middle and high position (the UPS rack can be sufficiently assessed just at the middle position), and in the main entryway of the room to determine if the existing AHUs' inflow and out flow ducts are appropriately located within the room. The goal should be to minimize the recirculation of hot air back into systems and the bypass of cold air away from the racks.
- Recommend a solution to sufficiently meet the needs of the Court's data center as well as an optional backup AHU that would provide adequate cooling for the room. Include in the recommendation or best practices items regarding data center HVAC backup power (e.g. UPS or generator), equipment, (e.g. air ducts, piping, or air conditioners) and labor necessary to implement the main and optional solutions. Also, note the warranty information, provided by you and the manufacturer, for any proposed equipment and labor, and include standard and optional plans for ongoing maintenance and support. If there are routine maintenance tasks which you consider outside the scope of support, please list these and if one-time training can be supplied regarding these.
- Meet with Court IT and other stakeholders to discuss the schedule for the proposed work regarding staff or County assistance, the vendor's initial findings, any concerns requiring stakeholder input, and close out. Additionally, if room power might be affected by proposed work, power outages can be planned outside of regular business hours of the Court.
- Implement the solution according to the approved cost proposal. The Court will provide the vendor with access credentials to the building when work is scheduled to take place, and Court IT will facilitate data center access.
- Again, conduct heat load analysis with the Return Temperature and Rack Cooling Indices per ASHRAE standards to determine if the room is being properly cooled to sufficiently maintain compliance with the recommended temperatures for computer data centers.

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 cost proposal to implement the recommendations. The proposal shall contain a main AHU, any needed venting and duct work, and an optional secondary air conditioning system for redundancy.
- A detailed Bill of Materials describing the proposed equipment is requested to accompany the cost proposal. This document should also include description of the recommendations and all warranty information.
- Heat load and air flow analysis summary including Rack Cooling Indices and any reports or output from heat load or air flow planning tools used for the analysis. This report should be supplied

following the initial assessment and then post-implementation to demonstrate the changes and that expectations are being met.

- A proposed implementation schedule, assuming prompt delivery of equipment, should be supplied with expected task durations, though specific dates need not be included.
- Verbal or email reports should be made by vendor to a designated Court IT contact regarding daily progress once implementation has begun.

5. Quality Assurance

If the Court has concerns about the installation, it may have a third-party evaluate the installation, after implementation but prior to the end of the project.

End of Attachment B