

# REQUEST FOR QUOTES

---

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA**

**REGARDING:**

*Video Conferencing Systems*  
*Santa Maria and Santa Barbara Locations*

**THIS PROJECT IS SUBJECT TO COMPLIANCE MONITORING AND ENFORCEMENT BY THE  
DEPARTMENT OF INDUSTRIAL RELATIONS.**

**QUOTES DUE:**

*Friday, May 18* NO LATER THAN *5:00* P.M. PACIFIC TIME

## 1.0 INTRODUCTION

The Superior Court of California, County of Barbara (“Court”) is soliciting quotes from qualified vendors to provide and install video conferencing systems in two court locations. Interested and qualified Bidders who can demonstrate their ability to successfully provide the Goods and Services described in this Request for Quotes (“RFQ”) are invited to submit a bid. Bids shall be submitted in accordance with the requirements set forth in this document.

A Services Contract will be awarded to the Bidder who meets or surpasses the requirements of this RFQ and who receives the highest scored responsive bid. All materials submitted in response to this RFQ shall become a part of the bid.

## 2.0 PUBLIC WORKS CONTRACT SOLICITATION

Contractor shall comply with the registration and compliance monitoring provisions of Labor Code Section 1771.4, including furnishing its certified payroll records to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations. 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.”*

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code Section 1771.4, except the requirements that are exempted by the Labor Commissioner for the project.

## 3.0 BID SPECIFICATIONS

### 3.1 Goods:

#### 3.1.1 Santa Maria Courthouse Location

- A. Skype Video Conferencing System
- B. Logitech Group and Expansion Mics for Small to Medium Rooms
- C. 65” LED TV
- D. Mobil Cart
- E. Hardware & Connectors
- F. Provide all miscellaneous parts and accessories as necessary to complete the installation.

#### 3.1.2 Santa Barbara Courthouse Location

- A. Skype Video Conferencing System
- B. Logitech Group Kit with i5 Intel NUC and Expansion Mics for Large Meeting Rooms

- C. Two (2) 65" LED TV's
- D. Hardware & Connectors
- E. Four (4) Ceiling Speakers
- F. 2 Channel Amplifier
- G. Provide all miscellaneous parts and accessories as necessary to complete the installation.

3.2 Services

- A. Professional Services for the Installation, Programming, and Testing for the Video Conferencing Systems at each Courthouse location listed below:
  - 1. Santa Maria Jury Services  
312 East Cook Street, Bldg F  
Santa Maria, CA 93454
  - 2. Anacapa Courthouse, Grand Jury Room  
1100 Anacapa Street, 1<sup>st</sup> Floor  
Santa Barbara, CA 93101

3.3 Provide, at a minimum, a one-year warranty on the equipment.

3.4 Optional annual maintenance plan.

**4.0 TIMELINE**

**4.1 Time is of the Essence.**

Please note that access to the Grand Jury Room in Santa Barbara must be pre-arranged for access around the Grand Jurors Schedule. The installation date/time will need to be coordinated with Court IT and the Civil Grand Jury.

Work on this project must begin prior to June 30, 2018.

**5.0 SPECIAL INSTRUCTIONS:**

- 5.1 Bid Due Date: Friday, May 18, 2018 by 5:00 pm.
- 5.2 Bids shall be submitted via email to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org)
- 5.3 Questions shall be directed to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org) no later than Tuesday, May 15, 2018 by 3:00 pm. Answers shall be posted by 5:00 pm on Wednesday, May 16, 2018, and may be found with this RFQ at:

<http://www.sbcourts.org/gi/Purchasing/index.shtm>

**6.0 RFQ ATTACHMENTS**

**6.1 Administrative Rules Governing RFQs**

These rules govern this solicitation and should be read carefully by Bidder. They may be found at:

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/RFQAdministrativeRules.pdf>

## 6.2 **Sample Agreement – Public Works Project**

Bidders are encouraged to review carefully the Sample Agreement. Please note that the Sample Agreement language is subject to change, that not all clauses shown may be used in any resultant Agreement, and that other Agreement provisions, which do not currently appear, may be included in any resultant Agreement. Bidders are not required to sign the Sample Agreement at this time. The Contractor selected to provide services as a result of this RFQ process, if an award is made, will be required to sign the final version of the Agreement upon acceptance of Contract award. The Sample Agreement may be found at:

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/ShortFormPublicWorksAgreement.pdf>

## 6.3 **Insurance Requirements**

The Contractor selected to provide services as a result of this RFQ process, if an award is made, will be required provide a certificate of insurance according to the requirements stated herein. The insurance requirements may be found at:

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/InsuranceRequirements.pdf>

## 7.0 **SUBMISSION REQUIREMENTS**

Bids must be submitted in the format described below. Bidder failure to meet the submission requirements may be cause for disqualifying a bid from further consideration.

### 7.1 **Bid Submission Deadline**

Bids must be received on or before the bid due date.

### 7.2 **Required Documents**

- A. Bidder must submit with its quote, proof of Contractor's current registration with the DIR.
- B. Bidder must submit with its quote, a copy of a California seller's permit issued under Revenue and Taxation Code 6066 et seq.
- C. IT Goods and Services General Certification Form which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/GeneralCert.pdf>
- D. Darfur Certification which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DarfurActCert.pdf>

### 7.3 **Optional Documents (if applicable)**

- A. Small Business Declaration (if applicable) which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/SmallBusinessDeclaration.pdf>
- B. Bidder DVBE Declaration (if applicable) which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DVBEBidderDeclaration.pdf>
- C. DVBE Declaration (if applicable) which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DVBE-Declaration.pdf>

### 7.4 **Cost Proposal**

The Bidder must submit a Cost Proposal for the Goods and Services described in the Bid Specifications. The Cost Proposal must include the cost per unit separated by line item from the cost of labor, and shall include the project total.

An annual maintenance plan shall be quoted as an optional service, on a separate line item.

Price quoted shall include all applicable fees.

**8.0 EVALUATION METHODOLOGY AND CRITERIA**

If an award is made under this RFQ, it will be awarded on the basis of the highest scored quote with the following criteria:

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Cost</i>	<i>50 Points - 50%</i>
<i>Quality of Work Plan</i>	<i>25 Points - 25%</i>
<i>Ability to Meet Timeline</i>	<i>25 Points - 25%</i>