

RFP Title: *AV Refresh*
RFP Number: *2017-13*

REQUEST FOR PROPOSALS

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

REGARDING:

Audio Visual Refresh

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

PROPOSALS DUE:

Friday, June 15 NO LATER THAN *3:00* P.M. PACIFIC TIME

STATEMENT OF WORK

1.0 BACKGROUND INFORMATION

The Superior Court of California, County of Santa Barbara, herein after referred to as “JBE” (*Judicial Branch Entity*) or “Court”, is seeking proposals from qualified vendors for an Audio Visual Refresh to install and update the equipment currently in use in the courtrooms according to the requirements of this Statement of Work. The Court is interested in upgrading twelve (12) courtrooms at this time, and is interested in upgrading the remaining thirteen (13) courtrooms at a later date.

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 DESCRIPTION OF GOODS AND SERVICES

- A. Vendors will survey each of the enumerated courtrooms with Court Information Technology (IT) staff and determine appropriate hardware to replace existing Audio Visual components and wiring as needed.
- B. Vendors will include in their proposal the cost of all parts and installation individually, for each of the enumerated courtrooms.
- C. Vendors will be expected to test the installed parts in their respective courtrooms such that the systems are operational to the satisfaction of Court IT staff.
- D. Vendors will include in their proposal a reasonable time allocation for knowledge transfer from vendor technical staff to Court IT staff. Court IT staff will need to understand the operation and performance of the new equipment.

- E. In addition to the 12 enumerated courtrooms, vendor will be asked to assess the remaining 13 courtrooms in order to develop a “Not to Exceed” amount for future AV upgrades in the remaining courtrooms when budgetary constraints allow.
- F. Component parts to be replaced in the 12 enumerated courtrooms shall include the following items listed below: *(Additional wiring supplies, fittings and cables, etc. shall also be included in the proposal along with installation costs.)*

3.1 SPEAKERS

Test and replace speakers as needed. Each of the failing or diminished ceiling-recessed speakers shall be removed from the ceiling along with the speaker wire.

- a. The existing speakers shall be replaced with a minimum of eight (8) or more ceiling-recessed speakers, depending on the size of the courtroom.
- b. Each speaker shall be capable of producing a 120-degree conical beam width with a sensitivity level of 91db (1watt/1min).
- c. New 16-gauge speaker wire shall be used for the new speakers.

3.2 AMPLIFIER

The existing legacy mixer/amplifier shall be removed from the cabinet.

- a. A new amplifier shall be installed which can provide a minimum of 350-watts for a 70-volt system.

3.3 MICROPHONES

Replace all microphones

3.3.1 WIRED MICROPHONES

Any existing wired microphones shall be completely removed from the system.

- a. New microphones shall be installed for the specified positions:
 - 1. Judge (one (1) wired microphone with a press-to-mute button)
 - 2. Clerk (one (1) wired microphone with a press-to-mute button)
 - 3. Interviewee/Witness (one (1) wired microphone)
 - 4. Prosecution Table (two (2) wired microphones with press-to-mute buttons)
 - 5. Defense Table (two (2) wired microphones with press-to-mute buttons)
- b. Each of the wired microphones shall be gooseneck with a base.
 - 1. The goosenecks shall be a minimum of 15-inches long.
 - 2. Each gooseneck shall include a super-cardioid cartridge.

3.3.2 WIRELESS MICROPHONE

The existing wireless microphone shall be replaced with a newer version that includes a super-cardioid cartridge. This microphone is to be used solely by the jury.

3.4 DIGITAL SIGNAL PROCESSOR

A new digital signal processor (DSP) shall be integrated into the cabinet agreed to by Court IT Personnel. The DSP shall include a minimum of twelve (12) analog input and eight (8) analog outputs.

- a. Each microphone signal shall be properly equalized and tested for feedback or distortion.
- b. The signal to the speakers shall be properly equalized according to the acoustics of the room.

- c. The DSP shall be capable of supplying phantom power to the wired microphones. No external devices shall be used to achieve this.
- 3.5 **OFE/FTR RECORDER**
A balanced stereo output from the new DSP shall be connected to the OFE/FTR recorder.
- 3.6 **CONTROL INTERFACES**
- a. A new wired tabletop touch panel shall be installed at the judge and clerk desk.
 - b. Each touch panel shall be a minimum of 5-inches diagonal.
 - c. The touch panel shall include the following features:
 1. Master volume up/down/mute
 2. Microphone volume adjustments for all eight (8) microphones with mute
- 3.7 **EQUIPMENT RACK**
A new equipment rack shall be installed in the cabinet after consultation with Court IT Staff. The equipment rack will house the new control devices and shall accommodate a minimum of eight (8) rack units.
- 3.8 **POWER CONDITIONER**
A new power conditioner shall be installed in the equipment rack and shall include a minimum of eight (8) electrical outlets.
- 3.9 **LASER PROJECTORS – COURT PROVIDED**
Replace projectors as needed with **Court provided** Sony Laser Projector 5000LUM WUXGA LASER LITE PROJ.
Replace existing document cameras with **Court provided** new document cameras (Elmo's).

End of Statement of Work

4.0 TIMELINE FOR THIS RFP

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

EVENT	DATE
RFP issued	<i>Wednesday, May 30, 2018</i>
Mandatory Bidders Conference/Site-Walks	<i>Thursday, June 7, 2018 at 4:00 pm & Friday, June 8, 2018 at 3:00 pm</i>
Deadline for questions	<i>Monday, June 11, 2018 by 5:00 pm</i>
Questions and answers posted	<i>Tuesday, June 12, 2018 by 5:00 pm</i>
Latest date and time proposal may be submitted	<i>Friday, June 15, 2018 by 3:00 pm</i>
Evaluation of proposals (<i>estimate only</i>)	<i>Monday, June 18, 2018</i>
Public opening of cost portion of proposals	<i>Tuesday, June 19, 2018 at 2:00 pm</i>
Notice of Intent to Award (<i>estimate only</i>)	<i>Wednesday, June 20, 2018</i>
Negotiations and execution of contract (<i>estimate only</i>)	<i>Wednesday, June 27, 2018</i>
Contract start date (<i>estimate only</i>)	<i>June 30, 2018</i>
Contract end date (<i>estimate only</i>)	<i>June 30, 2020</i>

5.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (IT Goods and Services)	These rules govern this solicitation. http://www.sbcourts.org/gi/Purchasing/TermsConditions/ITCourtAdminRules.pdf
Attachment 2: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”). http://www.sbcourts.org/gi/Purchasing/TermsConditions/ITTermsConds.pdf
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. http://www.sbcourts.org/gi/Purchasing/TermsConditions/ITAcceptance.pdf Note: A material exception to a Minimum Term will render a proposal non-responsive.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal. http://www.sbcourts.org/gi/Purchasing/TermsConditions/GeneralCert.pdf
Attachment 5: Bidder/Contractor Questionnaire	The Proposer must complete the Bidder/Contractor Questionnaire Form and submit the completed form with its proposal. http://www.sbcourts.org/gi/Purchasing/TermsConditions/BidderQuestionnaire.pdf
Attachment 6: Small Business Declaration	The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation. http://www.sbcourts.org/gi/Purchasing/TermsConditions/SmallBusinessDeclaration.pdf
Attachment 7: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. http://www.sbcourts.org/gi/Purchasing/TermsConditions/UnruhCert.pdf

6.0 PAYMENT INFORMATION

- A. Payment terms will be specified in any agreement that may ensue as a result of the RFP.
- B. **THE COURT DOES NOT MAKE ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provided in the contract between the Court and the selected Proposer. The Court may withhold ten percent of each invoice until receipt and acceptance of the final deliverable. The amount of the withhold may depend upon the length of the project and the payment schedule provided in the contract between the Court and the selected Proposer.

7.0 PRE-PROPOSAL CONFERENCE / SITE-WALK

The JBE will hold two (2) pre-proposal conferences / site-walks on the dates identified in the timeline in Section 4.0. The pre-proposal conferences will be held at the JBE’s facilities at:

Thursday, June 7 at 4:00 pm SANTA BARBARA	Friday, June 8 at 3:00 PM		
	LOMPOC	SANTA MARIA	
Santa Barbara Jury Bldg. 1108 Santa Barbara St. Santa Barbara, CA 93101	Lompoc Division 115 Civic Center Plaza Lompoc, CA 93436	Santa Maria Division 312 East Cook St. Santa Maria, CA 93435	SM Juvenile Division 2485 California Blvd. Santa Maria, CA 93455
Meet at 4:00 pm at the front entrance. The Site-Walk will begin with Dept. 14, 2 nd Floor of the Jury Building.	Meet in the Lobby of the Lompoc Division, entrance at the back of the building. Site walk will go to the Santa Maria Division next, and will meet outside the lobby of Bldg. G The site-walk will end at the Santa Maria Juvenile Division, and will meet at the front entrance.		

Attendance at the pre-proposal conferences is Mandatory. Each Proposer must be certain to check in at the pre-proposal conference, as the attendance list will be used to ascertain compliance with this requirement. The JBE will reject a proposal from any Proposer who did not attend the pre-proposal conferences.

8.0 SUBMISSION OF PROPOSALS

- 8.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 8.2 The Proposer must submit its proposal in two parts, the non-cost portion and the cost portion.
 - a. The Proposer must submit the non-cost portion of the proposal electronically to sbsolicitation@sbcourts.org. The proposal must be signed by an authorized representative of the Proposer. The non-cost portion of the proposal must be in PDF, Word, PowerPoint or Excel formats. The non-cost portion of the proposal must be submitted to the JBE separate from the cost portion. The Proposer must write the RFP title and number on email subject line.

The Vendor is solely responsible for ensuring that the non-cost portion of the Bid is submitted via the sbsolicitation@sbcourts.org email, prior to the submission deadline date and time specified.

If the Vendor encounters any problems in submitting the non-cost portion of the bid electronically, please contact the Procurement Contact at 805-882-4674.

The Court is not responsible for and accepts no liability for any technical difficulties or failures that result from conducting business electronically. The Court shall have no obligation to any vendor

unless or until the Court and the vendor fully execute a final and definitive contract negotiated between the parties.

- b. The Proposer must submit **one (1) original and three (3) copies** of the cost portion of the proposal. The original must be signed by an authorized representative of the Proposer. The original cost portion of the proposal (and the copies thereof) must be submitted to the JBE in a single sealed envelope, separate from the non-cost portion. **THE PROPOSER MUST WRITE THE RFP TITLE AND NUMBER ON THE OUTSIDE OF THE SEALED ENVELOPE. THE ENVELOPE MUST BE MARKED CONFIDENTIAL**

- 8.3 The cost portion of the proposal must be delivered by the date and time listed on the coversheet of this RFP to:

Superior Court of Santa Barbara County
Procurements, Finance Department
1100 Anacapa Street, 2nd Floor
Santa Barbara, CA 93101

- 8.4 Late proposals will not be accepted.
- 8.5 Cost proposals must be sent by courier service (e.g. FedEx), or delivered by hand. Cost Proposals may not be transmitted by fax or email.

9.0 PROPOSAL CONTENTS

9.1 NON-COST PORTION

The following information must be included in the non-cost portion of the proposal. A proposal lacking any of the following information or attachments may be deemed non-responsive.

- A. Submit one (1) completed copy of the Bidder/Contractor Questionnaire with any and all applicable attachments requested therein.
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/BidderQuestionnaire.pdf>
- B. Proposed method to complete the work.
 - i. Description of proposed techniques, approaches, and methods to be used in performing the services, including a listing of all specifications contained in the RFP's Statement of Work for which Proposer shall supply to the Court under any contract awarded under this RFP (e.g., model numbers, warranty information).
- c. Model number(s), specifications, or other description of the goods the Proposer proposes to supply to the JBE, including warranty information.

9.2. Acceptance of the Terms and Conditions.

- A. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required

additional materials. An “exception” includes any addition, deletion, or other modification.

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

- B. If exceptions are identified, the Proposer must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
- C. **Note:** A material exception to a Minimum Term will render a proposal non-responsive.

9.3. Certifications, Attachments, and other requirements.

- A. The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/GeneralCert.pdf>
- B. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/UnruhCert.pdf>
- C. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.
- D. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.
- E. Proof of current registration with the Department of Industrial Relations.
- F. Proof of financial solvency or stability (e.g., balance sheets and income statements).

9.4 COST PORTION

The following information must be included in the cost portion of the proposal.

- A. IT Goods
 - i. The cost per unit for the goods described in the non-cost information.
- B. IT Services
 - i. A detailed line item budget showing total cost of the proposed 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.
- C. Project Total
- i. An all-inclusive Project Total for all Twelve (12) Courtrooms
 - ii. A Separate “Not to Exceed” Project Total for the Remaining Thirteen (13) Courtrooms, Valid through June 30, 2020.
 - iii. An optional annual maintenance plan.

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.

10.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JBE reserves the right to negotiate extensions to this period.

11.0 EVALUATION OF PROPOSALS

The cost portion of proposals will be publicly opened at the date and time noted in Section 4.0 at the following address:

Procurements
Superior Court of Santa Barbara County
Clerk’s Office Lobby
1100 Anacapa Street, 2nd Floor
Santa Barbara, CA 93101

The JBE will evaluate the 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 JBE will post an intent to award notice at www.sbcourts.org.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Quality of work plan submitted</i>	25
<i>Experience on similar assignments</i>	25
<i>Cost</i>	50

12.0 INTERVIEWS

The JBE may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interview may also require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If

conducted in person, interviews will likely be held at the JBE's offices. The JBE will not reimburse Proposers for any costs incurred in traveling to or from the interview location. The JBE will notify eligible Proposers regarding interview arrangements.

13.0 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 JBE will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer 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 JBE's right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer 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. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

14.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

- A. Qualification for the Disabled Veterans Business Enterprise (DVBE) incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.
- B. Eligibility for and application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Court's sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the dollar amount of its proposal will be reduced (for evaluation purposes only) by an amount equal to 3% of the lowest responsible proposal, not to exceed \$50,000.
- C. To receive the DVBE incentive, at least 3% of the purchase order goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").
- D. If Proposer wishes to seek the DVBE incentive:
 - i. Proposer must complete and submit with its proposal, the DVBE Proposer Declaration. Proposer must submit with the DVBE Proposer Declaration all materials required in the DVBE Proposer Declaration.
 - ii. Proposer must also submit with its proposal, a DVBE Declaration completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

- E. Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.
- F. If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the Court's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.
- G. If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-purchase order DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the COURT approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.
- H. **Fraudulent misrepresentation in connection with the DVBE incentive is a misdemeanor and is punishable by imprisonment or fine, and violators are liable for civil penalties. See Military & Veterans Code section 999.9.**

15.0 SMALL BUSINESS PREFERENCE

Small business participation is not mandatory. Failure to qualify for the small business preference will not render a proposal non-responsive.

Eligibility for and application of the small business preference is governed by the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services. The Proposer will receive a small business preference if, in the JBE's sole determination, the Proposer has met all applicable requirements. If the Proposer receives the small business preference, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored proposal. If a DVBE incentive is also offered in connection with this solicitation, additional rules regarding the interaction between the small business preference and the DVBE incentive apply.

To receive the small business preference, the Proposer must be either (i) a Department of General Services ("DGS") certified small business or microbusiness performing a commercially useful function, or (ii) a DGS-certified small business nonprofit veteran service agency.

If the Proposer wishes to seek the small business preference, the Proposer must complete and submit with its proposal the Small Business Declaration (Attachment 6). The Proposer must submit with the Small Business Declaration all materials required in the Small Business Declaration.

Failure to complete and submit the Small Business Declaration as required will result in the Proposer not receiving the small business preference. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in the Proposer not receiving the small business preference.

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If the Proposer receives the small business preference, (i) the Proposer will be required to complete a post-contract report; and (ii) failure to meet the small business commitment set forth in its proposal will constitute a breach of contract.

Fraudulent Misrepresentation in Connection with the Small Business Preference is Unlawful and is Punishable by Civil Penalties. See Government Code Section 14842.5.

16.0 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 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 JBE to receive a solicitation specifications protest is **Monday, June 11, 2018**. Protests must be sent to:

Darrel E. Parker
Superior Court Executive Officer
312 East Cook Street
Santa Maria, CA 93454