



**SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF BUTTE**

**REQUEST FOR PROPOSALS  
(IT Goods / Services)**

**RFP NUMBER SP-2024-0022**

**UPS BATTERY MAINTENANCE SERVICES**

**A. BACKGROUND / PURPOSE**

The Superior Court of California, County of Butte (“Court”) is requesting proposals from well-qualified Proposers to provide an Uninterrupted Power Supply (UPS) battery maintenance services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the goods and services described in this Request for Proposal (“RFP”) are invited to submit a proposal.

This is a fully electronic RFP process. All proposals must be submitted electronically on the Court’s Online Procurement Website at [www.BidSync.com](http://www.BidSync.com) (“Periscope S2G”) in accordance with the requirements set forth in this document. See the attached *Court Online Procurement Procedures* for further information.

**B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED**

The Court seeks UPS battery maintenance services meeting the requirements set forth in the Statement of Work.

**C. RFP TIME-LINE**

The Court has developed the following list of key events related to this RFP. The listed dates are not binding upon the Court and subject to change at the discretion of the Court. Changes to the listed dates will be posted on Periscope S2G or on the Court’s website.

EVENT	DATE
RFP Issued	See Periscope S2G for exact date
Pre-Bid Conference	See Periscope S2G for exact date
Deadline for Submission of Questions	See Periscope S2G for exact date
Proposal Due Date (Late proposals will not be accepted by the Court)	See Periscope S2G for exact date
Proposal Evaluations Process	Month of July, 2024 (estimated)
Notice of Intent to Award	Month of July, 2024 (estimated)
Project Target Start Date	Month of August, 2024 (estimated)

**D. RFP PACKET ATTACHMENTS**

**1. Statement of Work**

Describes in detail the specific services for which proposals are being solicited. Once a contractor has been selected, the Statement of Work will become part of the final Agreement.

**2. Court Online Procurement Procedures**

These rules and procedures govern this solicitation and should be read carefully by Proposer.

### 3. Terms and Conditions

Proposers are encouraged to carefully review the *Model Agreement*, which includes the Court's Standard Business Terms and Conditions. Please note that the language may be subject to change. Proposers are not required to sign the *Model Agreement* at this time. The contractor selected to provide services as a result of this RFP process will be required to sign the final version of the *Model Agreement* upon completion of the negotiation process.

Any proposed exceptions/modifications to the Model Agreement must be submitted on a red-line version of the Model Agreement with comments to substantiate each proposed exception/modification.

### 4. Required Forms

All forms posted on Periscope S2G must be completed and submitted electronically on Periscope S2G. The completed forms will become part of Proposer's proposal.

### 5. Incorporated Documents

The following documents are incorporated in this RFP Packet by reference only and are available on the internet:

- *DVBE Rules and Procedures*  
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>
- *Small Business Preference Rules and Procedures - Information Technology Procurements*  
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=643>

## E. MINIMUM REQUIREMENTS

Proposer must meet the minimum requirements listed below. Failure to comply with any one of the minimum requirements may be cause for disqualifying a proposal from further consideration. The Court may, in its discretion, waive minor deviations or defects. Only those proposals that are deemed as meeting the minimum requirements may be considered for a full evaluation and a possible contract award.

1. **Proposal Submission Deadline.** The proposal must be submitted on Periscope S2G on or before the Proposal Due Date. The Court will not accept proposals submitted by email, unless otherwise specified.
2. **Experience and Capability.** Proposer must have at least five (5) consecutive years documented experience in providing services similar to the ones being solicited, as described in this RFP. Such experience shall be documented by completing the *Vendor Information Questionnaire* on Periscope S2G.
3. **Insurance.**

The selected contractor must procure and maintain the insurance coverages as indicated below. The *Standard Business Terms and Conditions 1.0* describes the Court's specific insurance requirements.

- Standard Business Terms and Conditions 1.0*, Section 19.2 Insurance Requirements – Specific Coverages

- Workers Compensation/Employer's Liability
- Commercial General Liability
- Business Automobile Liability

4. **Business License and Certifications.** Upon request of the Court, Proposer must submit copies of any current business licenses, professional licenses, certificates or other credentials required by the nature of the contract work to be performed by Proposer.
5. **Required Forms.** Proposer must complete and submit all Required Forms as directed.

#### F. TECHNICAL PROPOSAL

In preparing its proposal, Proposer should do so in its own words and take care not to simply copy the language in the RFP. Specific information is requested from all Proposers to ensure that the proposals can be fairly compared in a standard manner. Only that information which is contained in the proposal will be evaluated. Incomplete or inaccurate information may result in disqualification of the proposal.

1. **Executive Summary.** Provide an Executive Summary of your proposal. The Executive Summary should be a high-level, general overview of how Proposer intends to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Proposer's understanding of the requirements. The Executive Summary must also address how Proposer meets the minimum requirements.
2. **Work Plan for Providing the Requested Services.** Provide a detailed Work Plan, which must include a proposed method for completing the work set forth in the Statement of Work.
3. **Staff Qualifications.** For each key staff member provide a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
4. **Business License and Certification.** Proposer must submit a copy of all business or professional licenses or certificates required by the nature of the services to be performed and held by Proposer (i.e. California State Board of Equalization Seller's Permit and Business License).
5. **Required Forms.** Proposer shall complete and submit all Required Forms posted on Periscope S2G where indicated on Periscope S2G.

#### G. COST PROPOSAL

1. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing the service. **Contractors must also provide a list of parts included as part of the maintenance services that are used to address maintenance or repair issues that may arise over the life of the Court's equipment specified in the Attachment A Statement of Work. As these parts will be included in the cost of the services proposed, they do not need to be priced separately in the proposals submitted. The initial term of the awarded agreement is intended to be three (3) years and the maintenance services costs proposed must be held firm for the duration of the initial term.**

**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.

## H. EVALUATION OF PROPOSALS

1. The Court shall evaluate the proposals using the criteria set forth in the table below.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court's website at

[www.buttecourt.ca.gov/pressinfo/default.cfm](http://www.buttecourt.ca.gov/pressinfo/default.cfm)

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	20%
Quality of Work Plan Submitted	30%
Cost	50%
Disabled Veteran Business Enterprise	3%

## I. ADDITIONAL PROVISIONS

1. **Cooperative Agreement ("Piggybacking").** Following discussion and consideration by the Court and the successful bidder/proposer, the "piggybacking clause," provided in the *Model Agreement*, may be included in the final form of the Agreement if mutually desired.
2. **Disabled Veteran Business Enterprise (DVBE) Preference.**
  - a. The Court has established rules and procedures for its DVBE program. Qualified Proposers wishing to claim the DVBE incentive should refer to the *DVBE Rules and Procedures* for further information. The Court's *DVBE Rules and Procedures* can be located at the following website:  
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>
  - b. A Proposer will receive the DVBE incentive if, in the Court's sole discretion, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the final score of its proposal will be increased (for evaluation purposes only) by an amount equal to 3% of the total possible available points.
3. **Multiple Awards.** The Court reserves the right, but is under no obligation, to award multiple contracts to more than one vendor under this RFP. If multiple awards are made, the Court will not be obligated to procure any minimum amount of Work under such contracts executed under this RFP.
4. **Small Business Preference**
  - a. The Court has established rules and procedures for its Small Business Preference program. Qualified Proposers wishing to claim the Small Business preference should refer to the *Small Business Preference Rules and Procedures – Information Technology Procurements* for further information. The Court's *Small Business Preference Rules and Procedures – Information Technology Procurements* can be located at the following website:  
<http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=643>

- b.** A Proposer will receive a Small Business preference if, in the Court's sole discretion, 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.

## ATTACHMENT A – STATEMENT OF WORK (SOW)

### Description of Goods and/or Services

A year of maintenance for the following equipment:

Address	City	Quantity	MFG	Model
1 Court Street	Oroville CA	2	APC	SMX1500RM2U
1 Court Street	Oroville CA	2	APC	SYBTU1 Battery Units
1 Court Street	Oroville CA	2	APC	SMX1500RM2U
1775 Concord Ave	Chico CA	1	Liebert	NX 80k VA UPS system
1775 Concord Ave	Chico CA	3	APC	SURT6KRMXL3U-TF5
1775 Concord Ave	Chico CA	1	APC	SURT5000XLT
1775 Concord Ave	Chico CA	4	APC	SURT192RMXLBP3U

Maintenance to include Next Business Day on Site Maintenance Including Labor, Travel Expenses, and Replacement Parts. Next Business Day Preventive Maintenance Visit Monday-Friday 8am – 5pm and 24/7 Phone Support. Maintenance duties include:

1. Testing of each unit
2. Removal & proper recycling of old battery kits as necessary.
3. Installation of replacement battery kits as necessary.

These duties will be performed on all the equipment with serial numbers and locations listed below:

#### **Location: 1 Court Street, Oroville, CA**

4 APC SMX1500RM2U  
2 APC SYBTU1 Battery Units

#### **Location: 1775 Concord Ave, Chico, CA**

1 Liebert NX 80k VA UPS System  
3 APC SURT6KRMXL3U-TF5  
1 APC SURT5000XLT  
4 APC SURT192RMXLBP3U

**Contractors must provide a list of parts included as part of the maintenance services that are used to address maintenance or repair issues that may arise over the life of the Court's equipment specified in this Statement of Work. As these parts will be included in the cost of the services proposed, they do not need to be priced separately in the proposals submitted. The initial term of the awarded agreement is intended to be three (3) years and the maintenance services costs proposed must be held firm for the duration of the initial term.**