



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SOLANO**

**REQUEST FOR PROPOSALS
(Non-IT Services)**

RFP NUMBER SP-2024-0014

ARMORED VEHICLE SERVICES

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Solano (“Court”) is requesting proposals from well-qualified Proposers to provide armored vehicle services. Interested and qualified Proposers who can demonstrate their ability to successfully provide the 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 (“Periscope S2G”). See the attached *Court Online Procurement Procedures* document for further information.

B. DESCRIPTION OF GOODS AND/OR SERVICES NEEDED

The Court seeks armored vehicle 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 May, 2024 (estimated) |
| Notice of Intent to Award | Month of June, 2024 (estimated) |
| Project Target Start Date | Month of July, 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. Cost Proposal

Proposer must complete and submit the Cost Proposal form where indicated on Periscope S2G.

3. **Court Online Procurement Procedures**

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

4. **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.

5. **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.

6. **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>

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 Court *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

Commercial Crime

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. Proposer must complete the Cost Proposal form and upload the form where indicated on Periscope S2G.

2. The Cost Proposal shall include Proposer’s pricing for the services described in the Statement of Work.

3. In calculating pricing to be offered, Proposers are cautioned to include all costs associated with providing this service.

H. EVALUATION OF PROPOSALS

1. The Court shall evaluate the proposals using the criteria set forth in the table below. An award, if any, will ultimately be made to the highest scoring proposal.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court’s website at

www.solanocourts.com

| EVALUATION CRITERIA | PERCENT WEIGHTED |
|--------------------------------------|------------------|
| Experience on Similar Assignments | 20% |
| Quality of Work Plan Submitted | 20% |
| Cost | 60% |
| 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% 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.

ATTACHMENT A – STATEMENT OF WORK (SOW)

1. Routing Schedule

- a. Contractor is required to provide armored car deposit pick up services to the Court and its Collection agency, if applicable, as described in the table below. No pickup or delivery will be required on Court holidays.

| Pickup Location (name, address and city) | Delivery Location | Maximum Deposit Liability (per shipment) | Service Frequency & Time (pickup/drop off) Option#1 | Service Frequency & Time (pickup/drop off) Option#2 | Service Frequency & Time (pickup/drop off) Option#3 |
|---|---|--|---|--|--|
| Hall of Justice 3 rd Floor, Executive Office 600 Union Avenue Fairfield, CA 94533 | Bank of America | \$200,000 max per shipment | Monday through Friday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Monday, Wednesday, and Friday from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Tuesday and Thursday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays |
| Hall of Justice 3 rd Floor, Executive Office 600 Union Avenue Fairfield, CA 94533 | Wells Fargo Bank | \$200,000 max per shipment | Monday through Friday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Monday, Wednesday, and Friday from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Tuesday and Thursday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays |
| Old Solano Courthouse 1 st Floor, Civil Division 580 Texas Street Fairfield, CA 94533 | Hall of Justice 3 rd Floor, Executive Office 600 Union Avenue Fairfield, CA 94533 | \$200,000 max per shipment | Monday through Friday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Monday, Wednesday, and Friday from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Tuesday and Thursday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays |
| Solano Justice Center 1 st Floor, Criminal/Traffic Division 321 Tuolumne Street Vallejo, CA 94590 | Hall of Justice 3 rd Floor, Executive Office 600 Union Avenue Fairfield, CA 94533 | \$200,000 max per shipment | Monday through Friday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Monday, Wednesday, and Friday from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays | Tuesday and Thursday, from 8:30 am 12:00pm; 1:00 pm - 3:00 pm, except Court holidays |

- b. Contractor shall not assess an additional charge if the Court fails to have its deposits available for pick up at the designated time, and the deposits are carried forward to the next business day's pick up.
- c. Contractor will be required to establish procedures to ensure that all bank deposit bags are tracked, inventoried, and delivered promptly to the correct bank or financial institution as designated on the bag. Should an error occur such as incorrect delivery or loss, Contractor will be required to provide verbal notice of the error to the Court immediately upon discovery, with written notification provided within one business day.

2. Materials/Deposit Bags

- a. Contractor will be required to provide all needed supplies (supply items), including but not limited to; manifests, receipt books, pick up sheets, tags, and forms for all locations. Materials supplied must comply with all requirements as specified by the Court's financial institution.

3. Deposit Pick up and Shipment

- a. Contractor will be required to work with the Court to determine a wait time of no less than 7 minutes for the Court to provide the sealed bank deposit bag to the Contractor's carrier personnel.
- b. Contractor will be required to pick up, receive from, and/or deliver to the Court securely sealed or locked shipments which may contain any or all of the following: currency, coin, or checks. It will be the Contractor's responsibility to verify the security of the shipment and notify the Court representative if the deposit bag(s) do(es) not appear to be securely locked or sealed prior to acceptance.
- c. Contractor will be required to work with the Court and their respective law enforcement entity to determine the best location to handle the transfer of the sealed deposit bag from the Court to the Contractor's carrier personnel.
- d. Contractor will be required to provide a signed, sequentially numbered, receipt to the Court, for the deposit at the time of pick up, or electronic receipt via e-mail within (3) three business days from pick-up.
- e. Contractor will be required to retain the original receipt for no less than four years plus current year, as well as the ability to provide deposit tracking for the same four-year period plus current year.
- f. Contractor will be solely liable for the security and contents of the deposit/bags immediately upon receipt into Contractor's possession. Contractor's liability ceases upon receipt of signature from an authorized employee at the receiving financial institution.
- g. The Court shall be responsible to ensure that the Valuables are properly prepared for shipment as of time of pickup, including placement in Sealed Tamper Evident Containers and labeling on such containers including The Court's name (shipper), the Court's customer's/member's name and address from which the shipment is made, the person or entity (consignee) to whom the shipment is to be delivered, and the consignee's address to which the shipment is directed. The Court shall also be responsible to ensure the accurate completion of any shipping papers for each shipment which shall accurately state the contents of Sealed Tamper Evident Containers and accurately declare the value of each shipment.

4. Deposit Drop-off Procedure

- a. At the time of deposit delivery to the Court's financial institution, Contractor's personnel will be required to sign and retain a copy of the time-stamped bank delivery receipt(s), as proof of deposit delivery. The Court may request, and the Contractor will be required to provide, a copy of the deposit bank's delivery receipt at any time within five years of the deposit pick up date at no additional cost to the Court.

- b. Contractor will be required to ensure that the proper standard and industry specific controls are in place to prevent any tampering of bags and their contents.

5. Charges and Payment

- a. The Court shall pay Contractor the charges described in the Price Schedule, Attachment A, along with any other charges, surcharges, fees, or other payment obligations of the Court set forth in the Agreement between the Court and the Contractor. The Base Rates set forth on the Price Schedule are determined on the assumption that Contractor employees are spending no more than (7) seven minutes at each of the Court designated pick up locations for each pick-up of Valuables.
- b. In the event the Court fails to make any payments on undisputed invoice pursuant to the agreed upon due date, Contractor may, at its discretion, impose an interest charge in the amount of one percent (1%) per month or such lesser rate of interest as may be required by law, on the amount of the unpaid balance that is due and owing from the Court to Contractor on all undisputed invoices not paid in full by invoice due date.
- c. A fuel surcharge will be determined on a monthly basis as set forth in the Other Charges Section of the Price Schedule, Attachment A. Continued acceptance of Contractor Services shall be deemed consent to such surcharge.
- d. Unless a new Agreement has been agreed upon between the Court and the Contractor, at the commencement of any Renewal Term, Contractor may increase fees payable for the Services provided by an amount equal to the lesser of (i) the increase in the Consumer Price Index published by the U.S Department of Labor, All Consumer Index, or (ii) ten (10%) percent, provided that the Court receives a 60-day prior notice.
- e. Contractor shall provide sixty (60) days prior written notice of its intent to increase its rates to the Court in the event of a reasonably unexpected change in economic conditions that materially increases Contractor's operating costs for the provision of Services under this Agreement.

6. Staffing

- a. Contractor will be required to provide a list of the armored car personnel, including photo identification and an original or legible certified signature for each of the Contractor's personnel authorized to pick up and sign for deposits.
- b. The Court, at their discretion, reserves the right to verify Contractor's personnel's signature and that the person performing the pickup is on the Contractor's list of authorized personnel prior to release of a deposit. Deposits shall not be released to an individual without this information on file at the pickup location.
- c. Contractor will be required to provide an updated personnel list to the Court about any new staff prior to the new staff member's arrival at the deposit pick up location as well as give written notice in the event of revocation of such authority.
- d. In the event that Contractor's personnel does not provide proper identification as required to Court staff and pick up is refused, Contractor will be required to immediately dispatch properly credentialed staff for deposit pick up at no additional cost.

- e. Contractor will be required to maintain a dedicated toll-free number for inquiries and customer service.
- f. Contractor is responsible to perform any background checks on Contractor's personnel in accordance with Section 5 of Exhibit C within the Model Agreement and control the issuance of a unique security identification card to Contractor's personnel in high security. The Court will allow Contractor's personnel in uniform and with proper identification card to bypass court security screening. Contractor is responsible for any loss or damages and any cost resulting from unauthorized use of a security identification card.

7. Obligation Upon Loss

- a. If any loss of or damage to any shipment of Valuables occurs (in whole or in part), the Court shall notify Contractor in writing and by phone as soon as reasonably possible after the loss or damage is discovered or should have been discovered, but in no event later than thirty (30) days after the shipment was picked up by Contractor.
- b. At either party's request, the other party shall provide a proof of loss in a form satisfactory to requester's cargo insurer. The party shall also cooperate with each other and with each other's cargo insurer in mitigating or attempting to recover any loss that occurs. If the loss of or damage to any shipment involves checks or other negotiable instruments, the Court shall assist Contractor and its cargo insurer in stopping payment on such checks or negotiable instruments and replacing or reconstructing them.

9. Reports

- a. Individual reports shall be provided to Court as requested. Such reports may include but are not limited to:
 - Invoice Reports
 - Issues Reports
 - Delivery Reports

10. Liaison

- a. Contractor will appoint a dedicated senior level individual and a qualified back-up, as the Contractor's representative for the entire period of this Agreement to act as a liaison with the Court. This representative shall be solely responsible for ensuring that Contractor complies with the requirements of this Agreement and resolves issues that may arise on a day-to-day basis during the term of the Agreement.

END OF EXHIBIT A