

Bottled Drinking Water Supply and Services
RFP SC 1806.2024.1.JG

Pre-Proposal Conference

January 24, 2024



Objectives

Introduction

- Introductions
- Background Information

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- Services
- Communication

RFP Process and Timeline

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 - Cost Proposal
 - Certifications, Attachments, and other Requirements
- RFP Timeline
- Prospective Bidder's Responsibilities
- Submissions

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- Intent To Award
- Questions

Introduction

Court Personnel

Adam Hamer, Facilities Manager

Vicki Leung, Facilities Services Coordinator

Lawrence Hudgins, Facilities Services Coordinator

Eduardo Sanchez, Procurement and Contract Analyst

Tenzing Phentok, Associate Analyst

Jenny Buentello-Gilligan, Fiscal Services Specialist

Background information

The Superior Court of California, County of Alameda is one of 58 superior courts in the State of California. The Court operates ten facilities within the County of Alameda and employs over 600 employees stationed across courthouses with varying worksite locations.

The Court is accepting proposals from qualified persons or entities to provide bottled drinking water, supply and services, for the Court locations within Alameda County.

Statement of Work

The Court seeks the services of an entity with expertise in bottled water delivery and services

Service needed

- The Court requires up to 91 hot/cold dispensers with spill proof sealed five (5) gallon water bottles.
- (5) gallon water bottles are to be delivered and picked up between 8:00 A.M. and 4:30 P.M., Monday through Friday, except holidays.
- Water bottle crates/storage shelf will also be provided for each location.

Details

- Water shall be either spring or purified water, intended for human consumption.
- Water shall be sealed in bottles with no added ingredients, with the exception of optional safe and suitable disinfectants and/or minerals.
- The Court has the sole discretion to increase or decrease service as and when needed by the Court.

Services

- The Contractor will move any dispenser or provide additional dispensers at new sites or locations at the price noted in this Agreement. This change will be reflected in the next billing statement.
- The Contractor will abide by a 48-hour turnaround in providing more water when dispenser site is out of water and the next delivery date is more than 4 calendar days out.
- The Contractor will abide by a 48-hour turnaround to provide a new dispenser due to malfunction of existing dispenser

Communication

- Contractor shall provide the contact information for each driver for each location.
- On the delivery dates, drivers shall provide the Court representative(s) with a maximum 1-hour window of when they will arrive at the facility for the delivery.
- The Court will provide the holiday schedule.

Proposal Development

Technical Proposal Attachment 13

The Prospective Bidder's name, business address, telephone and fax number, and federal tax identification number

Certifications, Attachments, and other requirements

Contact information of the Prospective Bidder's designated representative for purposes of this RFP

Proof that Contractor is in good standing in California

Provide detailed responses in Attachment 13

Copies of current business licenses, professional certifications, or other credentials

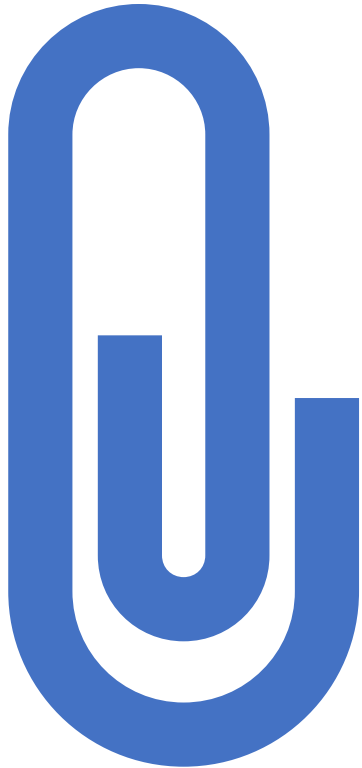
Cost Proposal Attachment 14

An all-inclusive total cost budget for every year of the contract term.

A comprehensive pricing sheet for Special Services provided.

A full explanation of the budget methodology used.

Detailed justification for any price increase in the proposed budget for the contract term.



RFP Checklist

Required Attachments

- ☐ Acceptance of the Terms and Conditions (Attachment 3)
- ☐ General Certifications Form (Attachment 4)
- ☐ Darfur Contracting Act Certification (Attachment 5)
- ☐ Payee Data Record Form (Attachment 6)
- ☐ Bidder Declaration (Attachment 7)
- ☐ DVBE Declaration Form (if applicable, attachment 8)
- ☐ Unruh and FEHA Certification (Attachment 9)
- ☐ Question and Answer Form (submit questions, Attachment 10)
- ☐ Contact Sheet (Attachment 11)
- ☐ Reference Check Form (Attachment 12)

Required Documents – Technical Proposal and Cost Proposal

Technical Proposal (RFP Section 8.1)

- ☐ Technical Proposal Template (Attachment 13)

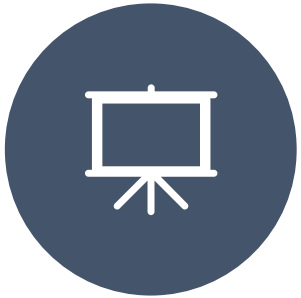
Cost Proposal (RFP Section 8.2)

- ☐ Cost Proposal Template (Attachment 14)

RFP Timeline

RFP Issue Date	January 10, 2024
Pre-Proposal Conference	January 24, 2024, 2pm Pacific Time
Mandatory Pre-Proposal Site Visits	January 31, 2024, 10am and February 1, 2024, 10am
Deadline for Questions	February 7, 2024, 2pm
Questions and Answers posted (<i>estimate only</i>)	February 14, 2024, 2pm
Proposal Due	February 28, 2024, No later than 2:00pm Pacific Time
Evaluation of Proposals (<i>estimate only</i>)	March 6, 2024 – March 27, 2024
Notice of Intent to Award (<i>estimate only</i>)	March 28, 2024
Negotiations and Execution of Contract (<i>estimate only</i>)	April 1, 2024 – April 30, 2024
Contract Duration	May 1, 2024 – April 30, 2025

Prospective Bidder's Responsibilities



Review this presentation, along with requirements and key dates. This presentation will be available on the Court site where the RFP is located.



Review the entire RFP and complete Technical Proposal and all required attachments (See Attachment 15 - Check List)



Complete Cost Proposal (Attachment 14)

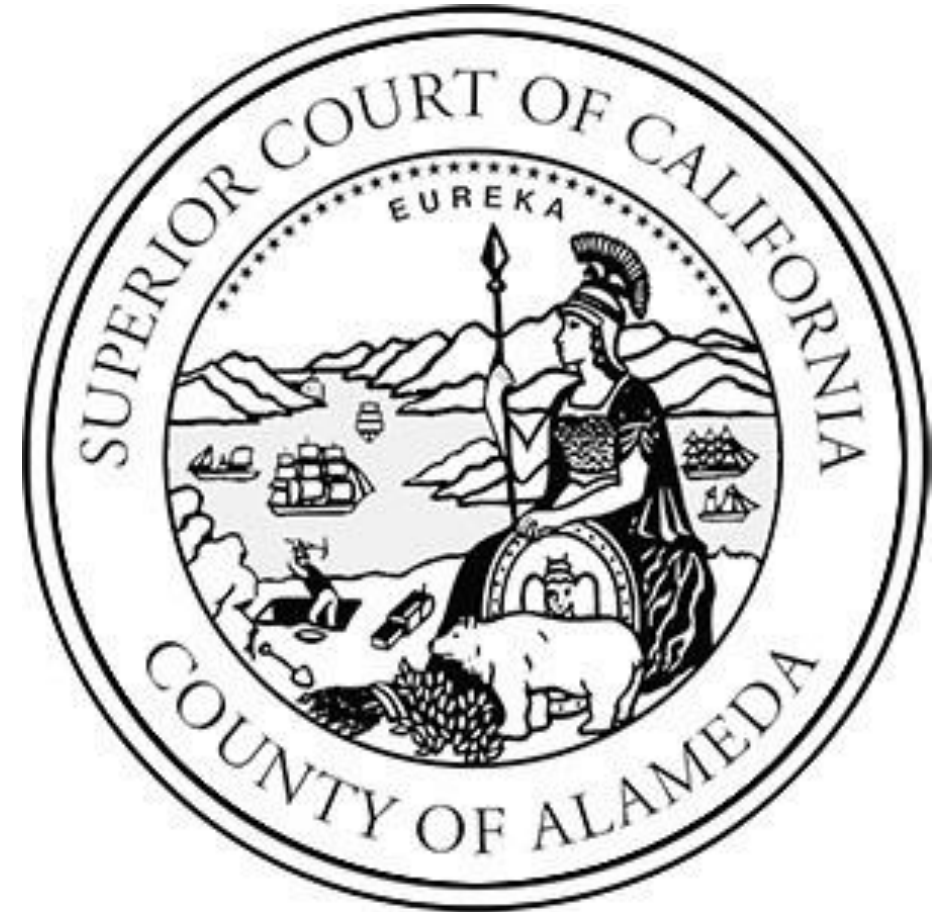


Submit finished proposal by the due date in the RFP timeline (February 28, 2024, by 2:00pm)

Submissions

- The Prospective Bidder must submit its proposal in two parts, a completed technical proposal and a completed cost proposal template.
- Proposals must be emailed to bidquestions@alameda.courts.ca.gov and received no later than February 28, 2024 by 2:00PM Pacific Time.
- Late proposals will not be accepted.

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.



Evaluation of Proposals

The Court will evaluate the proposals on a 100-point scale using the criteria listed in the RFP. Award, if made, will be to the highest-scored proposal.

Although some factors may be weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

Score Card / Possible Points

Acceptance of Terms and Conditions: **10 points**

Technical Proposal: **50 points**

Cost Proposal: **40 points**

Total: **100 points**

DVBE incentive: **5 points**



Intent to Award

- Intent to Award Notice: March 28, 2024
(*estimate only*)
- Notice of Intent to award posted on Court website:
<https://www.alameda.courts.ca.gov/general-information/contract-opportunities>
- Awarded bidder will be notified via email
- Court representative will contact vendor representative to begin contract negotiation and execution.

Questions

