

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA, COUNTY OF
ALAMEDA***

REGARDING:

Rubber Stamp and Engraving Services
SC 1801.2025.1.CF

PROPOSALS DUE:

March 11, 2025 NO LATER THAN 2:00 P.M. PACIFIC TIME

KEY INFORMATION SUMMARY SHEET

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| Request for Proposal | Non-IT – Superior Court of California, County of Alameda – Rubber Stamp and Engraving Services |
| RFP Number: | SC 1801.2025.1.CF |
| RFP Issue Date: | February 11, 2025 |
| RFP Issuing Office: | Finance & Facilities Division |
| Procurement Contact: | Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez RFP SC 1801.2025.1.CF 1225 Fallon Street, Room 210 Oakland, CA 94612 |
| e-mail: | bidquestions@alameda.courts.ca.gov |
| Proposals are to be sent to: | bidquestions@alameda.courts.ca.gov |
| Timeline for this RFP | |
| Deadline for Questions: | February 18, 2025 |
| Questions and Answers Posted (estimate only): | February 25, 2025 |
| Proposal Due (Closing) Date and Time: | March 11, 2025 no later than 2:00 PM Pacific Time |
| Evaluation of Proposals (estimate only): | March 12 – April 2, 2025 |
| Notice of Intent to Award (estimate only): | April 3, 2025 |
| Negotiations and Execution of Contract (estimate only): | April 4 – May 31, 2025 |
| Contract Duration: | August 1, 2025 through July 31, 2026 with four one-year options to extend through July 31, 2030 |
| RFP Attachments | |
| Attachment 1: Administrative Rules Governing RFPs (Non-IT Services) | These rules govern this solicitation. |
| Attachment 2: Terms and Conditions | On this form, if exceptions are identified, Prospective Bidders must submit (i) a redlined version of Attachment 2 – Agreement Terms and Conditions and Supplemental Terms and Conditions that clearly track proposed changes to this attachment, (ii) written documentation to substantiate each such proposed change and (iii) |

| | |
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| | <p>written explanation to indicate how each proposed change will benefit the Court. If selected, the person or entity submitting a proposal (the “Prospective Bidder”) must sign Acceptance of Terms and Conditions form (Attachment 3): this Court Standard Form agreement (the “Terms and Conditions”).</p> |
| <p>Attachment 3: Prospective Bidder’s Acceptance of Terms and Conditions</p> | <p>On this form, the Prospective Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. If selected, the person or entity submitting a proposal must sign the form.</p> <p>If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Standard Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.</p> <p>Note: A material exception may render a proposal non-responsive.</p> |
| <p>Attachment 4: General Certifications Form</p> | <p>The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.</p> |
| <p>Attachment 5: Payee Data Record Form</p> | <p>This form contains information the Court requires in order to process payments and must be submitted with the proposal.</p> |
| <p>Attachment 6: Unruh and FEHA Certification</p> | <p>The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.</p> <p><i>Only for solicitations of \$100,000 or more</i></p> |
| <p>Attachment 7: Bidder Declaration</p> | <p>The Prospective Bidder must complete this form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.</p> |
| <p>Attachment 8: DVBE Declaration</p> | <p>Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Prospective Bidder is itself a DVBE, it must also complete and sign the DVBE Declaration.</p> |
| <p>Attachment 9: Darfur Contracting Act Certification</p> | <p>The Prospective Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.</p> |
| <p>Attachment 10: Question and Answer Form</p> | <p>Prospective Bidder must use the attached form to submit any questions.</p> |
| <p>Attachment 11: Contact Sheet</p> | <p>Prospective Bidder must complete the contact information and submit with proposal.</p> |

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| Attachment 12: Reference Check Form | Prospective Bidder must complete the Reference Check Form information and submit with proposal. |
| Attachment 13: Technical Proposal Template | Prospective Bidder must their proposal using the Technical Proposal Template. |
| Attachment 14: Cost Proposal Template | Prospective Bidder must propose the cost using the Cost Proposal Template. |
| Attachment 15: Check List | RFP Checklist. |
| Attachment A: Sample Print Jobs | Sample Print Jobs |

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1.0 BACKGROUND INFORMATION

- 1.1 The Superior Court of California, County of Alameda (Court) is requesting proposals from qualified Prospective Bidders to provide custom rubber stamps and engraving services to the Court’s nine locations. Interested and qualified Prospective Bidders who can demonstrate their ability to successfully provide the services described in this Request for Proposal (RFP) are invited to submit a proposal.
- 1.2 The Court’s expenditure for rubber stamps and engraving in Fiscal Year 2022-2023 was approximately \$12,800, and approximately \$5,600 in Fiscal Year 2023-2024. The stamp and engraving services included electronic stamps, ergonomically held stamps, date stamps, signature stamps, endorsed/files stamps, certification stamps, custom self-inking stamps, engraved name plates for desk and doors, repairing stamp handles and re-banding. Samples of selected stamps are shown in Attachment A, Sample Print Jobs, and do not reflect any future orders.
- 1.3 The Court estimates the orders processed in Fiscal Years 2022-2023 and 2023-2024 are below:

| Description | Est. Quantity Ordered FY 2022-2023 | Est. Quantity Ordered FY 2023-2024 |
|-----------------------------------|---|---|
| Re-Banding | 139 | 116 |
| Re-Banding & Dies | 25 | 10 |
| Re-Banding & Ergo Handles | 1 | 1 |
| Signature Stamp | 37 | 7 |
| Name Stamp, 1 Line | 41 | 7 |
| Ergo Dater Stamp | 2 | 18 |
| Non-Ergo Dater Stamp | 30 | 12 |
| Self-Inking Custom Stamp, 4 Lines | 8 | 2 |
| Case Stamps | 20 | 0 |
| Colored Ink Pads | 30 | 26 |
| Seal Stamps | 5 | 6 |
| Embossers | 1 | 0 |

| | | |
|---|---|---|
| 2 x 12 Gold/Black Name Plate (Engraved) | 4 | 1 |
| 2 x 12 Gold/Black Name Plate with Gold Desk Holder (Engraved) | 9 | 6 |
| 2 x 10 White/Black/Silver Wall Holder | 1 | 0 |

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Court seeks the services of a person or entity with expertise in rubber stamp and custom stamps, and engraving services that meet the following specifications

2.1 Delivery Locations

The Contractor can provide stamps and engraving services and delivery of the completed jobs to the following Court locations:

| Court Location | Address |
|---|--|
| Alameda County Administration Building (Admin Building) | 1221 Oak Street, 3 rd & 4 th Floors Oakland, CA 94612 |
| Berkeley Courthouse (BCH) | 2120 Martin Luther King Jr. Way Berkeley, CA 94704 |
| East County Hall of Justice (ECHOJ) | 5151 Gleason Drive Dublin, CA 94568 |
| Fremont Hall of Justice (FHJ) | 39439 Paseo Padre Parkway Fremont, CA 94538 |
| George E. McDonald Hall of Justice (GEM) | 2233 Shoreline Drive Alameda, CA 94501 |
| Hayward Hall of Justice (HHJ) | 24405 Amador Street Hayward, CA 94544 |
| Juvenile Justice Center (JJC) | 2500 Fairmont Drive, Suite C3013 San Leandro, CA 94578 |
| Rene C. Davidson Courthouse (RCD) | 1225 Fallon Street Oakland, CA 94612 |

| | |
|---------------------------------|--|
| Wiley W. Manuel Courthouse (WWM | 661 Washington Street Oakland, CA 94607 |
|---------------------------------|--|

2.2 Job Quotation

The Court will request a quote prior to ordering a specific job. The Contractor must provide quotes that include the contracted pricing, tax, and any shipping fees, if applicable, along with the estimated date of completion and estimated date of delivery.

2.3 Quantities

Contractor can supply stamps and engraving services on an “as needed” basis as ordered by the Court. The Court will not be obligated to any minimum or maximum quantities.

2.4 Stamp and Engraving Jobs

Contractor can accommodate the Court providing signature samples or 3-to-4 line message samples to banded or engraved. Samples would be provided to the Contractor via email. Stamp jobs may be in black and white or colored ink when specified.

Contractor can provide proof sample of the requested job when requested by the Court.

2.5 Re-banding and Repair Jobs

While preferred, but not required, Contractor can accommodate jobs that include the following but are not limited to:

- Repairing damaged handles
- Remove old names and replace with new names
- Update years on dated wheel stamps
- Repair mechanical damages

2.6 Job Request Workflow

Contractors with an electronic job request and approval system is preferred. Court staff will be responsible for submitting job requests to the Court’s Procurement Unit. Upon approval by Procurement, a Purchase Order will be issued. Court staff have access to submit a job request order electronically via the Contractor’s site and follow an approval workflow.

2.7 Output

Contractor shall label all packages, boxes, and cartons as the contents. Output delivery will be specified at the time of order.

2.8 Errors

Errors in printing, where the Contractor is at fault, will be returned and replaced at the Contractor's cost.

2.9 Delivery Timeline

Contractor shall be able to deliver custom jobs in no more than 10 business days from the date of request and non-custom jobs in no more than 5 business days from the date of request. Contractor must take into consideration the Court's business days and hours of Monday through Friday from 8:00 AM to 5:00 PM excluding holidays.

2.10 Customer Service

Contractor's customer service process shall ensure that all customer service issues are addressed in a consistent manner, including problem escalation and resolution. The customer service process includes but is not limited to:

- Customer service organization structure
- Contract process (phone, email, etc.)
- Follow up process
- Process to handle back order or out-of-stock stamps or pads
- Escalation process to resolve outstanding customer service issues

2.11 Pricing

Contractor shall be able to price each job to include pick up, delivery, artwork, negatives, raw materials, production costs, freight, and other relevant charges.

2.12 Invoicing

Contractor must be able to submit individual invoices for each stamp and engraving job with the approved purchase order number identified.

2.13 Cost

The cost for jobs will include all materials including the provision of proofs, corrections, follow up proofs, and any other setup.

2.14 Recycling

Contractor with the ability to accept used stamps for recycling/disposal is preferred.

2.15 Copyright

All copyright material remains with the Court.

2.16 Confidentiality

All information that has been transmitted to the Contractor, under any contractor resulting from this solicitation, but the Court of any person or entity on the Court's behalf, shall be kept confidential by the Contractor.

3.0 PAYMENT INFORMATION

3.1 The Court will process invoices within forty-five (45) days of receipt and approval by the Court's Project manager. All invoices must reference the Contractor's purchase order number which will be provided by the Court.

3.2 Invoices must be submitted to the Court's Accounts Payable department at accountspayable@alameda.courts.ca.gov, with a copy to the Project Manager's email.

3.3 The Court will not pay or reimburse the Contractor, or their employees, for travel, or any other related expenses that are required as part of the Scope of Work.

3.4 Any requests made outside of the contract scope of work will be considered a separate purchase order outside of the contract purchase order and will be processed on a separate purchase order.

3.5 Contractor must provide written notice to the Court of the specific excess charge and obtain the Court's consent prior to performing any additional service that would incur an excess charge.

3.6 Each invoice should contain the latest contact phone number to correct or update billing information.

3.7 Payment terms will be specified in the contract document that will be executed as a result of an award made under this RFP. However, prospective Contractors are hereby advised that the Court payments are made by the State of California, and the State does not make any advance payment for services. Payment will be made based upon completion of tasks as provided for in the agreement between the Court and the selected Service Provider.

4.0 SUBMISSION OF PROPOSALS

- 4.1 The Court may conduct interviews with Prospective Bidders 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 via Zoom or by phone. The Court will notify eligible Prospective Bidders regarding interview arrangements.
- 4.2 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.
- 4.3 The Prospective Bidder must submit its proposal in two separate emails, the Technical Proposal and the cost portion by the date and time listed on the coversheet of this RFP.
 - a. The proposals must be emailed to bidquestions@alameda.courts.ca.gov. The subject line of the email must include the RFP title and number.
 - b. The proposal must be signed by an authorized representative of the Prospective Bidder.
- 4.4 Late proposals will not be accepted.

5.0 QUESTIONS

- 5.1 Interested parties may submit a request for clarifications, modifications, or questions to the Court using the Question and Answer Form, provided in Attachment 10. Requests shall be submitted via email to bidquestions@alameda.courts.ca.gov no later than the date specified in the RFP timeline. Please indicate the RFP number and title in the subject line of the email. Contact with the Court shall be made only through the email address.
- 5.2 The Court will not accept telephone calls related to the RFP. All communications must be made with the Question and Answer Form.

6.0 PROPOSAL CONTENTS

6.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. Response to questions in Attachment 13 Technical Proposal
- b. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Prospective Bidder must check the appropriate box and sign the form. If the Prospective Bidder marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
 - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.**
- c. Certifications, Attachments, and other requirements.
 - i. The Prospective Bidder must complete the General Certifications Form (Attachment 4) and submit the completed form with its proposal.
 - ii. The Prospective Bidder must complete the Darfur Contracting Act Certification (Attachment 9) and submit the completed certification with its proposal.
 - iii. 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.

- iv. Copies of the Prospective Bidder's (and any subcontractors') current business licenses.
- v. The Court reserves the right to request Prospective Bidders' proof of financial stability. The Court may request this information at any time during the solicitation process.
- vi. The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 6) and submit the completed certification with its bid.
- vii. The Prospective Bidder must complete the Payee Data Record (Attachment 5) and submit the completed form with its bid.
- viii. The Prospective Bidder must complete the Contact Sheet (Attachment 11) and submit the completed form with its bid.
- ix. The Prospective Bidder must complete the Reference Check Form (Attachment 12) and submit the completed form with its bid.

6.2 Cost Proposal. The following information must be included in the cost proposal.

- a. Completed Attachment 14 Cost Proposal.

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.

7.0 OFFER PERIOD

A Prospective Bidder'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 Court reserves the right to negotiate extensions to this period.

8.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

- 8.1 Evaluation Committee. The Court will conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. All proposals received from Contractors will be reviewed and evaluated by a committee of qualified personnel ("Evaluation Committee"). The name, units, or experience of the individual members will not be made available to any Contractor.

8.2 Requests for Additional Information. The Court reserves the right to seek clarification or additional information from any Contractor throughout the solicitation process. The Court may require a Contractor’s representative to answer questions throughout the evaluation process with regard to the Contractor’s proposal. Failure of a Contractor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

8.3 Evaluation Criteria. The Court 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 Court will post an intent to award notice at <https://www.alameda.courts.ca.gov/general-information/contract-opportunities>

| CRITERION | MAXIMUM NUMBER OF POINTS |
|------------------------------------|--------------------------|
| Cost | 40 |
| Technical Proposal | 55 |
| Acceptance of Terms and Conditions | 5 |
| DVBE Incentive | 5 |

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.

9.0 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 Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Prospective Bidder 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 Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Prospective Bidder 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. **Prospective Bidders are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for an application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Prospective Bidder will receive a DVBE incentive if, in the Court's sole determination, Prospective Bidder has met all applicable requirements. If Prospective Bidder receives the DVBE incentive, a number of points will be added to the score assigned to Prospective Bidder's proposal. The number of points that will be added is specified in Section 8.3 above.

To receive the DVBE incentive, at least 3% of the contract 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, Prospective Bidder may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Prospective bidder wishes to seek the DVBE incentive:

1. Prospective Bidder must complete and submit with its proposal the Bidder Declaration (**Attachment 7**). Prospective Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Prospective Bidder must submit with its proposal a DVBE Declaration (**Attachment 8**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Prospective Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Prospective Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required if Prospective Bidder will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Prospective Bidder 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 Prospective Bidder not receiving the DVBE incentive.

If Prospective Bidder receives the DVBE incentive: (i) Prospective Bidder will be Required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Prospective Bidder 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.

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 MVC 999.9.

11.0 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 Prospective Bidder 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 Court to receive a solicitation specifications protest is the proposal due date. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Protests will not be accepted.

Superior Court of California, County of Alameda
Finance and Facilities Division
Attention: Protest Hearing Officer
RFP SC 1801.2025.1.CF
1225 Fallon Street, Room 210
Oakland, CA 94612

The deadline to submit an Award Protest is five (5) business days after the Court posts the Intent to Award. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Award Protests will not be accepted.

Superior Court of California, County of Alameda
Finance and Facilities Division
Attention: Protest Hearing Officer
RFP SC 1801.2025.1.CF
1225 Fallon Street, Room 210
Oakland, CA 94612