

Solicitation SP-2018-0038

Janitorial Services for Nevada Superior Court

Bid Designation: Public



Superior Court of California Shared Procurement

Bid SP-2018-0038

Janitorial Services for Nevada Superior Court

Bid Number SP-2018-0038
Bid Title Janitorial Services for Nevada Superior Court

Bid Start Date Aug 24, 2018 8:00:22 AM PDT
Bid End Date Sep 17, 2018 10:00:00 AM PDT
Question & Answer End Date Sep 11, 2018 10:00:00 AM PDT

Bid Contact Alex Cangemi
ACangemi@lacourt.org

Contract Duration 3 years

Contract Renewal 2 annual renewals

Prices Good for 180 days

Pre-Bid Conference Sep 4, 2018 10:00:00 AM PDT

Attendance is optional

Location: MAIN ENTRANCE FOYER â 1ST FLOOR

Nevada City Courthouse

201 Church Street

Nevada City, CA 95959

Attendance is Optional. The conference may not be attended by telephone.

The optional facility walk through will be conducted by court staff on Tuesday, September 4, 2018 at 10:00 A.M. PDT.

It is your responsibility to obtain directions if you are unclear as to the location. You will be asked to sign in at all locations and the walk through will begin promptly at the time designated.

It is not permissible for contractors to independently contact the facilities. It is also not permissible for contractors to independently contact the court staff when on site for access to non-public areas, or for questions regarding this bid outside of scheduled walk-through times. Violation of this policy will result in bid rejection.

The scheduled walk through is voluntary yet highly recommended and will not be re-scheduled. Should vendors be unable to attend, they are reminded that the courts are open to the public, and public areas can be accessed during normal business hours.

Should vendors visit the public areas of the court facilities on their own time, they are reminded to do so as a visiting member of the general public. As a visitor, it is not

permissible for vendors to independently contact the court staff when on site for access to non-public areas, or for questions regarding this bid outside of the scheduled walk-through times. Violation of this policy will result in bid rejection.

Please bring your bid packet to the walk through as extras will not be available.

The Court requests that Proposers planning to attend the Conference register where indicated on BidSync on or before (08/30/2018 5:00 p.m. PDT).

Bid Comments **The Superior Court of California, County of Nevada ("Court") is requesting proposals from qualified Proposers to provide janitorial services for the Nevada County Courthouse. 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. Proposals must be submitted electronically on BidSync in accordance with the requirements set forth in the RFP. The Court intends to award a single Contract to the Proposer who meets or surpasses the Court's minimum**

qualifications and who has submitted the highest scored proposal. Submission of a partial bid will not be accepted and may result in the proposal being deemed non-responsive.

The selected contractor will be subject to the requirements of the Property Service Workers Protection Act (Labor Code §§ 1420-1434). For more information, visit: https://www.dir.ca.gov/DLSE/Janitorial_Registration_FAQs.html . Bidders are encouraged to register with the Labor Commissioner's Office as soon as possible.

Item Response Form

Item SP-2018-0038--01-01 - Janitorial Services: Technical Proposal

Quantity 1 each

Prices are not requested for this item.

Delivery Location **Superior Court of California Shared Procurement**

Superior Court of California, County of Nevada

201 Church Street

Nevada City CA 95959

Qty 1

Description

Attach here the Technical Proposal for the services set forth in the Statement of Work.

Item SP-2018-0038--01-02 - Janitorial Services: Cost Proposal

Quantity 1 each

Prices are not requested for this item.

Delivery Location **Superior Court of California Shared Procurement**

Superior Court of California, County of Nevada

201 Church Street

Nevada City CA 95959

Qty 1

Description

Attach here the Technical Proposal for the services set forth in the Statement of Work.



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF NEVADA**

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

RFP NUMBER SP-2018-0038

JANITORIAL SERVICES

A. BACKGROUND / PURPOSE

The Superior Court of California, County of Nevada (“Court”) is requesting proposals from well-qualified Proposers to provide janitorial 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 (“BidSync”) 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 janitorial services meeting the requirements set forth in this 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 BidSync or on the Court’s website.

EVENT	DATE
RFP Issued	8/24/18
Pre-Bid Conference	See BidSync for exact date(s)
Deadline for Submission of Questions	See BidSync for exact date
Proposal Due Date (Late proposals will not be accepted by the Court)	See BidSync for exact date
Proposal Evaluations Process	Month of September, 2018 (estimated)
Notice of Intent to Award	Month of September, 2018 (estimated)
Project Target Start Date	Month of September, 2018 (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 BidSync.

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 review carefully the *Model Agreement*. 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.

5. **Required Forms**

All forms posted on BidSync must be completed and submitted electronically on BidSync. 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 BidSync 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 BidSync.
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 19.1 Insurance Requirements – General Coverage; or
 - Standard Business Terms and Conditions 1.0*, Section 19.2 Insurance Requirements – Specific Coverages
 - Workers Compensation/Employer's Liability
 - Comprehensive General Liability
 - Business Automobile Liability
 - Professional Liability
 - Sexual Misconduct
 - 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. **Registered with the Department of Industrial Relations (DIR)** for Janitorial Services.
6. **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. **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. The Work Plan must include the following information:
 - a. **Staffing.** Provide the number of staff and amount of time needed to clean this facility by each of the following categories: 1) Daily (# staff, # hours), 2) Weekly (incremental increases in staff and/or hours in addition to Daily duties, 3) Quarterly (incremental increases in staff and/or hours in addition to Daily or Weekly duties, 4) Semi-Annual (incremental increases in staff and/or hours in addition to Daily, Weekly, and Quarterly duties).
 - b. **Travel.** Provide a narrative response about how Contractor crew will travel to Courthouse each day. Include estimated arrive time and travel time from previous locations. Include a narrative response about how the Contractor crew will handle any unscheduled travel delays such as vehicle breakdowns and/or inclement weather.
 - c. **Absences.** Provide a narrative response about how the Contractor will handle unscheduled absences by assigned cleaning crew.
 - d. **Monitoring/Auditing Work.** Provide a method (check list or other) by which on-site staff will document the time and date of the tasks and locations they serviced.
2. **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.
3. **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).
4. **Required Forms.** Proposer shall complete and submit all Required Forms posted on BidSync where indicated on BidSync.

G. COST PROPOSAL

1. Proposer must complete the Cost Proposal form and upload the form where indicated on BidSync.

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 Proposer who provides the most value effective solution to the Court’s requirements.
2. If a contract will be awarded, an Intent to Award Notification will be posted on the Court’s website at

<http://nccourt.net/>

EVALUATION CRITERIA	PERCENT WEIGHTED
Experience on Similar Assignments	15%
Quality of Work Plan Submitted	35%
Cost	50%

I. ADDITIONAL PROVISIONS

1. **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 highest scoring proposal.
2. **Janitorial Services.** The selected contractor will be subject to the requirements of the Property Service Workers Protection Act (Labor Code §§ 1420-1434). For more information, visit: https://www.dir.ca.gov/DLSE/Janitorial_Registration_FAQs.html.

ATTACHMENT A – STATEMENT OF WORK (SOW)

A. DETAILED DESCRIPTION OF GOODS AND/OR SERVICES NEEDED:

1. General Requirements

- a. Contractor shall provide janitorial service, as specified in this Statement of Work, Attachment A.
- b. Contractor shall be aware of Court Holidays. The court does not require routine janitorial service on those days, however the Contractor may, at their discretion, choose to perform special or out-of-cycle duties on those holidays (e.g.: carpet cleaning, window washing, floor waxing, etc.).

2. Square Footages

The square footage for the areas to be cleaned in the Nevada City Courthouse is approximately 40,067 square feet. 60% of which is staff offices, courtrooms, jury rooms and staff kitchens and bathrooms. The remaining 40% is public space such as restrooms, hallways, staircases and lobby. The facility is a combination of two buildings: a 3 story Historic Courthouse and a more contemporary 2 story Annex which is directly over a parking garage and basement. Occupancy of the Nevada City Courthouse is around 80 full time occupants with approximately 300-500 members of the public visiting daily.

The square footage for the areas to be cleaned on Annex side of the Courthouse is 18,335 and 21,732 on the Historic side. There average approximate percent of public being service on each floor of the courthouse is as follows: first floor 65%; second floor 30%, third floor 5%. The Court facility has a total of 8 public restrooms, 3 on the first floor, 4 on the second floor and 1 on the third floor.

3. Cleaning Materials/Supplies

- a. Only cleaning materials meeting industrial standards will be acceptable in the performance of this work. The court reserves the right to specify the type and quality of all cleaning materials used in the work. In the event a substitution is necessary for a required material, written notice will be provided to the Contractor and a material of equal value will be substituted at no additional cost to Court.

- b. Under no circumstances will cleaning tools and cleaning materials be left unattended during normal business hours.
- c. The Contractor shall handle chemicals provided at each site so as to minimize the possibility of exposure of facility occupants to acid based or caustic based cleaning materials.
- d. All chemicals used for these services shall be submitted and pre-approved by designated court personnel.
- e. The Contractor will be required to furnish all cleaning materials and supplies as required to complete janitorial service to all locations which includes but is not limited to cleansing powder, disinfectants, deodorant tablets for urinals, ammonia-based glass and surface cleaner, dust cloths, grease cleaner, carpet shampoo, floor stripper and finish.
- f. All unused products and empty containers shall be properly disposed of by the Contractor as required by federal, state and local laws and regulations. The Contractor shall provide the Court with documentation of proper disposal of all products and containers used in the performance of services if required by law.
- g. Material Safety Data Sheet: It is required by law that all hazardous cleaning materials be accompanied with a "material safety data sheet" (MSDS) at time of delivery. Contractor shall post current MSDS sheets in appropriate areas and shall provide copies to the Court for its required postings.
- h. Labor: Hours of work for this contract shall be in accordance with, and subject to, the provisions of the State of California labor code.
- i. All cleaning materials and supplies shall be Environmentally Friendly.

4. Cleaning Equipment

- a. The equipment used by the Contractor and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained, and which will insure compliance with the intent of this contract.

- b. In cases where particular types of equipment have been banned, or in cases where the designated court personnel has condemned for use any piece of equipment, the Contractor shall remove such equipment from the site of work. Failure to do so within a reasonable time may affect a breach of contract.
- c. All vacuums used must be equipped with HEPA Filtration.

5. Cleaning Methods

- a. Cleaning/disinfecting toilets and urinals shall always include the exterior portion of the fixture with an emphasis on the toilet seat and the top, front and sides of the toilet bowl down to the ground.
- b. Water/disinfectant solution used for mopping floors shall be changed when —dirty, such that the definition of a damp-mopped floor in the preceding section cannot be met.
- c. Separate dust mops and mops shall be used for bathrooms. Such implements shall be clearly identified as to its use. Any implement used in the bathroom shall not be used on a non-bathroom floor until or unless laundered or similarly cleaned.
- d. Once used in a bathroom, a water/disinfectant damp-mopping solution shall never be used for a non-bathroom floor.
- e. No janitorial services shall be carried out on electronic or powered office machines including telephones, personal computers, monitors, keyboards, mice, printers, switches, scanners, copiers, fax machines, calculators, projectors, televisions, DVD/CD players, or similar devices.

6. Storage of Equipment and Supplies

- a. The Contractor shall utilize designated janitorial closets for the storage of the Contractor's equipment and cleaning materials.

- b. Equipment and cleaning materials shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
- c. All cleaning materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor, or in court designated storage areas.
- d. All products stored in secondary containers shall be properly labeled as to the contents in accordance with applicable regulations, laws and ordinances.
- e. All chemical and/or cleaning products shall be stored and marked in accordance with applicable regulations, laws and ordinances.

7. Consumable Supplies / Inventory

- a. **All paper goods (toilet paper, paper towels, seat covers), liquid antibacterial hand soaps, sanitary napkins/tampons required in refilling dispensers, including trash receptacle liners will be furnished by the Court.**
- b. The Contractor shall, acting on the Court's behalf, create and verify weekly orders through Sac-Val Janitorial Sales. Contractor will store all consumable supplies in the janitorial closets and maintain a reasonable stock (or "par") of such products on-hand at the Courthouse for the term of the contract.

8. Security

- a. All employees shall be identified while on the premises with visible identification at the Contractors expense.
- b. Contractor shall be responsible for use of all keys and/or security cards issued to him/her. The Contractor shall not put identification on any keys. Contractor shall not duplicate any keys for premises under any circumstances. Any lost keys or need for additional keys shall be promptly reported to the court in writing. The contractor will need to identify which keys were lost, who lost the keys, where they were lost, and the date and time of loss. The contractor will be assessed a fee not to exceed \$25.00 for each key not

returned or lost and will be further assessed the costs for parts and locksmith services to remove the lost key from the keying system.

- c. Unauthorized duplication of keys for Court Facilities is a misdemeanor under Chapter 3, Section 469 of the California Standard Penal Code.
- d. Security of Court properties shall be maintained. Doors, gates, and windows shall be closed and locked when not in immediate use. Upon completion of the work in any single building, contractor's employees shall check all doors and windows to make sure that they are closed and locked. Certain areas are protected by security alarms and procedures for entering and leaving these areas shall be as directed by Court.
- e. Under no circumstances shall Contractor's employees admit anyone to areas controlled by a key in their possession other than authorized co-workers.

9. Customer Service

- a. The vendor's customer service process shall ensure 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 organizational structure
 - Contact process (phone, email, fax, etc.)
 - Follow up process
 - Internal procedures to track customer service contact and resolution
 - Escalation process to resolve outstanding customer service issues

B. SPECIAL PROVISIONS RELATING TO PROPOSER'S PERSONNEL:

Contractor shall furnish all necessary labor, supervision and travel to perform the services described in this Statement of Work.

- a. Contractor shall provide sufficient labor and supervision at all times to carry out the work satisfactorily, and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the Court determines that a

- person is incompetent or unsuitable, the Contractor shall immediately remove such person from performing any further service and make sure that all keys, badges and any other items that belong to the Court are returned to the Court within 24 hours.
- b. Contractor shall keep a record of each of its employees working on this Agreement, as follows:
- Name, address and telephone number
 - Date of birth
 - Social Security number
 - California Driver's License Number
 - Court Work Location
 - Work Classification and Rate of Pay
 - Bi-weekly hours worked
 - Emergency Contact Information
 - Date of Birth
- c. The contractor shall perform background checks for the employees being assigned to work at the Court. Contractor must not assign individuals who have a felony conviction or have been incarcerated or on probation within the past two years to work at the Court. Background checks will be paid for by the Contractor.
- d. Contractor shall provide relief personnel as necessary to ensure that each assignment is performed per specifications and deliverables, regardless of employee absenteeism.
- e. The lead person and all staff on any janitorial crew shall be able to read, write, speak and understand the English language to the extent required for communication in person, via telephone, and in writing with designated Facilities and Court representatives in connection with the janitorial duties to be performed. Further, the communication ability shall extend to being able to call the appropriate law enforcement agencies and or an alarm company in the event of a break-in or inadvertent activation of fire or panic alarm system. The English speaking person shall be over the age of eighteen (18) years.
- f. Contractor will be required to learn the proper operation of the security alarm systems used in the Facilities, if necessary, and ensure that the building is properly secured and locked when they are the last ones to leave the building

after hours. In addition, the Contractor shall ensure that all employees are properly trained on safety and emergency procedures (such as fire building evacuations, etc.) for the facilities in which they work.

- g. Contractor shall notify Court of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents.
- h. No unauthorized visitors or workers will be allowed into the Court premises. The Court must approve all individuals visiting or working at their Facilities.
- i. Contractor employees are prohibited from using, tampering with or removing from Court premises Court equipment, including, but not limited to, computers, networks, photo copiers, fax machines, telephones, printers, consumable supplies and office supplies. The removal of Court equipment or consumable supplies is prohibited and the Court will seek prosecution of any individual(s) who may do so. The Court will also seek financial restitution for the use and or removal of equipment and or supplies from the Court.
- j. Contractor employees are prohibited from reading, disturbing or making copies of any case files or other proprietary documents or information on desks or other work areas. Contractor employees are also prohibited from opening any drawers, file folders or file cabinets
- k. If the Court finds any Contractor's employee to not be satisfactorily performing the services as described in this Statement of Work, the Court shall reserve the right to direct the Contractor to replace this employee immediately. This provision in no way requires the Contractor to terminate the employment of any employee replaced pursuant to this paragraph. Nor, by the terms of this section, does the Court endorse or approve (expressed or implied) any termination by Contractor of any employee replaced pursuant to this paragraph.
- l. The Contractor is responsible for maintaining satisfactory standards for employees in regards to conduct appearance and integrity (i.e. use of foul language, use of Court staff's personal items, cooking, phone and TV usage). The

Contractor's employees shall present a neat and clean appearance at all times while performing work at the Facilities.

- m. Contractor shall ensure that staff working after business hours keeps voices, radios, and compact disc and tape players at a low decibel level.
- n. The Contractor shall conduct its Work in a manner that will cause a minimum of inconvenience to the Court staff and the general public. The Facilities' business must be maintained without interruption during the progress of the Work, and no unnecessary interference will be permitted.
- o. Contractor employees are prohibited from using the bathroom facilities in the judge's chambers for any personal needs.

It is impossible to indicate every specific item that requires custodial service, but the following tasks and frequencies indicate most of them. This information is intended to inform the custodial contractor that nothing less than full service custodial will be accepted.

This schedule provides a minimum frequency of cleaning tasks required and applies to all areas (lobbies, corridors, elevators, restrooms, offices, etc.) as applicable. However, your Proposal may indicate an increase in frequency of a specific cleaning procedure and/or change in cleaning method to ensure a high standard of cleanliness.

Contractor must provide all cleaning supplies, equipment and taxes to perform the job.

Court will provide all consumable supplies such as tissue, towels, liquid soaps, trash can liners, etc.. Contractor will fill-out order form, verify deliveries and move supplies to janitorial closets.

Trash and waste must be taken to the dumpster in rear of building for disposal each work night.

DAILY DUTIES, MONDAY – FRIDAY

RESTROOMS (Including all public and employee restrooms where applicable)

1. Empty all waste receptacles including tampon disposals. Maintain all waste receptacles in a clean and odor-free condition.

2. Damp wipe and disinfect waste containers as needed.
3. Replace all waste can liners
4. Clean, sanitize, and polish all porcelain fixtures including, toilets, urinals, sinks, with a germicidal detergent. Remove stains, scale, deposits, and build-up inside and outside as needed.
5. Clean and sanitize toilet seats.
6. All fixtures, faucets, dividers and partitions shall be cleaned, sanitized and polished as needed.
7. Replenish all restroom supplies: (See Fill-Level Standards)
 - Toilet Paper
 - Sanitary Napkins
 - Paper Towels
 - Hand Soap/Sanitizer
 - Air Freshener
 - Seat covers
8. Clean and disinfect exterior surfaces of dispensers.
9. Clean and polish all mirrors, stainless steel receptacles, plated or enamel surfaces.
10. Wet/damp mop all restroom floors using hot water and a germicidal solution. Rinse all floors with clear water. Clean all baseboards.

PUBLIC AREAS (HALLWAYS, COURTROOMS, PUBLIC COUNTERS, LAW LIBRARY)

1. Empty waste receptacles including wastebaskets and trashcans. Waste receptacles are to be maintained in a clean and odor-free condition. Clean plastic liners required.
2. Vacuum all carpeted floors completely
3. Dust furniture, (furniture includes desk, windows, reception area partitions, etc.), counters, cabinets as needed.
4. Spot clean interior door glass and interior glass doors as needed.
5. Clean and sanitize public counters, doorknobs/door handles
6. Sanitize, wash and polish all drinking fountains, sinks, basins, fixtures, etc., and related countertops.
7. Move and replace furniture as required to perform the work. The Contractor shall exercise necessary safety practices to prevent injury and or damage to Court property.

8. Blue recycling bins are placed throughout the building and maintained separately. The contents of these receptacles shall not be commingled, nor shall contractor's staff remove contents for personal needs. The Court may require Contractor to maintain the recycling contents/materials in the future.

ENTRANCE AREA

1. Floors to be swept or vacuumed daily and trash emptied. (If applicable).
2. Clean all entrance mats. Shake out exterior floor mats at all entrances as needed.
3. Clean stairs nightly (mop hard floor, sanitize handrail).

CARPET-ALL AREAS THAT APPLY

1. Vacuum all carpeted floors completely as needed or twice weekly minimum.
2. Spot clean all carpeted floors as needed.

TILE/LINOLEUM – ALL AREAS THAT APPLY

1. Sweep or dust-mop to remove loose dirt and other material.
2. Wet mop non-routine issues/accidents as needed (spilled drinks, soda, food, etc..)
3. Floors shall be maintained in such a manner as to promote clean and safe appearance.

FINISHING TOUCHES

1. Restore all furniture, wastepaper baskets, etc., to original position.
2. Report all maintenance related problems to designated court personnel.
3. Leave custodial closet clean and orderly.

WEEKLY – ALL PUBLIC AND STAFF AREAS

1. Clean all metal trim (push plates, kick plates, etc.).
2. Thoroughly clean accessible interior and exterior door glass.

3. Spot clean finger marks, smudges, dirt buildup and/or accumulation around light switches, doors, doorframes, counters, etc.
4. Inspect and clean display case glass as needed.
5. Wet mop all hard tile (ceramic, quarry, resilient tiles, etc.) weekly or sooner as needed. This includes all interior stairwells
6. Clean and sanitize all handrails in staircases and stairwells

STAFF AREAS (OFFICES, MEETING ROOMS AND KITCHENS)

1. Empty waste receptacles including wastebaskets under desks. Waste receptacles are to be maintained in a clean and odor-free condition. Clean plastic liners required.
2. Dust furniture, (desks, windows, sills, bookcases, cabinets, etc.), counters and cabinets.
3. Inspect and clean interior door glass and interior glass doors as needed.
4. Vacuum all carpeted floors completely; this includes under desks and counters.
5. Clean all staff kitchens (mop floors, sanitize sinks and counters, polish fixtures, empty trash). Waste receptacles are to be clean and odor-free. Clean plastic liners required.

QUARTERLY (IN ADDITION TO DAILY AND WEEKLY DUTIES)

ALL PUBLIC AND STAFF AREAS

1. Dust window blinds (if applicable), and damp wipe metal framework of doors, and windows as needed.
2. Remove dust and cobwebs from ceilings, blinds, window sills, ledges, furniture, fixtures, frames, cubical tops and sides, and work surfaces.
3. Spot clean any wall surfaces as necessary.

SEMI-ANNUALLY (IN ADDITION TO DAILY, WEEKLY AND QUARTERLY DUTIES)

ALL PUBLIC AND STAFF AREAS

1. Clean all interior windows including window glass and window frames.

ON-GOING RESPONSIBILITIES

1. Order and maintain a par of consumables products (toilet paper, toilet seat covers, paper towels, hand soap, hand sanitizer, air freshener cartridges, various trash can liners)
2. Notify building contact of any irregularities (i.e. defective plumbing, unsafe or broken fixtures, unlocked doors, needs for additional products or supplies)
3. Report problems with pests/insects
4. Turn off all lights except those to be left on, close windows and lock all doors.

CLEANING STANDARDS

The following cleaning standards must be adhered to throughout the performance of the contract.

1. ENTRANCES AND HALLWAYS

Mats and Carpet – Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

Glass and Metal Surfaces – Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.

Corners/Thresholds – Shall be free of dust, dried-soil, crud, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue.

Floors – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Walls and Fixtures – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film streaks and cleaner residue.

Waste Containers – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination

of streaks, foodstuff and the presence of any offensive odor emitting from the container.

2. STAIRWELLS

Rails and walls – Shall be free of dust and dried-soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

Steps and Landings – Shall be free of dust, dried soil, gum, stains and debris. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

3. RESTROOMS

Dispensers – Shall be free of dust, dried-soil and mold without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.

Hardware – Shall be free of dust, soil, mold and scale without causing damage. Bright work shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.

Sinks – Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean and polished-dry. This shall include the elimination of streaks, embedded soil, and film and water spots.

Mirrors – Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

Toilets, Toilet Seats and Urinals – Shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

Partitions – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

Waste Containers – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff and the presence of any offensive odor emitting from the container.

Walls and Doors – Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots, metal kick plates, handles and push plates on doors shall also be polished-dry.

Floors and Baseboards – Shall be free of dust, soil, gum, stains and debris. Floors shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Air Vents – Shall be free of dust and soil without causing damage. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

Light Fixtures – Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

4. OFFICES

Furniture and Equipment – Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

Telephones – Shall be free of dust and soil. They shall appear visibly and uniformly clean and polished- dry.

Lamps – Shall be free of dust, dried-soil and soil without causing damage. Lamps shall appear visibly and uniformly clean. This shall include the elimination of streaks, cleaner residue and film.

Walls and Doors – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Waste Containers – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff and the presence of any offensive odor emitting from the container.

Partitions – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

Floors, Carpets and Baseboards – Shall be free of dust, dried-soil, soil, gum, spots, stains and debris. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

5. WINDOWS

Glass – Shall be free of dust and soil without causing damage. This also applies to adjoining sills, blinds and framework. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue. All interior windows must be fully cleaned, including glass displays and door window glass.

6. JANITOR CLOSETS AND STOREROOMS

Shelves – Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized neatly on shelves.

Janitor Carts – Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil and organized neatly.

Walls – Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Utility Sinks – Shall be free of dust, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded soil, and film and water spots. Bright work shall be cleaned, de-scaled and polished.

Floors – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

FILL LEVEL STANDARDS

The following consumable fill levels must be adhered to on a daily basis:

Toilet Paper

- Jumbo Rolls - Dual dispenser	<ul style="list-style-type: none"> replace any rolls that have 25% or less
- Jumbo Rolls - Single dispenser	<ul style="list-style-type: none"> replace any rolls that have less than 50% reuse partials in dual dispenser model
- Cormatic - Dual Rolls	<ul style="list-style-type: none"> upper roll always full, replace lower partial roll that have less than 25% leave partial on dispenser
- Cormatic - Single Rolls	<ul style="list-style-type: none"> replace any partial rolls that have less than 50%
- Standard Rolls	<ul style="list-style-type: none"> replace any partial rolls that have 25% or less, leave partial roll on dispenser. always have 2 full backups

Toilet Seat Covers

All Restrooms	<ul style="list-style-type: none"> Always have a minimum of one box behind the open box
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Paper Towels

All Restrooms	<ul style="list-style-type: none"> Refill weekly or when 50% or less
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Liquid Hand Soap

All Restrooms	<ul style="list-style-type: none">• Refill weekly or when 50% or less
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Liquid Hand Sanitizer and Air Freshener

All Restrooms	<ul style="list-style-type: none">• Replace cartridges when low or empty
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FACILITIES MAPS

All Proposers are HIGHLY ENCOURAGED to attend the facility walk-through scheduled for:

- **Friday, June 21st @ 2:00 PM (PST).**

Proposers are allowed to visit the Courthouse during normal business hours and view all public access areas as a member of the public.

NOTE: No viewing or access of private offices, courtrooms or staff areas will be permitted outside of the scheduled walk-through.

COLOR CODING - The attached maps are color coded to indicate the areas of the Courthouse that will be cleaned per this bid. The color coding will help differentiate public and private offices.



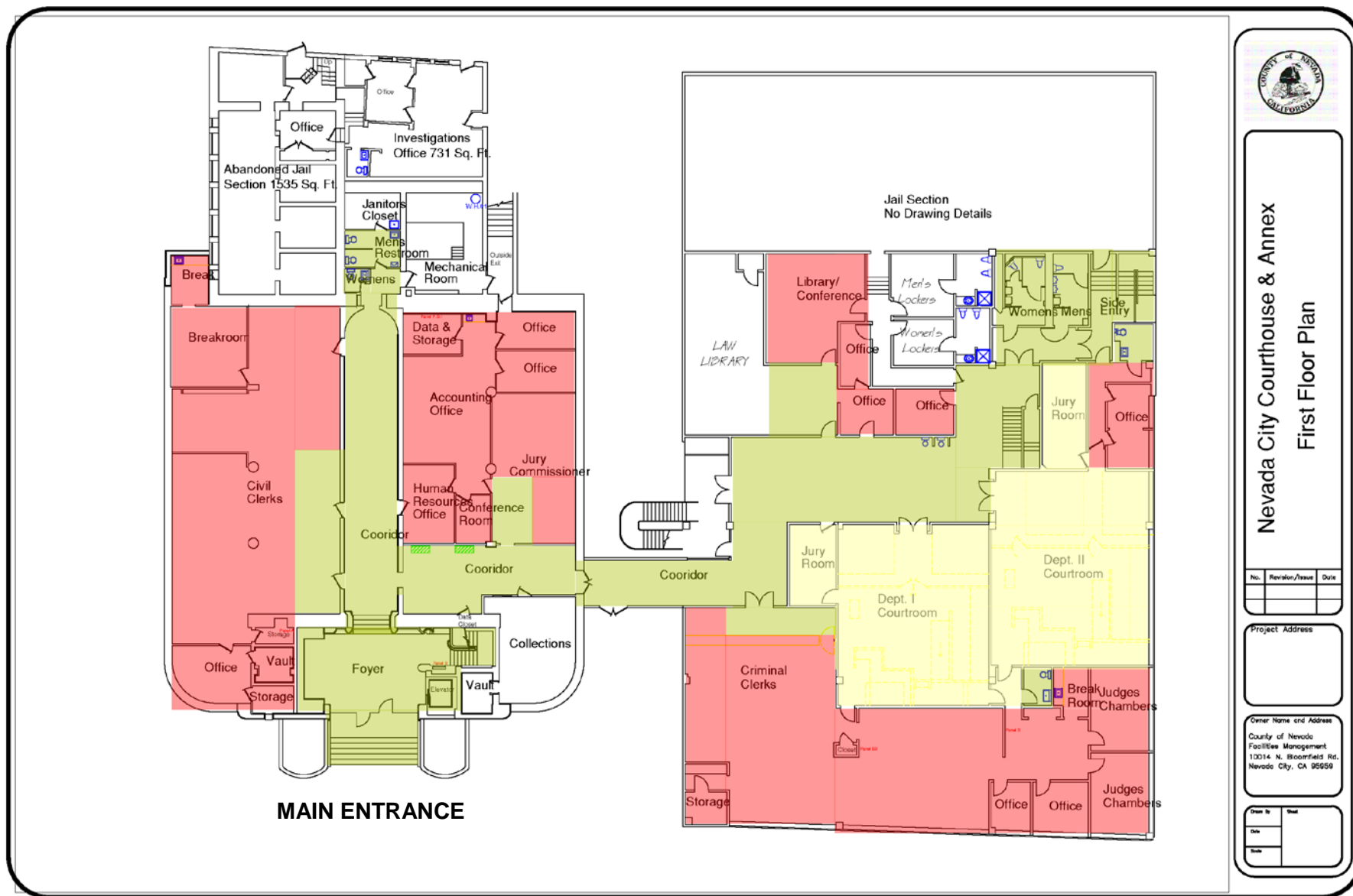
Private - Offices and Staff Areas. Only viewable during walk-through.
Weekly cleaning schedule.



Semi-Private – Courtrooms and Jury Rooms. No routine public access.
Daily cleaning schedule



Public – Viewable to any/all members of the public.
Daily cleaning schedule.



ATTACHMENT B – COST PROPOSAL

(See BidSync for Microsoft Word version of this Attachment to **complete and submit separately**)

The Superior Court of California, County of Nevada (“Court”) is soliciting proposals from qualified firms for janitorial services as requested by the Court in accordance with all terms, requirements and conditions contained in RFP SP-2018-0038.

Vendor shall provide fixed monthly pricing for janitorial services in accordance with the terms and requirements of this solicitation. The prices so indicated shall include all services, equipment, materials, and supplies as described in the Statement of Work. No other fees or incidental costs shall be charged to the Court for such services, unless provided below. Vendor may provide pricing on one or all of the identified locations. The Court reserves the right to make multiple awards as best meets the needs of the Court.

Prices shall remain firm for the initial term of the Agreement, unless a change in governmental regulations necessitates a revision to the costs or rates or an adjustment. Any change shall be mutually agreed upon and approved in writing by both the Court and Contractor in an Amendment.

Item	Facility	Total Monthly Cost	Total Annual Cost	Number of staff hours and number of staff, quote represents for each facility per day and/or week	
				Number of hours per <input type="checkbox"/> day / <input type="checkbox"/> week	Number of staff
1	Nevada City Courthouse 201 Church Street Nevada City, California 95959	\$	\$		

Item	As-Needed Services Description	Total Hourly Rate
2		\$
3		\$
4		\$
5		\$

RFP Title: Janitorial Services for Nevada Superior Court

RFP Number: SP-2018-0038

COST PROPOSAL FORM

The Superior Court of California, County of Nevada (“Court”) is soliciting proposals from qualified firms for janitorial services as requested by the Court in accordance with all terms, requirements and conditions contained in RFP SP-2018-0038.

Vendor shall provide fixed monthly pricing for janitorial services in accordance with the terms and requirements of this solicitation. The prices so indicated shall include all services, equipment, materials, and supplies as described in the Statement of Work. No other fees or incidental costs shall be charged to the Court for such services, unless provided below. Vendor may provide pricing on one or all of the identified locations. The Court reserves the right to make multiple awards as best meets the needs of the Court.

Prices shall remain firm for the initial term of the Agreement, unless a change in governmental regulations necessitates a revision to the costs or rates or an adjustment. Any change shall be mutually agreed upon and approved in writing by both the Court and Contractor in an Amendment.

Item	Facility	Total Monthly Cost	Total Annual Cost	Number of staff hours and number of staff, quote represents for each facility per day and/or week	
				Number of hours per <input type="checkbox"/> day / <input type="checkbox"/> week	Number of staff
1	Nevada City Courthouse 201 Church Street Nevada City, California 95959	\$	\$		

Item	As-Needed Services Description	Total Hourly Rate
2		\$
3		\$
4		\$
5		\$

AGREEMENT FOR NON-IT GOODS AND/OR NON-IT SERVICES

BETWEEN

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

AND

[CONTRACTOR NAME]

AGREEMENT #

**CONTRACT SUM
(Not-to-exceed amount):**

GOODS/SERVICES:

COMMENCES:

TERMINATES:

OPTION TERMS:

SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____
STANDARD AGREEMENT FOR NON-IT GOODS AND/OR NON-IT SERVICES

1. In this Agreement, the term "Contractor" refers to **[Contractor name]**, and the term "Court" refers to the Superior Court of California, County of _____.
2. This Agreement is effective _____ ("Effective Date") through _____ ("Expiration Date"). The Agreement may be extended by mutual consent of the Court and Contractor upon the same terms and conditions set forth herein up to ___ times for ___ periods, through _____ ("Extension Term"), upon the execution of an Amendment. The Agreement may also be extended on a month-to-month basis, by mutual consent of the Court and Contractor, for an additional period not to exceed six (6) months ("Month-to-Month Term"), upon the execution of an Amendment.
3. The maximum amount the Court shall pay Contractor under this Agreement is not to exceed _____.
4. The purpose of this Agreement is: _____
(The purpose listed here is for administrative reference only and is not intended to define or limit the scope or extent of this Agreement.)
5. The parties agree that this Agreement, made up of this Standard Agreement, the Exhibits listed below and any referenced attachments ("Contract Documents"), contains the parties' entire understanding related to the subject matter of this Agreement and is mutually binding on the parties in accordance with its terms.

- Exhibit A or A1 – Statement of Work
- Exhibit A2 – Selected Portions of Contractor's Proposal
- Exhibit B – Payment Provisions and Invoicing Procedures
- Exhibit C – Standard Business Terms and Conditions

It is the intention of both parties that all Contract Documents be read and construed as a unified whole whenever possible. However, in the event of a conflict between the terms of the Contract Documents, the following order of precedence shall govern and determine which terms prevail:

1. Standard Agreement
2. Exhibit A or A1 – Statement of Work
3. Exhibit B – Payment Provisions and Invoicing Procedures
4. Exhibit C – Standard Business Terms and Conditions
5. Exhibit D – IT Terms and Conditions (*only included for IT Agreements*)
6. Exhibit A2 – Selected Portions of Contractor's Proposal

Any Amendments to this Agreement, starting with the most recent, shall take precedence over existing Contract Documents. In the event of a conflict between an Amendment and the terms of any other Contract Document, the terms of the Amendment shall prevail.

6. Insurance. Contractor must procure and maintain the insurance coverage as marked below. Exhibit C (Court Standard Business Terms and Conditions), Sections 19.1 and 19.2 describe the Court's specific insurance requirements.

Exhibit C, Section 19.1 Insurance Requirements – General Coverage

OR

- Exhibit C, Section 19.2 Insurance Requirements – Specific Coverages**
- Workers Compensation/Employer's Liability

- Comprehensive General Liability
- Business Automobile Liability
- Professional Liability
- Sexual Misconduct
- Commercial Crime
- Pollution Liability Insurance

Insurance certificates shall be sent to the Court’s Project Director listed below.

7. CONTRACT ADMINISTRATION

PROJECT DIRECTORS: See Exhibit C, Section 10 for roles and responsibilities of Project Directors.

COURT:	CONTRACTOR:
Name, Title	Name, Title
Address	Address
City, State, ZIP	City, State, ZIP
Phone #	Phone #
E-Mail	E-Mail

PROJECT MANAGERS: See Exhibit C, Section 10 for roles and responsibilities of Project Managers. The Project Director shall act as the Project Manager if a Project Manager is not identified below.

COURT:	CONTRACTOR:
Name, Title	Name, Title
Address	Address
City, State, ZIP	City, State, ZIP
Phone #	Phone #
E-Mail	E-Mail

COURT’S CONTRACT MANAGER: See Exhibit C, Section 10 for role and responsibilities of Court’s Contract Analyst. The Project Director shall act as the Contract Manager if a Contract Manager is not identified below.

COURT:
Name, Title
Address
City, State, ZIP
Phone #
E-Mail

- 8. **NOTICES:** All contract specific correspondence, notices or demands required or permitted to be given or made under this Agreement shall be in writing, submitted by email, or by registered mail, or certified mail and shall be addressed to the Court and Contractor Project Directors, Project Managers, and Contract Analyst listed above, unless otherwise provided.
- 9. **Public Works / Prevailing Wages.** This Agreement is for a Public Work. Contractor must comply with all applicable Prevailing Wage rules and regulations. Please see Exhibit C, Section 26.
- 10. **Cooperative Agreement (“Piggybacking”):**

This Agreement is the result of an open, competitive procurement (# _____) process conducted in compliance with the California Judicial Branch Contract Law and Contracting Manual. The provisions and pricing of this Agreement may be extended to other California government agencies. A government agency wishing to utilize the provisions and

pricing of this Agreement will be responsible for issuing its own purchase documents and making any and all payments relative to its agreement. Any participating government agency is responsible for obtaining its own certificates of insurance and any required performance bonds. The Court makes no guarantee to other government agencies that may utilize the provisions or pricing of this Agreement. By utilizing the provisions or pricing of this Agreement, the participating government agency agrees to hold the Court harmless from all claims, demands, or actions of every kind resulting directly or indirectly, arising out of, or in any way connected with the utilization of the provisions or pricing of this Agreement. The Court makes no guarantee to Contractor that any other government agency will make use of the provisions or pricing of this Agreement.

AUTHORIZATION PAGE

IN WITNESS THEREOF, the Superior Court of California, County of [REDACTED] has caused this Agreement to be subscribed by its Presiding Judge or Court Executive Officer and Contractor Name has caused this Agreement to be subscribed on its behalf by its duly authorized officer.

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF [REDACTED]

By: _____ Date: _____
NAME
Presiding Judge or Court Executive Officer

[REDACTED]

By: _____ Date: _____
(CONTRACTOR'S PRINCIPAL)
(Title)

EXHIBIT A
STATEMENT OF WORK

The Statement of Work from the Bid/RFP will often be included here.

*And (selected portions of) the awarded vendor's Bid/Proposal
will also often be included here.*

END OF EXHIBIT A

EXHIBIT B
PAYMENT PROVISIONS AND INVOICING PROCEDURES

1. Compensation.

A. Contract Sum

- (1) The Contract Sum shall be the maximum total monetary amount payable by the Court to Contractor for supplying all the tasks, deliverables, services, and other work specified under this Agreement. The total Contract Sum for the initial term of the Agreement shall not exceed **\$ Total Contract Value**. The total annual Contract Sum shall not exceed **\$ Annual Contract Value** and shall be paid as set forth in this Exhibit B.
- (2) Fees. Contractor shall provide all goods and services at the rates set forth in Subsection B (Pricing and Billing Schedule) of this Exhibit. The Court shall have no obligation for payment of fees for any goods or services provided by Contractor except for those which are satisfactorily completed and expressly authorized pursuant to this Agreement.

B. Pricing and Billing Schedule

Contractor shall provide the required goods or services for the Court at the rate(s) set forth below:

***** Specific pricing information to be included here *****

2. Miscellaneous Provisions

A. Travel Expenses

Only if this Agreement specifically provides that the Court will reimburse travel-related expenses, and following the prior written approval of the Court's Project Manager, the Court's policies and limits on such reimbursable expenses, as delineated in the Travel Expense Reimbursement at <http://www.courts.ca.gov/documents/fin-policies-and-procedures-803-Travel.pdf>, shall apply.

- B. The Court shall not reimburse any Contractor expenses for staff time or overtime spent performing services or for any time spent to provide information for Court audits or billing inquiries.

3. Invoices and Payments

A. Submitting Invoices

- (1) Contractor shall invoice the Court at the rates set forth in this Exhibit B.
- (2) Contractor shall bill the Court within the first twenty-five (25) calendar days of the month for goods and services provided the preceding month.

- (3) All invoices shall be subject to the Court's written approval. Contractor shall prepare invoices, in the detail specified below in Subsection 3.B.(5) using mutually agreeable formats, for charges owed to Contractor by the Court as provided in this Exhibit B.
- (4) **Contractor shall submit all invoices for approval to the Court's Project Director.**
- (5) Immediately upon approving Contractor's invoice(s), the Court's Project Director shall forward all such invoice(s) for review and processing for payment to the department designated by the Court.

B. Payment Conditions

- (1) The Court shall pay Contractor as per this Exhibit B within thirty (30) days of receiving a correct and proper invoice from Contractor, provided that Contractor is not in violation of or default under any provision of the Agreement and has submitted a complete, accurate, and approved invoice.
- (2) Payment for services rendered shall be made upon the Court's approval of invoices submitted and may be reduced at the Court's sole discretion for Contractor's failure to provide services as specified in the Agreement. The Court may deduct up to ten percent (10%) from invoice amount for each month a failure incurs and until such errors are satisfactorily corrected.

The aggregate of all amounts withheld pursuant to Subsection 3.B.(2) shall be paid to Contractor by the Court in one lump sum payment the earlier of 1) the parties' agreed upon resolution of the matter(s) for which withholding was prompted or 2) within sixty (60) days from the termination date of this Agreement, upon completion of all corrective measures required.

- (3) Only if this Agreement specifically provides for the making of progress payments to Contractor, the Court shall make the progress payments in arrears not more frequently than monthly and at the successful completion of the clearly identifiable project milestones, which Contractor must successfully achieve as indicated in the Agreement. An amount no less than 10 percent of the amount of each installment may be withheld from each progress payment pending final completion of the work, or, if the Agreement consists of the performance of separate and distinct tasks as distinct from milestones, upon completion of that task.
- (4) The cumulative total of such invoices shall not exceed the Contract Sum stated in Section 1 (Compensation) of this Exhibit.
- (5) Invoice Detail

Each invoice submitted by Contractor shall include the following information:

- a. The Contract number and/or Purchase Order number.
- b. The deliverables and associated tasks, subtasks, goods, services, or other work (as described in Exhibit A) for which payment is claimed.
- c. Indication of any applicable withhold amount for payments claimed.
- d. Indication of any applicable credits due to the Court.

END OF EXHIBIT B

EXHIBIT C
STANDARD BUSINESS TERMS AND CONDITIONS 1.0

1. Accounting
2. Amendment
3. Assignment; Subcontracting; Successors
4. Audit; Retention of Records; Ownership of Results
5. Background Checks; Court Approval of Contractor's Staff
6. Changes in Work
7. Choice of Law; Jurisdiction and Venue
8. Confidential Information; Publicity
9. Compensation
10. Contract and Project Administration
11. Contractor Certification Clauses
12. Contractor Status
13. Default and Remedies
14. Dispute Resolution
15. Entire Agreement
16. Fair Labor Standards Act (FLSA)
17. Force Majeure
18. Indemnification
19. Insurance Requirements
 - 19.1 General Coverages; or
 - 19.2 Specific Coverages
20. Limitation of Liability
21. Loss Leader
22. Minimum Age; Language Skills and Legal Status of Contractor Personnel
23. Modification
24. Non-Exclusivity
25. Notices
26. Prevailing Wages / Public Works
27. Prior Work
28. Prohibited Bids for End Product of the Agreement
29. Public Access to Records and Information
30. Public Contract Code
31. Scope of Work; Acceptance; Rejection
32. Shipping and Packing Slips
33. Signatures; Counterparts
34. Standard of Performance; Warranties
35. Stop Work
36. Survival
37. Termination
38. Time is of the Essence
39. Waiver; Severability
40. Work Site
41. Miscellaneous Provisions Applicable to Specific Contracting Situations

1. **Accounting.** Contractor will maintain a system of accounting and internal controls that meets Generally Accepted Accounting Principles (U.S. GAAP).
2. **Amendment.** No modifications, alterations, changes, or waiver to the Agreement or any of its terms shall be valid or binding unless accomplished by a written amendment, signed by both parties, that specifically references and incorporates the terms of the Agreement into the written amendment.
3. **Assignment; Subcontracting; Successors.**
 - A. Assignment.
 - (1) The Court may assign its rights and duties (or subcontract portions of the Agreement) to any other public entity. The Court shall notify Contractor in writing within 30 days following the assignment.
 - (2) In addition, either party may assign its rights and duties or subcontract portions of the Agreement to a third party, but only if the non-assigning party gives prior written consent to the assigning party. Consent may be withheld for any reason or no reason. If a non-assigning party does consent, the consent will take effect only if there is a written agreement between the assigning/subcontracting party and all assignees/subcontractors, stating that the assignees/subcontractors:
 - (a) are jointly and severally liable to the non-assigning party for performing the duties in the Agreement of the assigning/subcontracting party;
 - (b) affirm the rights granted in the Agreement to the non-assigning party;
 - (c) make the representations and warranties made by the assigning/subcontracting party in the Agreement; and
 - (d) appoint the non-assigning party an intended third party beneficiary under the written agreement with the assigning/subcontracting party.
 - (3) No assignment or subcontract will release either party of its duties under the Agreement.
 - B. Subcontracting. Contractor may engage a subcontractor to perform any portion of the work, but only with the prior written consent of the Court. Any subcontracting without the Court's written consent is a material breach of the Agreement. Subcontractors will be subject to the same terms and conditions applicable to Contractor under the Agreement and shall incorporate the Agreement into any subcontracting relationship. Contractor shall be liable for all subcontractor acts or omissions, including indemnity obligations.
 - C. Successors. The Agreement binds the parties as well as their heirs, successors, executors, administrators, and assignees.

4. Audits; Retention of Records; Ownership of Results.

- A. General Audit and Records Provisions. Contractor must allow the Court or its designees to review and audit Contractor's (and any subcontractors') documents and records relating to this Agreement, and Contractor (and its subcontractors) shall retain such documents and records for a period of four (4) years following final payment under this Agreement. If an audit determines that Contractor (or any subcontractor) is not in compliance with this Agreement, Contractor shall correct errors and deficiencies by the twentieth (20th) day of the month following the review or audit. If an audit determines that Contractor has overcharged the Court five percent (5%) or more during the time period subject to audit, Contractor must reimburse the Court in an amount equal to the cost of such audit.
- B. State Audit. This Agreement is subject to examinations and audit by the State Auditor for a period of three (3) years after final payment.
- C. Ownership. Unless otherwise provided in the Agreement, the Court is the exclusive owner of all materials collected and produced in connection with the work. Upon the Termination Date (subject to any mutually agreed period of continuation of work), or upon the Court's notice at any time, and subject only to the duty of confidentiality owed to a represented party, Contractor shall give original materials to the Court or to another party at the Court's direction.
- D. Copies. Contractor may retain copies of any original documents Contractor provides to the Court.
- E. Retention of Records. Contractor will maintain all financial data, supporting documents, and all other records relating to performance and billing under the Agreement for a period in accordance with state and federal law. The minimum retention period will be four (4) years from the date of the submission of the final payment request or until audit findings are resolved, whichever is later.

5. Background Checks; Court Approval of Contractor's Staff.

- A. Background Checks. Contractor shall cooperate with the Court if the Court wishes to perform any background checks on Contractor's personnel by obtaining, at no additional cost, all releases, waivers, and permissions the Court may require. Contractor shall not assign personnel who refuse to undergo a background check. Contractor shall provide prompt notice to the Court of (i) any person who refuses to undergo a background check, and (ii) the results of any background check requested by the Court and performed by Contractor. Contractor shall ensure that the following persons are not assigned to perform services for the Court: (a) any person refusing to undergo such background checks, and (b) any person whose background check results are unacceptable to Contractor or that, after disclosure to the Court, the Court advises are unacceptable to the Court.
- B. Court Approval of Contractor's Staff.
 - (1) Contractor's Staff.
 - (a) The Court has the reasonable right to approve, which approval shall not be unreasonably withheld, members of Contractor's Representatives during the performance of the work

hereunder and prior to any proposed changes in Contractor's Representatives. Contractor shall provide the Court's Project Director with résumés of all proposed changes to Contractor's Representatives and shall make such staff available for interview by the Court upon request of the Court's Project Director. By execution hereof, the Court has approved the current Contractor's Project Director and, if applicable, Project Manager.

- (b) Contractor shall cooperate with the Court if the Court reasonably requests the removal of a member of Contractor's staff from performing work hereunder, where such individual's performance is deemed unsatisfactory by the Court or such individual fails to comply with any provision set forth in this Agreement or any established rule or regulation.

6. Changes in Work.

- A. The Court reserves the right to require Contractor to make changes in the work, which may include additions, deletions, or modifications to the work, or changes in the timing or level of effort for the work.

(1) For any change proposed by the Court or Contractor, Contractor will submit in writing:

- (a) A description of the proposed change and the reasons for the change;
- (b) A summary of the total compensation to be paid Contractor with a breakdown of tasks and costs, including any reduction in work or costs resulting from the change; and
- (c) A statement of the expected impact on schedule.

- B. If the Court and Contractor agree on a change, the Court will issue an Amendment documenting the change, for the parties' execution.

(1) If the parties cannot agree to the terms of a change, Contractor will proceed diligently with work unless otherwise directed by the Court, and any continuing disagreement will follow the process set forth in the provisions entitled "Dispute Resolution." Contractor should not proceed with any change prior to receiving an executed Amendment from the Court. All costs for changes performed by Contractor without the Court's prior written approval will be at Contractor's sole risk and expense.

- 7. **Choice of Law; Jurisdiction and Venue.** California law governs the Agreement. Jurisdiction and venue for any legal action arising from, or connected with the Agreement shall exclusively reside in (City), California, and the parties hereby consent to the jurisdiction and venue of such courts.

8. Confidential Information; Publicity.

- A. Confidential Information.

(1) During the term of this Agreement and at all times thereafter, Contractor will: (a) hold all Confidential Information in strict trust and confidence, (b) refrain from using or permitting others to use Confidential Information in any manner or for any purpose not expressly permitted by this Agreement, and (c) refrain from disclosing or permitting others to disclose any Confidential Information to any third party without obtaining the Court's express prior written consent on a case-by-case basis. Contractor will disclose Confidential Information only

to its employees or contractors who need to know that information in order to perform services hereunder and who have executed a confidentiality agreement with Contractor at least as protective as the provisions of this section. The provisions of this section shall survive the expiration or termination of this Agreement. Contractor will protect the Confidential Information from unauthorized use, access, or disclosure in the same manner as Contractor protects its own confidential or proprietary information of a similar nature, and with no less than the greater of reasonable care and industry-standard care. The Court owns all rights, title and interest in the Confidential Information. Contractor will notify the Court promptly upon learning of any unauthorized disclosure or use of Confidential Information and will cooperate fully with the Court to protect such Confidential Information. Upon the Court's request and upon any termination or expiration of this Agreement, Contractor will promptly (a) return to the Court or, if so directed by the Court, destroy all Confidential Information (in every form and medium), and (b) certify to the Court in writing that Contractor has fully complied with the foregoing obligations.

- (2) "Confidential Information" means: (i) any information related to the business or operations of the Court, including information relating to the Court's personnel and users; and (ii) all financial, statistical, personal, technical and other data and information of the Court (and proprietary information of third parties provided to Contractor) which is designated confidential or proprietary, or that Contractor otherwise knows, or would reasonably be expected to know, is confidential. Confidential Information does not include information that Contractor demonstrates to the Court's satisfaction that: (a) Contractor lawfully knew prior to the Court's first disclosure to Contractor, (b) a third party rightfully disclosed to Contractor free of any confidentiality duties or obligations, or (c) is, or through no fault of Contractor has become, generally available to the public.
- (3) Permissible Disclosures. Contractor may disclose the Court's Confidential Information only on a "need to know" basis to Contractor's employees and subcontractors and any representatives of the Court who are working on the project and who have also executed confidentiality agreements that protect the Court's confidential information. Additionally, Contractor may disclose the Confidential Information, to the extent necessary to comply with any applicable law, rule, regulation, or ruling, provided Contractor gives advance notice to the Court.

- B. Publicity. Contractor shall not make any public announcement or press release about the Agreement without the prior written approval of the Court.

9. Compensation.

- A. The Contract Sum shall be the maximum total monetary amount payable by the Court to Contractor for supplying all the tasks, deliverables, services, and other work specified under this Agreement. All work completed by Contractor must be deemed acceptable to, and approved in writing by, the Court's Project Director or Project Manager which approval shall not be unreasonably withheld.
- B. Any additional work requested by the Court that exceeds the scope of Exhibit A (Statement of Work), must be approved in advance, and in writing, by the Presiding Judge or Court Executive, in

the form of an Amendment. Any change in the Contract Sum must be approved in advance, and in writing, by the Presiding Judge or Court Executive, in the form of an Amendment.

- C. If Contractor provides any task, deliverable, good, service, and/or other consideration to the Court other than those specified in this Agreement, or if Contractor provides such items requiring the Court's prior written approval without first having obtained such written approval, the same shall be deemed to be a gratuitous effort on the part of Contractor, and Contractor shall have no claim whatsoever against the Court therefor.
- D. The Court's payment will not relieve Contractor from its obligation to replace unsatisfactory work, even if the unsatisfactory character of such work may have been apparent or detected at the time such payment was made. Work, data, or components that do not conform to the requirements of the Agreement will be rejected, and will be replaced by Contractor, without delay or additional cost to the Court.
- E. If Contractor receives payment from the Court for a service or reimbursement that is later disallowed or rejected by the Court, Contractor will promptly refund the disallowed amount to the Court upon the Court's request. At its option, the Court may offset the amount disallowed from any payment due to Contractor, under the Agreement or any other agreement.
- F. Taxes. Contractor shall collect and remit any sales and use taxes as and to the extent required under the Revenue and Taxation Code.
- G. Salaries and Employee Benefits. Contractor will be solely responsible for providing to its employees all legally required employee benefits, and the Court shall not be held liable for the direct payment of any salaries, wages, or other compensation to any personnel provided by Contractor.

10. Contract and Project Administration.

A. Key Personnel.

The Court and Contractor shall each designate a Project Director (in the Agreement document) who shall have full authority to act on all daily operational matters concerning Contractor's performance under this Agreement. Parties shall be notified in writing of any change to the name or address of Key Personnel.

B. Contractor's Representatives.

(1) Contractor's Project Director.

- (a) Contractor's Project Director shall be responsible for confirming that the objectives of this Agreement are met by Contractor.
- (b) Contractor's Project Director shall provide direction to the Court in the areas relating to Contractor's policies, information requirements, and procedural requirements.

- (c) Contractor's Project Director shall be responsible for determining whether the technical standards and requirements of this Agreement are met by Contractor and for evaluating Contractor's performance under this Agreement.
 - (d) Contractor's Project Director shall plan and coordinate Contractor's efforts with the Court.
 - (e) Contractor's Project Director shall be available by telephone during regular business hours.
- (2) Contractor's Project Manager. If a Project Manager is not designated in the Standard Agreement, Contractor's Project Director shall be responsible for the responsibilities assigned to the Project Manager.
- (a) Contractor shall provide a Project Manager to represent Contractor and to oversee day-to-day operation of each site.
 - (b) Contractor's Project Manager shall be responsible for reporting to the Court as specified in this Agreement and as may be required by the Court from time to time.
 - (c) Contractor's Project Manager shall communicate with the Court's Project Director on an on-going basis concerning any problems, modification, and contractual obligation, and shall be available during regular business hours for problem resolution.
 - (d) Contractor's Project Manager shall inform the Court's Project Director of any change in production or in Contractor's personnel assigned to provide goods and/or services to the Court.
 - (e) Contractor's Project Manager shall provide the Court with monthly accounting reports as required under this Agreement.
 - (f) Contractor's Project Manager shall provide the Court's Project Director with the names, position titles and telephone numbers of Contractor's local staff assigned to provide goods and/or services to the Court under this Agreement.

C. Court's Representatives.

(1) Court Personnel.

Unless stated otherwise in this Agreement, all Court personnel assigned to this Agreement shall be under the exclusive supervision of the Court. Contractor understands and agrees that all such Court personnel are assigned only for the convenience of the Court. Contractor hereby represents that its price, project schedule, and performance hereunder are based solely on the work of Contractor's personnel, except as otherwise expressly provided in this Agreement.

- (2) Court's Project Director.
 - (a) The Court's Project Director shall be responsible for confirming that the objectives of this Agreement are met by Contractor.
 - (b) The Court's Project Director is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate the Court, unless the Court's Project Director is the Court's Presiding Judge or Court Executive Officer.
 - (c) The Court's Project Director shall provide direction to Contractor in the areas relating to Court policy, information requirements, and procedural requirements.
 - (d) The Court's Project Director shall have the right at all times to inspect any and all tasks, deliverables, goods, services, or other work provided by or on behalf of Contractor.
 - (e) The Court's Project Director may request a change of Contractor's Project Director if the objectives of this Agreement are not being met as determined in the sole judgment of the Court's Project Director.
 - (f) The Court's Project Director shall be responsible for determining whether the technical standards and requirements of this Agreement are met by Contractor and for evaluating Contractor's performance under this Agreement.
 - (g) The Court's Project Director shall plan and coordinate Contractor's efforts with the Court.
- (3) Court's Project Manager. If a Project Manager is not designated in the Standard Agreement, the Court's Project Director shall be responsible for the responsibilities assigned to the Project Manager.
 - (a) The Court's Project Manager shall monitor and evaluate Contractor's performance.
 - (b) The Court's Project Manager is not authorized to make any changes in any terms and conditions of this Agreement, and is not authorized to further obligate the Court in any respect whatsoever, unless the Court's Project Manager is the Court's Presiding Judge or Court Executive Officer..
- (4) Court's Contract Manager. If a Contract Manager is not designated in the Standard Agreement, the Court's Project Director shall be responsible for the responsibilities assigned to the Contract Manager.
 - (a) Contract Manager shall be responsible for resolving contractual issues relating to terms and conditions of this Agreement.
 - (b) Contract Manager shall be responsible for preparing amendments, extensions and addendums to this Agreement.

11. Contractor Certification Clauses. Contractor certifies that the representations below are true and will remain true throughout the term of the Agreement. Contractor shall have an affirmative duty to promptly notify the Court if any of these representations are not or are no longer true:

- A. Authority. Contractor has authority to enter into and perform its obligations under the Agreement, and Contractor's signatory has authority to bind Contractor to the Agreement.
- B. Binding. The Agreement constitutes a valid and binding obligation of Contractor, and its permitted successors and assigns, enforceable in accordance with its terms.
- C. Child Support Compliance Act. If Contractor is a private entity, and the Agreement provides for compensation of \$100,000 or more:
 - (1) Contractor recognizes the importance of child and family support obligations and fully complies with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Family Code § 5200 et seq.; and
 - (2) Contractor provides the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- D. Compliance with the Law. Contractor complies in all material respects with all laws, rules, and regulations applicable to Contractor's business and services. Contractor shall obtain and keep current all necessary licenses, approvals, permits and authorizations required by applicable laws to provide the work. Contractor will be responsible for all fees and taxes associated with obtaining such licenses, approvals, permits and authorizations, and for any fines and penalties arising from its noncompliance with any applicable law.
- E. Conflict Minerals. If the Agreement is for the purchase of goods or services related to or involving "conflict minerals" (columbite-tantalite, cassiterite, wolframite, or gold), Contractor further certifies, UNDER PENALTY OF PERJURY, that it is not a "scrutinized company," as defined by Public Contract Code § 10490(b).
- F. No Conflict of Interest. Contractor has no interest, and will not engage in any interest, that would constitute a conflict of interest under Public Contract Code §§ 10365.5, 10410 or 10411, which, in general, limit entering into follow-on contracts with a consultant who would benefit thereby from the consultant's advice provided under the first contract; Government Code §§ 1090 et seq. or §§ 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with Judicial Branch Entities.
- G. Darfur Contracting Act Certification. If the Agreement is for non-IT goods or services and Contractor did not provide to Court a Darfur Contracting Act certification as part of the solicitation process, this section applies: Contractor further certifies that either (a) it does not currently, and it has not within the previous three years, business activities or other operations outside of the United States, or (2) it is a "scrutinized company" as defined in Public Contract Code § 10476, but it has received written permission for the Court to submit a bid or proposal pursuant to PCC

10477(b), or (3) it has, or it has had within the previous three years, business activities or other operations outside of the United States, but it is not a “scrutinized company” as defined in Public Contract Code § 10476.

- H. Delinquent Taxpayers. If the Agreement is for non-IT goods or services, Contractor further certifies, UNDER PENALTY OF PERJURY, that it is not a person or entity identified by the Franchise Tax Board or the Board of Equalization as one of the 500 largest tax delinquents, and there is no reason to believe Contractor will/may be placed on the Delinquent Taxpayer lists. Contractor must provide Notice to the Court immediately if placed on and/or if there is reason to believe Contractor will/may be placed on the Delinquent Taxpayer list(s). Failure to provide such Notice will be determined to mean that Contractor is in breach of contract and will be responsible for all expenses associated with re-contracting, re-bidding and obligations.
- I. Discharge Violations. If Contractor is a private entity, Contractor is not in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; or subject to any cease and desist order not subject to review issued pursuant to Water Code § 13301 for violation of waste discharge requirements or discharge prohibitions. Contractor has not been finally determined to be in violation of provisions of federal law relating to air or water pollution.
- J. Document Printing Agreements. If the Agreement is for printing documents, Contractor shall use recycled products, to the maximum extent economically feasible, in the performance of work under the Agreement. Contractor further certifies, UNDER PENALTY OF PERJURY, that any recycled products provided or used in the work by Contractor meet all California minimum post-consumer content requirements.
- K. Domestic Partners, Spouses, and Gender and Gender Identity Discrimination. If the Agreement provides for total Compensation of more than \$100,000, Contractor is in compliance with, and throughout the term of this Agreement will remain in compliance with: (i) Public Contract Code § 10295.3, which places limitations on contracts with Contractors who discriminate in the provision of benefits on the basis of marital or domestic partner status, and (ii) Public Contract Code § 10295.35, which places limitations on contracts and contractors that discriminate in the provision of benefits on the basis of an employee’s or dependent’s actual or perceived gender identity.
- L. Drug Free Workplace. Contractor provides a drug-free workplace as required by Government Code §§ 8355 through 8357.
- M. Electronic Waste Recycling Act. If the Agreement provides for the purchase or lease of covered electronic devices under the Electronic Waste Recycling Act of 2003, Public Resources Code §§ 42460 et seq., Contractor complies with the requirements of that Act, and Contractor maintains documentation and provides reasonable access to its records and documents that evidence compliance.

- N. Not an Expatriate Corporation. Contractor is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code § 10286.1, and is eligible to contract with the Court.
- O. No Gratuities. Contractor has not directly or indirectly offered or given any gratuities (in the form of entertainment, gifts, or otherwise), to any court personnel with a view toward securing the Agreement or securing favorable treatment with respect to any determinations concerning the performance of the Agreement.
- P. No Harassment. Contractor does not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Contractor may interact in the performance of the Agreement, and Contractor takes all reasonable steps to prevent harassment from occurring.
- Q. No Interference with Other Contracts. To the best of Contractor's knowledge, the Agreement does not create a material conflict of interest or default under any of Contractor's other contracts.
- R. Iran Contracting Act. If the Agreement is for the purchase of goods or services of \$1,000,000 or more, Contractor further certifies, UNDER PENALTY OF PERJURY, that it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services pursuant to Public Contract Code § 2203(b).
- S. No Litigation. No suit, action, arbitration, or legal, administrative, or other proceeding or governmental investigation is pending or, to Contractor's knowledge, threatened against or affecting Contractor or Contractor's business, financial condition, or ability to perform the Agreement, except any suit, action, arbitration, proceeding, or investigation that individually or in the aggregate with others will not or would not have a material adverse effect on Contractor's business, the validity or enforceability of the Agreement, or Contractor's ability to perform the Agreement.
- T. National Labor Relations Board Orders. If the Agreement provides for making any purchase of goods or services from a private entity, except for a purchase of goods by credit card for an amount less than \$2,500 from any one Contractor (but not to exceed in the aggregate \$7,500 per year from Contractor), no more than one, final unappealable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court requiring Contractor to comply with an order of the National Labor Relations Board. Contractor swears UNDER PENALTY OF PERJURY that this representation is true.
- U. Non-discrimination. Contractor complies with the federal Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and California's Fair Employment and Housing Act (Government Code §§ 12990 et seq.) and associated regulations (Code of Regulations, title 2, §§ 7285 et seq.). Contractor does not unlawfully discriminate against any employee or applicant for employment because of age (40 and over), ancestry, color, creed, disability (mental or physical) including HIV and AIDS, marital or domestic partner status, medical condition (including cancer and genetic

characteristics), national origin, race, religion, request for family and medical care leave, sex (including gender and gender identity), and sexual orientation. Contractor has notified in writing each labor organization with which Contractor has a collective bargaining or other agreement of Contractor's obligations of non-discrimination.

- V. Parts Cleaning. If the Agreement involves parts cleaning, Contractor shall use recycled solvents, to the maximum extent economically feasible, in the performance of work under the Agreement. Contractor further certifies, UNDER PENALTY OF PERJURY, that any post-consumer or secondary materials provided or used in the work by Contractor meet all California minimum post-consumer content requirements.
- W. Plastic Trash Bag Law. Public Resources Code §§ 42290 et seq., requires any plastic trash bag supplier, manufacturer or wholesaler, or any of its divisions, subsidiaries, or successors, to be compliant with the Recycled Content Plastic Trash Bag Law, regardless of the goods or services being provided under the Agreement. Contractor further certifies, UNDER PENALTY OF PERJURY that it, and its divisions, subdivisions, and successors, comply with the Recycled Content Plastic Trash Bag Law, and shall continue to comply with the same throughout the term of the Agreement.
- X. Prohibition Against Hiring Court Employees. Contractor hereby certifies and agrees, and will require all subcontractors to certify, to the following: "Former Court employees will not be offered employment position for two years from the date of separation, if that employee participated in the decision-making process relevant to the Agreement, or for one year from the date of separation if that employee was in a policy-making position in the same general subject area as the proposed Agreement, within the prior twelve-month period of Court employment." In addition, Contractor certifies and agrees that, during the term of this Agreement and for a period of one (1) year thereafter, Contractor shall not in any way intentionally induce or persuade any employee of Court to become an employee or agent of Contractor, except in response to a publicly solicited job listing.
- Y. Qualification. If (1) Contractor is a corporation, limited liability company, or limited partnership, and (2) the contract will be performed in California, Contractor is qualified to do business and in good standing in the State of California, and will remain so for the term of the Agreement.
- Z. Sales and Use Tax Collection. Contractor collects and remits sales and use taxes as and to the extent required under the Revenue and Taxation Code.
- AA. Sweatfree Code of Conduct. If the Agreement provides for the furnishing of equipment, materials, or supplies other than public works, or for the laundering of apparel, garments or corresponding accessories:
 - (1) No apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the Court under the Agreement have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit

of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further certifies UNDER PENALTY OF PERJURY that it adheres to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code § 6108.

- (2) Contractor agrees to cooperate fully in providing reasonable access to Contractor's records, documents, agents, and employees, and premises if reasonably required by authorized officials of the Department of Industrial Relations, or the Department of Justice to determine Contractor's compliance with the requirements under paragraph (1) and shall provide the same rights of access to the Court.

BB. Unruh Civil Rights Act and California Fair Employment and Housing Act. If the Agreement provides for total Compensation of more than \$100,000, Contractor is in compliance with the Unruh Civil Rights Act (Civil Code § 51). Contractor is in compliance with the California Fair Employment and Housing Act (Government Code §§ 12960 et seq.). Contractor does not have any policy against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, that is used to discriminate in violation of the Unruh Civil Rights Act (Civil Code § 51) or the California Fair Employment and Housing Act (Government Code §§ 12960 et seq.). Contractor further certifies UNDER PENALTY OF PERJURY that this representation is true.

CC. Work Eligibility. All personnel assigned to perform the Agreement are eligible to work legally in the United States and possess valid proof of work eligibility.

12. Contractor Status.

A. Independent Contractor. Contractor is an independent contractor to the Court. No employer-employee, partnership, joint venture, or agency relationship exists between Contractor and the Court. Contractor has no authority to bind or incur any obligation on behalf of the Court. Except as expressly stated, Contractor has no authority or responsibility to exercise any rights or power vested in the Court. Contractor, its employees, or anyone working under Contractor, including subcontractors' employees, shall not qualify for workers' compensation or other fringe benefits of any kind through the Court. If any legally binding determination concludes that Contractor is not an independent contractor, the Court may terminate the Agreement immediately upon notice. Alternatively, Contractor may agree to a reduction in the Court's financial liability, so that the Court's total costs under the Agreement do not exceed the Agreement amount.

B. Exclusive Control of Means and Method of Performance.

- (1) Contractor's employees will be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment including hours, wages, working conditions, discipline, hiring, and termination, or any other employment issues or requirements of law, will be determined by Contractor.
- (2) Contractor will issue W-2 forms or other forms as required by law for income and employment tax purposes for all of Contractor's employees, consultants, and independent contractors.

- (3) If the Internal Revenue Service or any other federal or state governmental entity should investigate or challenge Contractor's independent status with respect to the Court, the parties agree that (i) each will inform the other party of such investigation or challenge; and (ii) the Court will have the right, but not the obligation, to participate in any discussion or negotiation occurring with the federal or state entity, regardless who initiates such discussions or negotiations.
- (4) Contractor will indemnify, defend, and hold the Court harmless from all claims, costs, and liabilities resulting from third-party actions alleging an employment relationship between the Court and any Contractor or subcontractor personnel.
- (5) Contractor will determine the method, details, and means of performing or supplying the work under the Agreement. Contractor will be responsible to the Court only for the requirements and results specified in the Agreement, and will not be subjected to the Court's control with respect to the physical action or activities of Contractor in fulfillment of the Agreement. Contractor will have the "right to control" and bear the sole responsibility for the job site conditions and safety.

C. Permits, Laws, and Regulations.

- (1) Contractor must observe and comply with all applicable laws, rules, and regulations affecting the work. During the term of the Agreement, Contractor will obtain and keep in full force and effect, all permits and licenses necessary to accomplish the work, and ensure that all subcontractors performing work under the Agreement comply with the same. Such permits and licenses will be made available to the Court, upon request. Contractor will be responsible for all fees and taxes associated with obtaining such licenses, approvals, permits and authorizations, and for any fines and penalties arising from its noncompliance with any applicable law.
- (2) Contractor will promptly provide Notice to the Court of any conflict discovered between the Agreement and any applicable laws, rules, regulations, and/or permits and licenses, and await resolution of the conflict. If Contractor proceeds with the work in question without resolution of the conflict, Contractor will be solely liable for any costs, fines, penalties, or damages that accrue, including costs for remedial work required to comply with such requirements.

13. Default and Remedies.

A. Default. Unless otherwise provided, a default exists under the Agreement if:

- (1) Contractor fails or is unable to meet or perform any of Contractor's duties under the Agreement, or furnishes nonconforming goods or services, and this failure is not cured within ten (10) days following notice of default or is not capable of being cured within this cure period;
- (2) Contractor fails to provide substitute qualified personnel at no charge within ten (10) days if, as determined in the sole judgment of the Court's Project Director or Project Manager, either:

- (a) At any time during the period of performance of the Agreement, Contractor's personnel, for any reason, including, but not limited to, resignation, fails to perform under such Agreement; or
 - (b) At any time during the period performance of the Agreement, Contractor's personnel perform unsatisfactorily, and Contractor fails to cure to the satisfaction of the Court's Project Director or Project Manager within ten (10) days of receipt of written or oral notice from the Court's Project Director or Project Manager of the specific nature of the problem.
- (3) Contractor or Contractor's creditors file a petition as to Contractor's bankruptcy or insolvency, or Contractor is declared bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, goes into liquidation or receivership, or otherwise loses legal control of its business;
- (4) Contractor makes or has made under the Agreement any representation or warranty that is or was incorrect, inaccurate, or misleading; or
- (5) Any act, condition, or thing required to be fulfilled or performed by Contractor to (i) enable Contractor lawfully to enter into or perform its obligations under the Agreement, (ii) ensure that these obligations are legal, valid, and binding, or (iii) make the Agreement admissible when required is not fulfilled or performed.
- B. Notice of Default. Contractor shall notify the Court immediately if Contractor defaults, or if a third party claim or dispute is brought or threatened that alleges facts that would constitute a default under the Agreement.
- C. Remedies following Contractor Default.
- (1) Available Remedies. The Court may do any of the following:
 - (a) Withhold all or any portion of a payment otherwise due to Contractor, exercise any other rights of setoff as may be provided in the Agreement or any other agreement between the Court and Contractor, or charge to Contractor any costs to the Court arising from Contractor's default, including costs to complete or correct the work;
 - (b) Exercise, following notice, the Court's right of early termination of the Agreement as provided below; or
 - (c) Seek any other remedy available at law or in equity.
 - (2) Remedies Cumulative. All remedies provided for in the Agreement may be exercised individually or in combination with any other available remedy.
- D. Specific Performance for Breach of Confidentiality. Contractor understands that a default of the provisions in the section entitled "Confidential Information; Publicity" will result in irreparable

damage for which no adequate remedy will be available. Accordingly, injunctive or other equitable relief is a remedy that the Court will be entitled to seek.

14. Dispute Resolution. The Court and Contractor will attempt, in good faith, to resolve any disputes informally. Such dispute must be submitted in writing within ten (10) calendar days of the earliest incident of dispute. Contractor will meet with the Court's Project Director, Project Manager or other designated representative to discuss the matter and any actions necessary to resolve a dispute.

A. Escalation

(1) If a dispute remains unresolved either party may give Notice requesting each party's Chief Executive Officer ("CEO") or designated representative to meet, exchange information and attempt resolution within fifteen (15) days of the effective date of the Notice.

(2) If the matter is not resolved as set forth above, the aggrieved party may submit a second Notice which will:

(a) provide detailed factual information;

(b) identify the specific provisions in the Agreement on which any demand is based;

(c) advise if the demand involves a cost adjustment and, if so, provide the exact amount, accompanied by all supporting records; and

(d) attach a declaration that the demand is made in good faith, the supporting data are accurate and complete, and the amount requested properly reflects the necessary adjustment. Notice will be signed by an authorized representative of the aggrieved party.

(3) Each party will comply with reasonable requests for additional information. Any additional information will be provided within fifteen (15) days after receipt of a written request, unless otherwise agreed.

B. Confidentiality During Dispute Resolution. All dispute resolution negotiations are considered confidential, and will be treated as compromise and settlement negotiations, to which Evidence Code § 1152 applies.

C. Continued Performance of Work. Pending final resolution of any dispute, Contractor agrees to proceed diligently with the performance of the work, including work associated with the dispute, unless otherwise directed by the Court. Contractor's failure to diligently proceed in accordance with the Court's instructions will be considered a material breach of the Agreement.

15. Entire Agreement.

A. Headings or captions to the provisions of the Agreement are solely for the convenience of the parties, are not part of the Agreement, and will not be used to interpret or determine the validity of the Agreement.

B. Negotiated Agreement. The Agreement was negotiated between the parties, and neither party "prepared" the Agreement for purposes of California Civil Code § 1654. Any ambiguity will not be

construed against the drafter, but rather the terms and provisions will be given a reasonable interpretation.

- C. The Agreement, including all documents incorporated by reference, constitutes the entire and final understanding of the parties regarding the matter, and supersedes and terminates any and all prior or contemporaneous negotiations, representations, understandings, discussions, offers, proposals, or agreements between the parties, whether written or oral, express or implied, relating in any way to this matter, and is mutually binding on the parties in accordance with its terms.
- D. No agent, representative, employee or officer of either the Court or Contractor has the authority to make, or has made, any oral statement, agreement or representation, in connection with the Agreement, which in any way can be deemed to modify, add to and detract from, or otherwise change or alter its terms and conditions. No negotiations between the parties, nor any custom or usage, shall be permitted to modify or contradict any of the terms and conditions of the Agreement. No subsequent purchase order, invoice, click-through or shrink-wrap agreement, or similar document containing conflicting terms and conditions issued by Contractor in conjunction with the performance of any party's duties and/or obligations due under the Agreement, shall be permitted to modify or contradict any of the terms and conditions of the Agreement.

16. Fair Labor Standards Act. Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act (FLSA), and shall indemnify, defend, and hold harmless the Court, its officers, employees, and agents from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by Contractor's employees for which the Court may be found jointly or solely liable.

17. Force Majeure.

- A. Force Majeure events include, but are not limited to:
 - (1) catastrophic acts of nature, or public enemy;
 - (2) civil disorder;
 - (3) fire or other casualty for which a party is not responsible; and
 - (4) quarantine or epidemic.
- B. The party asserting a Force Majeure event will immediately provide Notice to the other party of the occurrence and nature of the Force Majeure event, and its expected impact on schedule. The party claiming Force Majeure will use commercially reasonable efforts to continue or resume performance, including alternate sources or means. Contractor will have no right to additional payment for costs incurred as a result of a Force Majeure event. Any assertion of a Force Majeure event by subcontractors will be attributed to Contractor.

18. Indemnification.

- A. Contractor will defend (with counsel satisfactory to the Court or its designee) indemnify and hold harmless the Court, the County in which the Court resides ("County"), the State of California, other California judicial branch entities, and their officers, agents, and employees from and

against all claims, losses, and expenses, including attorneys' fees and costs, that arise out of or in connection with (i) a latent or patent defect in any goods, (ii) an act or omission of Contractor, its agents, employees, independent contractors, or subcontractors in the performance of this Agreement, (iii) a breach of a representation, warranty, or other provision of this Agreement, and (iv) infringement of any trade secret, patent, copyright or other third party intellectual property. This indemnity applies regardless of the theory of liability on which a claim is made or a loss occurs. This indemnity will survive the expiration or termination of this Agreement, and acceptance of any goods, services, or deliverables. Contractor shall not make any admission of liability or other statement on behalf of an indemnified party or enter into any settlement or other agreement which would bind an indemnified party, without the Court's prior written consent, which consent shall not be unreasonably withheld; and the Court shall have the right, at its option and expense, to participate in the defense and/or settlement of a claim through counsel of its own choosing. Contractor's duties of indemnification exclude indemnifying a party for that portion of losses and expenses that are finally determined by a reviewing court to have arisen out of the sole negligence or willful misconduct of the indemnified party.

- B. Contractor's obligation to defend, indemnify, and hold the Court and court personnel harmless is not limited to, or restricted by, any requirement in the Agreement that Contractor procure and maintain insurance policies.

19. Insurance Requirements. The Agreement shall specify whether the insurance requirements of Section 19.1 or Section 19.2 apply. Unless the Agreement expressly calls for specific coverage(s) set forth in Section 19.2, the insurance requirements of Section 19.1 shall apply.

19.1 Insurance Requirements – General. Contractor will maintain insurance that is sufficient in scope and amount to permit Contractor to pay in the ordinary course of business insurable claims, losses and expenses, including insurable claims, losses and expenses that arise out of Contractor's performance of this Agreement. Contractor will maintain employer's liability and workers' compensation coverage at statutory levels covering all employees performing work under this Agreement. Should the Court make such a request, Contractor shall provide to the Court certificates of insurance and/or complete copies of all insurance policies maintained by Contractor to meet the insurance requirements contained in this paragraph.

- OR -

19.2. Insurance Requirements – Specific Coverages.

- A. Minimum Scope and Limits of Coverage. When required by the Agreement, Contractor shall maintain the following insurance coverages during the term of the Agreement.

- (1) Workers' Compensation and Employer's Liability Insurance. This policy must include workers' compensation to meet the minimum requirements of the California Labor Code, and it must provide employer's liability coverage for bodily injury and property damage at minimum limits of \$1 million per accident or disease.
- (2) Commercial General Liability Insurance. This policy must cover bodily injury, property damage, products (completed operations hazard and liability assumed in a contract),

and personal and advertising injury, with minimum limits of \$1 million for each occurrence, combined single limit, and \$2 million aggregate.

- (3) Business Automobile Liability Insurance. This policy must cover bodily injury and property damage liability and be applicable to all vehicles used in Contractor's performance of the Agreement whether owned, non-owned, leased, or hired. The minimum liability limit must be \$1 million per occurrence, combined single limit.
- (4) Professional Liability. This policy must cover liability resulting from errors or omissions committed in Contractor's performance of services under the Agreement, at minimum limits of \$1 million per occurrence and \$2 million aggregate.
- (5) Sexual Misconduct Insurance. This policy must cover bodily injury arising out of, resulting from, or in connection with the actual or threatened sexual abuse, molestation, or harassment of any person by Contractor's employees or any other person for whose acts Contractor may be held liable ("Contractor's Agents"), and the negligent employment, investigation, supervision, failure to report, or retention of Contractor's employees or Contractor's Agents for the actual or threatened sexual abuse, molestation, or harassment of any person. The minimum liability limit must be \$1 million per occurrence.
- (6) Commercial Crime Insurance. This policy must cover losses of court property arising or resulting from, or in connection with:
 - (a) The theft, robbery, burglary, disappearance, damage, or destruction of court property, including the cost of check reconstruction;
 - (b) Dishonest or fraudulent acts, including forgery, alteration, or the fraudulent transfer of court property;
 - (c) Losses or damage to any building, vehicle, safe, vault, or cash box within the control or possession of Contractor.

The minimum liability limit must be \$1 million per occurrence.

- (7) Contractor's Pollution Liability Insurance. Contractors Pollution Liability insurance written on an occurrence form with limits of liability not less than \$1 million per occurrence and \$1 million per project aggregate. The policy will include coverage for claims for bodily injury or property damage, and remediation costs resulting from a pollution incident caused by or exacerbated by the performance of the work at the project site.
- (8) Umbrella Policies. Contractor may satisfy basic coverage limits through any combination of basic coverage and commercial umbrella liability insurance.

B. Insurance Requirements Applicable to Required Policies.

- (1) The cost of all insurance required by the Agreement is the sole responsibility of Contractor, and is a component part of Contractor's agreed compensation.
- (2) Contractor shall maintain the minimum insurance set forth in this section with reputable insurer(s). All insurance policies shall be placed with insurers admitted in the State of California and having an A.M. Best rating of not less than A-.
- (3) By requiring such minimum insurance, the Court will not be deemed or construed to have assessed the risks applicable to Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.
- (4) For full coverage, each insurance policy shall be written on an "occurrence" form, except for professional liability insurance, which may be made on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, for three (3) years, without lapse, from the date of termination or expiration of the Agreement and the Court's acceptance of all work provided under the Agreement. The retroactive date or "prior acts inclusion date" of any "claims made" policy must be no later than the date that the work commences under the Agreement.
- (5) If Contractor is an association, partnership, or other joint business venture, the basic coverage may be provided by either of the following methods:
 - (a) *Separate*. Separate insurance policies issued for each individual entity, with each entity included as a named insured or as an additional insured; or
 - (b) *Joint*. Joint insurance program with the association, partnership, or other joint business venture included as a named insured.
- (6) Deductibles and Self-Insured Retentions. The deductible and/or self-insured retentions shall not limit or apply to Contractor's liability to the Court and shall be the sole responsibility of Contractor. Contractor shall declare to the Court all deductibles and self-insured retentions that exceed \$100,000 per occurrence. Any increases in deductibles or self-insured retentions that exceed \$100,000 per occurrence are subject to the Court's approval.
- (7) Endorsements; Additional Insureds. All required insurance policies will contain, or be endorsed to contain, the following provisions:
 - (a) Additional Insureds. The State of California, the Judicial Council of California, the County, and Court, and their respective elected and appointed officials, judges, officers, and employees shall be covered as additional insureds for liability arising out of activities performed by, or on behalf of, Contractor under the Agreement.

- (b) Primary Insurance; Waiver of Subrogation. Contractor's insurance coverage shall be primary and non-contributory with any insurance or risk management programs covering the Court or court personnel. Contractor and its insurance carrier waive any and all rights of subrogation against the State of California, the Judicial Council of California, the County and the Court.
 - (c) Separation of Insureds. Contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
 - (d) Notice. All policies required of Contractor shall be endorsed to provide written notice to the Court of cancellation in coverage, non-renewal, or reduction of coverage within thirty (30) days.
- C. Failure to Maintain Insurance / Failure to Provide Certificate(s) of Insurance.

- (1) If Contractor fails to maintain adequate insurance policies conforming to the above requirements, including the appropriate certificate holder/additional insured endorsements, primary/noncontributory and waiver of subrogation clauses, and amounts and extent of coverage, Contractor shall indemnify, defend (with counsel satisfactory to the Court), and hold harmless the State of California, the Judicial Council of California, the County, and the Court, and their respective elected and appointed officials, judges, officers, and employees for all claims, damages, losses, judgments, liabilities, expenses, and other costs, including court fees, litigation or settlement costs, attorneys' fees (including attorneys' fees incurred in enforcing this indemnification clause), arising or resulting from, or in connection with Contractor's performance or breach of the Agreement, notwithstanding any clause or amounts limiting Contractor's liability to the Court. Contractor's failure to maintain adequate insurance policies conforming to the above requirements may be considered a breach of the Agreement.
- (2) Before Contractor begins work, Contractor shall give the Court certificates of insurance attesting to the existence of adequate coverage. If the insurance expires during the term of the Agreement, Contractor shall immediately renew or replace the required insurance and provide a new current certificate of insurance and signed insurance policy endorsements. All certificates of insurance and replacement certificates of insurance are subject to the approval of the Court.

Submission of certificates of insurance (or lack thereof) and/or their approval by the Court shall not relieve Contractor of its obligation to ensure that all required insurance policies conform to all foregoing requirements, and to ensure that any exclusions contained in such policies do not unduly or unfairly restrict the coverages required by the Court. Upon the Court's request at any time, Contractor shall provide: (1) complete copies of each required policy; and (2) the same evidence of insurance for its subcontractors as the Court requires of Contractor.

- (3) If at any time, the foregoing policies become unsatisfactory to the Court, as to form or substance, or if a company issuing any such policy becomes unsatisfactory to the Court, Contractor shall, upon written notice from the Court, promptly obtain a new policy, and submit the same to the Court, with the appropriate certificates and endorsements.
- (4) If any of the required policies lapse during the Term, the Court is not required to process invoices after such lapse until Contractor provides evidence of reinstatement that is effective as of the lapse date.

20. Limitation of Liability. The Court will not be liable to Contractor, its officers, employees, subcontractors, or third parties for any indirect, special, or consequential damages, including lost profits or revenue, arising from or relating to the Agreement, regardless whether the Court was advised of the possibility of such loss or damage. In no event will the Court's liability for direct damages arising from or related to the Agreement, for any cause whatsoever, and regardless of the form of action, whether in contract or in tort, exceed the amounts paid to Contractor by the Court under the Agreement. Neither the Court nor court personnel will be personally responsible for liabilities arising under the Agreement.

21. Loss Leader. Contractor shall not sell or use any article or product as a "loss leader" as defined in section 17030 of the Business and Professions Code.

22. Minimum Age, Language Skills, and Legal Status of Contractor Personnel at Facility. Contractor shall not assign employees under the age of 18 to perform work under this Agreement. All of Contractor's employees working at court facilities must be able to communicate in English. Contractor's employees must be legally present and permitted to work in the United States.

23. Modification. No modification or change to the Agreement, including any changes to Exhibit A (Statement of Work), shall be valid without the written approval of the Court, in the form of an Amendment.

24. Non-Exclusivity. The Agreement is non-exclusive. The Court reserves the right to perform, or have others perform the work for the Agreement. The Court further reserves the right to bid the work to others or procure the work by other means.

25. Notices. Notices under the Agreement must be in writing. Notices may be delivered in person, via a reputable express carrier, or by registered or certified mail (postage pre-paid), or electronically (via email). Notice is effective on receipt; however, any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified will be treated as effective on the first day that the notice was refused, unclaimed, or deemed undeliverable. Notices must be addressed to the other party's Project Director, Project Manager or Contract Manager designated in the Standard Agreement. Either party may change its address for receipt of notice by entering a different recipient and address below or by giving notice at any time to the other party in the manner permitted by this paragraph.

26. Prevailing Wages / Public Works. If this is an Agreement for a Public Work (as defined by Labor Code §§ 1720 & 1771), Contractor is subject to the Prevailing Wage rules and regulations imposed by the Labor Code, Division 2, Part 7, Chapters 1-2 (§§ 1720-1815); and the California Code of Regulations,

Title 8, Division 1, Chapter 8, Subchapters 3-6 (8 CCR §§ 16000-17264). Contractor is responsible for registering with the Department of Industrial Relations, paying its workmen at least the Prevailing Rates of Wages, maintaining certified payrolls for inspection by the Division of Labor Standards Enforcement of the Department of Industrial Relations, and complying with all other applicable rules and regulations governing Public Works and Prevailing Wages. Contractor's failure to do so may subject it to fines, penalties, and civil suit; Contractor may be banned from bidding on future Public Works projects; and Contractor may be guilty of a misdemeanor. Contractor is responsible for complying with any other applicable federal, state, and local Prevailing Wage requirements whether referenced or not.

Prevailing Wage rates, as determined by the Department of Industrial Relations, can be found at: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

27. Prior Work. Prior work, performed by Contractor pursuant to the Court's authorization, but before execution of the Agreement, will be considered as having been performed subject to the provisions of the Agreement.

28. Prohibited Bids for End Product of the Agreement ("Follow-On Contracts").

- A. If Contractor or its affiliates provides Consulting and Direction (as defined below), Contractor and its affiliates: (i) shall not submit a bid or be awarded a subsequent contract to supply the service or system, or any significant component thereof, that is used for or in connection with any subject of such Consulting and Direction; and (ii) will not act as consultant to any person or entity that does receive a contract described in sub-section (i).
- B. "Consulting and Direction" means services for which Contractor received compensation from the Court and includes: (i) development of or assistance in the development of work statements, specifications, solicitations, or feasibility studies; (ii) development or design of test requirements; (iii) evaluation of test data; (iv) direction of or evaluation of another contractor; (v) provision of formal recommendations regarding the acquisition of Information Technology products or services; or (vi) provisions of formal recommendations regarding any of the above. For purposes of this section, "affiliates" are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling, or under common control with Contractor. Control exists when an entity owns or directs more than fifty percent (50%) of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority.
- C. To the extent permissible by law, the Court may waive the restrictions set forth in this section by written notice to Contractor if the Court determines their application would not be in the Court's best interest. Except as prohibited by law, the restrictions of this section will not apply: (i) to follow-on advice given by vendors of commercial off-the-shelf products, including software and hardware, on the operation, integration, repair, or maintenance of such products after sale; (ii) to contractors that were awarded a subcontract of the original consulting service contract that amounted to no more than ten (10) percent of the total monetary value of the original consulting services contract; or (iii) where the Court has entered into a master agreement for software or services and the statement of work at the time of Agreement execution expressly calls for future recommendations among Contractor's own products.

- D. The restrictions set forth in this section are in addition to conflict of interest restrictions imposed on public contractors by California law (“Conflict Laws”). In the event of any inconsistency, such Conflict Laws override the provisions of this section, even if enacted after execution of the Agreement.

29. Public Access to Records and Information.

- A. Rule 10.500 of the California Rules of Court sets forth comprehensive access provisions applicable to administrative records (which includes, among other things, agreements and amendments) maintained by a trial court. The Court will make identifiable administrative records available upon request, unless the records are exempt from disclosure under Rule 10.500. Please be aware that an agreement or amendment may be considered a public record and be made available to anyone who requests a copy.
- B. If an agreement or amendment contains material noted or marked by Contractor as “Confidential” and/or “Proprietary” that, under Rule 10.500 would be exempt from public disclosure, then that information will presumptively not be made available to the public. If the Court considers that under Rule 10.500 such material is not exempt from public disclosure, the material may be made available to the public, regardless of Contractor’s notation or markings. If a Contractor is unsure if its confidential and/or proprietary material would fall within the disclosure exemption requirements of Rule 10.500, then it should carefully consider whether to include such information in an agreement or amendment because such information may be disclosed to the public.

30. Public Contract Code. Part 2.5 of the Public Contract Code (§§ 19201 – 19210), cited as the California Judicial Branch Contract Law, requires the Judicial Branch (including the Court) to comply with provisions in the Public Contract Code that apply to state agencies and departments regarding the procurement of goods and/or services. The California Judicial Branch Contract Law applies to all contracts initially entered into or amended by Judicial Branch entities (including the Court) on or after October 1, 2011.

31. Scope of Work; Acceptance; Rejection.

- A. **Scope of Work.** Contractor will perform and complete all work in compliance with the requirements of the Agreement, and to the satisfaction of the Court. Contractor shall strictly adhere to the delivery and completion schedules specified in the Statement of Work. Time, if stated as a number of days, shall mean calendar days unless otherwise specified.
- B. **Acceptance.** Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the Court within a reasonable time after delivery to the Court. Until work is completed and accepted by the Court, the risk of loss or damage to the work shall remain with Contractor. All items which are not in compliance with the specifications hereof, which are not as warranted or which are shipped late, shipped in excess or insufficient quantities, or substituted for items ordered hereunder may be rejected by the Court and returned or held at Contractor’s expense and risk. No damages or extras will be allowed for unforeseen difficulties or obstructions. Payment shall not constitute an acceptance of the goods, services, or work nor impair the Court’s right to inspect or any of its remedies. Contractor shall immediately refund any payment made in error.

- C. Rejection. The Court may reject any goods, services, or deliverables that: (i) fail to meet applicable requirements or acceptance criteria; (ii) are not as warranted; or (iii) are performed or delivered late. The Court's Project Director or Project Manager may apply any acceptance criteria set forth in the Agreement (including timeliness, completeness, technical accuracy, and conformance to statistical, industry or marketplace standards) to determine acceptance or non-acceptance of the work.
- (1) If the work is not acceptable, the Court's Project Director or Project Manager shall detail Contractor's failure to meet the acceptance criteria. Contractor shall have ten (10) business days from receipt of the Court's notification of non-acceptance to correct the failure(s) to conform to the acceptance criteria. Contractor will re-submit the work and the Court's Project Director or Project Manager shall re-apply the acceptance criteria to determine its acceptance or non-acceptance. Thereafter, the parties shall repeat the process set forth in this section until Contractor's receipt of the Court's written acceptance of such corrected work; provided, however, that if the Court rejects any work on at least two (2) occasions, the Court may terminate that portion of the Agreement which relates to the rejected work at no expense to the Court.
- (2) If the Court rejects any goods, services, or other deliverables after payment to Contractor, the Court may exercise all contractual and other legal remedies, including: (i) setting off the overpayment against future invoices payable by the Court; (ii) setting off the overpayment against any other amount payable for the benefit of Contractor pursuant to the Agreement or otherwise; and (iii) requiring Contractor to refund the overpayment within thirty (30) days of the Court's request.

32. Shipping and Packing Slips. Time is of the essence to delivery and any other performance required of Contractor. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose shall be paid by the Court unless it is expressly included on the face of the Agreement. Unless stated otherwise, shipping point for all deliveries under the Agreement shall be FOB "destination", and on "FOB Shipping Point" transactions, Contractor shall arrange for lowest-cost transportation, prepay and add freight to its invoice, and furnish supporting freight bills over \$25. If delivery is to be made by a carrier, an itemized delivery ticket must be attached to the outside of the package. Each container must be marked with the Agreement number, part number, and quantity. Any itemized packing slip bearing the Court's Agreement number as shown thereon must be left with the goods to insure their receipt.

33. Signatures; Counterparts.

- A. The signatures required for execution of the Agreement may be made by manual signature, or by digital signature that may conform to Government Code § 16.5 and all California regulations promulgated thereunder (including California Code of Regulations, title 2, division 7, chapter 10), or by any other commercially acceptable signature method, use of which by both parties for signature and execution of the Agreement evidences consent to the validity of the method of signature used.
- B. The parties give the same validity, force, and effect to a scanned, faxed, photocopied, or other accurately reproduced signature as to an original signature.

- C. The Agreement may be executed in counterparts, each of which is considered an original.

34. Standard of Performance; Warranties.

- A. Standard of Performance. Contractor will perform all work with the requisite skill and diligence consistent with professional standards for the industry and type of work performed under the Agreement, and pursuant to the governing rules and regulations of the industry. Contractor acknowledges that the Court relies on the accuracy, competence, and completeness of Contractor's services. Contractor will efficiently use the resources or services necessary to provide the work; and provide the work in the most cost efficient manner consistent with the required level of quality and performance. The work will be provided free and clear of all liens, claims, and encumbrances.
- B. Warranties.
- (1) For a period of one (1) year, unless the Agreement or the warranties provided by a third party for goods or services procured by Contractor provide for a longer warranty period, Contractor expressly warrants that the goods and services covered by the Agreement are: 1) free of liens or encumbrances; (2) merchantable and good for the ordinary purposes for which they are used; and (3) fit for the particular purpose for which they are intended; (4) free from all defects in materials and workmanship; (5) to the extent not manufactured pursuant to detailed designs furnished by the Court, free from defects in design; and (6) conform to the requirements of the Agreement. The Court's approval of designs or specifications furnished by Contractor will not relieve Contractor of its obligations under this warranty.
 - (2) Contractor agrees to indemnify, defend, and hold the Court and court personnel harmless from liability, loss, damage and expense, including reasonable attorney's fees, incurred or sustained by the Court by reason for the failure of the goods or services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industry Safety Act. Such remedies shall be in addition to any other remedies provided by law.
 - (3) Contractor represents and warrants to the Court that it owns, will own, is authorized, or will be authorized to use for its own and the Court's benefit, all intellectual property rights used and to be used in connection with providing and/or performing the work.
 - (4) All warranties will inure to the Court, its successors, assigns, customer agencies, and users of the work provided hereunder. Contractor shall not take any action, or fail to perform any act that results in a warranty or representation becoming untrue. Contractor shall promptly notify the Court if any warranty or representation becomes untrue.
 - (5) Unless otherwise specified, the warranties set forth in this section commence after work has been accepted by the Court.

35. Stop Work.

- A. The Court may, at any time, by delivery of a written Stop Work Order to Contractor, require Contractor to stop any or all of the work, for up to ninety (90) days after the Stop Work Order is delivered to Contractor, and for any further period to which the parties may agree.
- B. Upon receipt of the Stop Work Order, Contractor will immediately comply with its terms and take all reasonable steps to minimize the costs incurred to the Court during the applicable Stop Work period. Within ninety (90) days after a Stop Work Order is delivered to Contractor, or within any mutually agreed extension of that period, the Court will either cancel the Stop Work Order or terminate the work, as provided in the Termination provisions.
- C. If a Stop Work Order is cancelled, or the period of the Stop Work Order or any extension thereof expires, Contractor will resume work. The Court may make an equitable adjustment in the delivery schedule, the Agreement amount, or both, if (i) the Stop Work Order Increases Contractor's costs or the time required for performance; and (ii) Contractor asserts its right to an equitable adjustment within thirty days after the end of the applicable Stop Work period.
- D. If a Stop Work Order is not canceled and the work covered by the Stop Work Order is terminated other than for cause, the Court may allow reasonable costs resulting from the Stop Work Order.
- E. The Court will not be liable to Contractor for loss of profits because of any Stop Work Order.

36. Survival. Terms that will survive termination or expiration of the Agreement include those relating to, but are not limited to: assignment, audit rights and retention of records, confidentiality, indemnification, limitation of liability, and warranties.

37. Termination.

- A. Termination for Cause. The Court may terminate the Agreement, in whole or in part, for cause, upon written notice. The Court shall be relieved of any payments, if Contractor fails to perform the requirements of the Agreement at the time and in the manner agreed. The Court may also cancel delivery immediately of all or any portion of unshipped goods or limit Contractor's work and, proportionately, Contractor's compensation. The Court may proceed with the work in any manner deemed proper. All costs to the Court arising from Contractor's default, including costs to complete or correct the work, will be deducted from any sum due to Contractor. Contractor will not be entitled to recover overhead or profit on the uncompleted portions of the work.
- B. Termination for Convenience. The Court may terminate the Agreement, in whole or in part, at any time, for any or no reason, upon written notice to Contractor. Upon receipt of notice of termination, Contractor will promptly discontinue work as specified in the Notice. The Court will pay Contractor for the work satisfactorily performed prior to the termination. Contractor will not recover overhead or profit on the uncompleted portions of the work.
- C. Termination due to Fund Non-Appropriation and/or Availability.
 - (1) The Court's obligations under the Agreement are subject to the availability of funds authorized for this work. Expected or actual funding may be withdrawn, reduced, or limited prior to the expiration or other termination of the Agreement. Funding beyond the current

Appropriation Year is conditioned upon appropriation of sufficient funds to support the activities described in the Agreement.

- (2) Upon Notice, the Court may terminate the Agreement in whole or in part, without prejudice to any right or remedy of the Court, for lack of appropriation of funds. Upon termination, the Court will pay Contractor for the fair value of work satisfactorily performed prior to the termination, not to exceed the total Agreement amount.
- (3) In the event that budget reductions occur in any fiscal year covered by the Agreement that may cause the Court to consider terminating the Agreement, the parties agree to attempt to renegotiate in good faith the terms of the Agreement to reduce the maximum Contract Sum in lieu of cancellation under the termination provisions of the Agreement.

D. Effect of Termination. Upon the Termination Date:

- (1) The Court shall be released from compensating Contractor for work, other than those Contractor satisfactorily performed before the Termination Date, and for any indirect costs. Without prejudice to the Court, Contractor shall be released from performing work.
- (2) If only a part of the Agreement is terminated by the Court such that Contractor is released from performing a portion of the work, the Court shall accordingly be released from compensating Contractor for that portion of work.
- (3) The Court will have the right to take possession of any materials, equipment, and other work including partially completed work. Contractor shall return to the Court any equipment purchased or built with Court funds, with costs incurred by Contractor being reimbursed by the Court. Unless otherwise provided in the Agreement, Contractor will immediately assign to the Court all of Contractor's right, title, and interest in and to such work, related materials, work product, and any and all intellectual property rights.
- (4) Upon termination of any kind, the Court may withhold from payment any sum that the Court determines to be owed to the Court by Contractor, or as necessary to protect the Court against loss due to outstanding liens or claims of former lien holders. Unless otherwise specifically provided, any advance payments made by the Court to Contractor shall be refunded to the Court on a pro rata basis.
- (5) Contractor shall have no claim against the Court, the County, the State of California, the Judicial Council of California, and their respective officers, employees, and agents for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately notify the Court and shall immediately repay all such funds to the Court. Payment by the Court for services rendered after expiration/termination of this Agreement shall not constitute a waiver of the Court, the County, the State of California, the Judicial Council of California, and their respective officers, employees, and agents' right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

(6) Third Party or Court Services.

Notwithstanding anything in this Agreement to the contrary, the Court shall have the right to perform or contract with a third party to provide any services or goods within or outside the scope of the work, including services to augment or supplement the work or to interface with the IT infrastructure of the Court. In the event the Court performs or contracts with a third party to perform any such service, Contractor shall cooperate in good faith with the Court and any such third party, to the extent reasonably required by the Court. Such cooperation shall include, without limitation, providing such information as a person with reasonable commercial skills and expertise would find reasonably necessary for the Court or a third party to perform its services relating to the work

38. Time is of the Essence. Time is of the essence in the performance of work by Contractor under the Agreement.

39. Waiver; Severability.

- A. **Waiver of Rights.** The Court's action, inaction, or failure to enforce any right or provision of the Agreement is not a waiver of its rights, and will not prevent the Court from enforcing such rights on any future occasion. A court-specific waiver does not constitute a waiver by the Court of any earlier, concurrent, or later breach or default.
- B. **Severability.** The provisions of the Agreement are separate and severable. If any part of the Agreement is held invalid or unenforceable, all other parts remain valid or enforceable, unless prohibited by applicable state and federal law.
- C. **Waiver of Jury Trial.** To the extent enforceable under California law, each party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each party, for itself and its successors and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding, or counterclaim brought by any party hereto against the other (and/or against its judges, subordinate judicial officers, officers, administrators, agents, representatives, and employees) on or with regard to any matters whatsoever arising out of or in any way connected with the Agreement and/or any other claim of injury or damage.

40. Work Site. With respect to work delivered and/or performed on the Court's premises, Contractor has the responsibility to inform itself fully and shall assume the risk as to the physical conditions at the worksite, including as applicable: (1) the availability, location, and extent of construction and storage areas and other facilities or structures above and below ground, but not limited to gas, water, sewer, electrical, and communication utilities; (2) necessary safety precautions and safeguards; (3) work to be performed by Contractor or others; (4) rules, regulations, and requirements to be observed by Contractor in the conduct of the work. Lack of knowledge of existing conditions will not be accepted as an excuse for failure to perform the specified work, nor shall such excuse be accepted as a basis for claims or additional compensation. Contractor shall conform to any specific safety requirements as required by law or regulation. Contractor shall take any additional precautions as the Court may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of the Agreement.

41. Miscellaneous Provisions Applicable to Specific Contracting Situations.

A. Union Activities Certification.

[OPTION 1: If the Agreement is \$50,000 or under, and allows for the reimbursement of Contractor expenses]

Contractor must include with any request for reimbursement from the Court a certification that Contractor is not seeking reimbursement for costs incurred to assist, promote, or deter union organizing. If Contractor incurs costs or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no reimbursement from the Court was sought for these costs, and Contractor will provide those records to the Attorney General upon request.

[OPTION 2: If the Agreement is over \$50,000, and allows for the reimbursement of Contractor expenses]

Contractor must include with any request for reimbursement from the Court a certification that Contractor is not seeking reimbursement for costs incurred to assist, promote, or deter union organizing. No Court funds received under this Agreement will be used to assist, promote or deter union organizing during the term of this Agreement (including any extension or renewal term). If Contractor incurs costs, or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no Court funds were used for those expenditures and no reimbursement from the Court was sought for these costs. Contractor will provide those records to the Attorney General upon request.

[OPTION 3: If the Agreement is over \$50,000, but does not allow for the reimbursement of Contractor expenses]

No Court funds received under this Agreement will be used to assist, promote or deter union organizing during the term of this Agreement (including any extension or renewal term). If Contractor incurs costs, or makes expenditures to assist, promote or deter union organizing, Contractor will maintain records sufficient to show that no Court funds were used for those expenditures. Contractor will provide those records to the Attorney General upon request.

- B. Provisions Applicable to **Certain Services with Compensation** over \$200,000. If this is an Agreement for services, other than consulting services, with total compensation over \$200,000, Contractor shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code § 11200 in accordance with Public Contract Code § 10353.
- C. Provisions Applicable to **Commercial Office Moving Services Agreements**. If this is an agreement of more than \$2,500 with a carrier for commercial office moving services, Contractor shall abide by the requirements contained in the State Administrative Manual, section 3810, which requires Contractor to employ only drivers and supporting personnel who are under a current collective bargaining agreement or who are paid applicable prevailing wages and employed under prevailing standards and conditions of employment.

D. Provisions Applicable to **Competitively Bid Contracts; Antitrust Claims**. If work under the Agreement was obtained by means of a competitive bid, Contractor shall comply with the requirements of Government Code sections set out below.

- (1) The Government Code chapter on antitrust claims contains the following definitions:
 - (a) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the state or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - (b) "Public purchasing body" means the state or the subdivision or agency making a public purchase. See Government Code § 4550.
- (2) Contractor shall assign to the Court all rights, title, and interest in and to all causes of action it may have under § 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2, commencing with section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by Contractor for sale to the Court pursuant to the bid. Such assignment shall be made and become effective at the time the Court tenders final payment to Contractor. See Government Code § 4552.
- (3) If the Court receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, Contractor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the Court any portion of the recovery, including treble damages, attributable to overcharges that were paid by Contractor but were not paid by the Court as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. See Government Code § 4553.
- (4) Upon demand in writing by Contractor, the Court shall, within one year from such demand, reassign the cause of action assigned under this part if Contractor has been or may have been injured by the violation of law for which the cause of action arose and (i) the Court has not been injured thereby, or (ii) the Court declines to file a court action for the cause of action. See Government Code § 4554.

E. Provisions Applicable to **Consulting Services**.

- (1) If the Agreement provides for the payment of \$1,000 or more for consulting services, Contractor must deliver detailed performance criteria, a schedule for performance, and progress reports to the Court to allow the Court to determine whether Contractor is on the right track and the project is on schedule, to provide communication of interim findings, and to afford opportunities for airing difficulties or special problems encountered so that remedies can be developed quickly.
- (2) If the Agreement provides for the payment of \$5,000 or more for consulting services, Contractor shall attach to the Agreement resumes of each Contractor participant who will exercise a major administrative role or major policy or consultative role. Contractor shall use

reasonable efforts to make these participants available to perform services during the term of the Agreement.

F. Provisions Applicable to **Court-Purchased or Court-Financed Equipment**.

- (1) If the Agreement provides Compensation to Contractor for a project funded through a grant, at the conclusion of the Project, title to all expendable and non-expendable personal property with a value of \$500 or more purchased with Court funds shall vest, automatically and without further action of the parties, with the Court. If Contractor provides written certification to the Court that the property will continue to be used for grant-related purposes and the Court approves such certification in writing, the Court may permit title to all such property to remain with Contractor in accordance with the Court's written instructions. Contractor must await specific written instructions from the Court's Project Director or Project Manager regarding any transfer of title or disposition.
- (2) If Compensation under the Agreement is not through grant funding and the Agreement provides for the provision of equipment purchased or built with Court funds, title to any equipment purchased or built with Court funds shall vest in the Court immediately upon payment of the purchase price. Before delivery to the Court, Contractor is responsible for loss or damage to the equipment to the extent it results from the negligent act or omission of Contractor or its directors, officers, employees, or agents, and Contractor shall make all necessary or appropriate repairs and adjustments.
- (3) Contractor shall maintain an inventory record for each piece of equipment purchased or built with Court funds provided under the Agreement, except for a piece of equipment that (i) has a normal life expectancy of less than one (1) year, or (ii) costs less than \$5,000 and is not easy to steal. The inventory record must include the date acquired, total cost, serial number, model identification, and any other information or description necessary to identify the piece of equipment. Upon request by the Court, Contractor shall submit to the Court a copy of the inventory record.
- (4) Upon the expiration of termination of the Agreement, or as otherwise directed by the Court, Contractor shall return such property to the Court in good condition, reasonable wear and tear expected, unless such property was not utilized, and in such case, shall be returned new and unopened from its original packaging.

- G. Provisions Applicable to **DVBE Participation Certification**. If Contractor made a commitment to achieve disabled veterans business enterprise participation, Contractor shall within sixty (60) days of receiving final payment under the Agreement (or within such other time period as may be specified elsewhere in the Agreement) certify in a report to the Court: (1) the total amount the prime Contractor received under the Agreement; (2) the name and address of any disabled veterans business enterprises (DVBE) that participated in the performance of the Agreement; (3) the amount each DVBE received from Contractor; (4) that all payments under the Agreement have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation.

- H. Provisions Applicable to **Elevator Maintenance Agreements**. If the Agreement provides for elevator maintenance, the term of the Agreement shall be for a period of no less than five (5) years even if the cover sheet of the Agreement specifies a shorter term; however, the Agreement may be terminated during the term in accordance with the Termination provisions contained herein.
- I. Provisions Applicable to **Federal or Federally-Assisted Contracts**.
- (1) Funding. If the Agreement is funded in whole or in part by the federal government, then:
- (a) It is mutually understood between the parties that the Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
 - (b) This contract is valid and enforceable only if sufficient funds are made available to the Court by the United States Government for the fiscal year in which they are due and consistent with any stated programmatic purpose. In addition, the Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.
 - (c) The parties mutually agree that if the Congress does not appropriate sufficient funds for any program under which the Agreement is intended to be paid, the Agreement shall be deemed amended without any further action of the parties to reflect any reduction in funds.
- J. Provisions Applicable to **Legal Services**. If the Agreement provides for the performance of legal services, Contractor shall adhere to any legal cost and billing guidelines, legal budgets, and legal bill or law firm audits as may be required by the Court. If the Agreement does not provide for legal representation to low-income or middle-income persons in civil, criminal, or administrative matters, Contractor shall also adhere to any litigation plans or case phasing of activities as may be required by the Court. If the Agreement does not provide for legal representation to low-income or middle-income persons in civil, criminal, or administrative matters, and also provides for Compensation (other than reimbursement of expenses) over \$50,000, Contractor shall also comply with the requirements of Business and Professions Code § 6072, which concerns the performance of pro bono legal services.

Under Business and Professions Code § 6072, Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the Agreement equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in California, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10 percent of the Agreement. Failure to make a good faith effort may be cause of non-renewal of the Agreement or another judicial branch or other state contract for legal services, and may be taken into account when determining the award of future contracts with the Court for legal services.

- K. Provisions Applicable to **Janitorial Services or Building Maintenance Agreements**. If the Agreement requires Contractor to perform services at a new site, Contractor shall retain for sixty (60) days all employees currently employed at that site by any previous contractor that performed the same services at the site. Contractor shall provide upon request information sufficient to identify employees providing janitorial or building maintenance services at each site and to make the necessary notifications required under Labor Code §§ 1060 et seq.
- L. Provisions Regarding **Material Safety Data Sheets**. If some or all of the goods provided by Contractor under the Agreement are on CAL OSHA's "Hazardous Substances List," Contractor shall forward a completed Material Safety Data Sheet (MSDS) to the Court.
- M. Provisions Applicable to **Mined Mineral Agreements**. If the Agreement involves the purchase of mined minerals, Contractor shall not supply through the Agreement any sand, gravel, aggregates, or other minerals the Court may not purchase under Public Contract Code § 10295.5.
- N. Provisions Regarding **Recycled Goods**. Unless otherwise provided in the Agreement, pursuant to Public Contract Code § 12203(d), Contractor shall use or sell only recycled products under the Agreement to the maximum extent economically feasible, but only if the fitness and quality of such recycled products are equal to non-recycled products.

If the Agreement provides for the purchase and sale of goods specified in Public Contract Code § 12207 (for example, certain paper products, office supplies, mulch, glass products, lubricating oils, plastic products, paint, antifreeze, tires and tire-derived products, and metal products), and the percentage of Contractor's postconsumer material in these goods cannot be verified by reference to a written advertisement, including, for example, a product label, a catalog, or a manufacturer or vendor website:

- (1) Contractor shall deliver a declaration to the Court specifying the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code § 12200 in goods offered or sold to the Court, regardless of whether the goods meet the requirements of Public Contract Code § 12209.1;
 - (2) UNDER PENALTY OF PERJURY, the declaration shall be true and correct and will remain so until Contractor delivers any amendment of a the current declaration to the Court, in which case the current declaration as amended will be true and correct; and
 - (3) If Contractor sells under the Agreement any printer or duplication cartridges that comply with Public Contract Code § 12209, Contractor shall so specify in the declaration required under this section.
- O. Provisions Applicable to **Rental Agreements**. If the Agreement provides for the rental of personal property, the Court shall have no responsibility for loss or damage to the rented equipment arising from causes beyond the Court's control. The Court is responsible for repairs and liability for damage or loss only to the extent they become necessary and result from a negligent act or omission of the Court or any court personnel. If the Agreement provides for the rental of equipment or other personal property and the Court has not expressly elected through the Agreement to maintain the equipment or other personal property, Contractor shall keep the

equipment in good working order and make all necessary or appropriate repairs and adjustments without qualification.

P. Provisions Applicable to **Small Business Preference Agreements**. If Contractor received a small business preference in connection with this Agreement, Contractor must complete and submit the Small Business Post-Contract Report Form. Contractor assumes an express affirmative obligation to promptly notify the Court if any information on the Small Business Contract Report Form becomes inaccurate. Contractor's failure to meet the small business commitment set forth in its bid or proposal constitutes a breach of this Agreement. If Contractor is a nonprofit veteran service agency ("NVSA"), Contractor must employ veterans receiving services from the NVSA for not less than 75 percent of the person-hours of direct labor required for the production of goods and the provision of services performed pursuant to this Agreement.

Q. Provisions Applicable to **Work by Facilities Contractors**.

(1) **Guidelines for Contractor Conduct While Working In Court Buildings.**

These Guidelines for Contractor Conduct are subject to revision and may be modified by the Court at any time. Contractor will be notified of modifications.

- (a) Work areas are to be free of all tools, trash, material packaging, etc., and any other discarded items at the end of each shift. Contractors should take their trash with them at the end of each shift, rather than disposing of trash in court containers.
- (b) All waste, excess materials, tools, etc. shall be removed from the areas upon completion. The areas shall be thoroughly cleaned.
- (c) If desk items need to be moved, they must be placed back in the same location (including chairs moved to access under desk space).
- (d) Vacuum all areas paying special attention to all drywall cutouts and/or ceiling tile debris on floor and around work areas at the end of each shift.
- (e) Use caution when removing and installing ceiling tiles. Any damage resulting in mishandled ceiling tiles will be the responsibility of Contractor to replace.
- (f) Do not remove any furniture or chairs from any office area.
- (g) Do not prop open any secure doorways. Access cards will be furnished.
- (h) Do not modify the adjustments on any chairs, or remove any chairs from any area.
- (i) Do not use any court radio, stereo, or TV. (Contractor's crew may furnish their own radio. However, volume must be kept at a low level, as judicial and administrative staff often works after hours).
- (j) Smoking is prohibited in all Court buildings, including any/all restrooms.

- (k) Do not use any restrooms in judicial chambers. Only use common area restrooms.
 - (l) Do not leave company items behind once a job is complete (i.e. ladders and tools).
 - (m) Any furniture moves necessary to complete the work must be indicated during the job walk or pre-project planning. No furniture is to be moved without prior notice to the Court's Project Director or Project Manager.
 - (n) For security purposes, do not allow any person(s) into your work area, or into any other Court Building area. Do not open doors to allow person(s) access into your work area, or any other court building area. As you go through doors, be sure to securely pull them closed behind you. Don't let person(s) come through a door along with you.
- (2) **Bonds.** The Court may require written evidence of Contractor's ability to obtain from a reputable bond company required bonds. If requested, Contractor may be asked to supply a fidelity bond covering the dishonest acts of employees or a performance bond covering the completion of work. Bond limits and reimbursement of expenses, if any, shall be determined by the Court.
- (3) **Conduct of Work.** As may be applicable, Contractor shall maintain the work site and perform the work in a manner that meets all legal requirements for the provision of a safe workplace. Contractor will ensure that all work is performed in a safe and satisfactory manner, and that all work conforms to all regulatory and industry standards. Upon completion of the work, Contractor shall remove all equipment and unused materials provided for the work, put the buildings and premises in a neat and clean condition, and do all other cleaning and washing as applicable. Further, Contractor shall comply with safety standards and provisions of applicable laws, building codes, and safety regulations issued by the California Department of Industrial Relations. Contractor shall be liable for damages arising out of injury to the Court's employees or its contractors during performance of the work, provided that the injury or damage was caused by the fault or negligence of Contractor, or by its equipment or tools.
- (4) **Contractor-Caused Damage(s).** Contractor shall repair or replace, at the option of the Court's Project Director or Project Manager, all damage to the building, equipment, or furniture caused by its operations within five (5) working days, and preferable sooner.
- (5) **Court Policy Regarding Drugs / Alcohol / Weapons.**

Contractor agrees to advise its employees and the employees of its subcontractors and agents that it is the policy of the Court that:

- (a) The use, possession and/or distribution of illegal or unauthorized drugs, drug-related paraphernalia or weapons on the Court's premises, right-of-way, or job site is prohibited and the use or possession of alcoholic beverages, except where authorized by the Court's management, is also prohibited;
- (b) Entry onto or presence on the Court's premises by any person, including Contractor, Contractor's employees, subcontractors, subcontractors' employees, contract personnel, temporary employees and visitors, constitutes consent to the Court to conduct searches, whether announced or unannounced, on the Court's premises of the person and his or

her personal effects for such prohibited items, and consent to drug testing at any time while on the Court's premises;

- (c) Any person suspected or found in violation of the policy or who refuses to permit a search or drug or alcohol test may be removed and barred from the Court's premises, at the sole discretion of the Court; and
- (d) Contractor personnel who test positive for illegal drugs or unauthorized alcohol as a result of a test conducted on the Court premises, or upon request of the Court, will be removed from any further performance or services under this Agreement.

Contractor represents and warrants that it has established, maintains, and enforces both a Drug and Alcohol Program and an Operator Qualification Program per industry standards.

(6) **Inspections.**

(a) Materials Inspections.

The Court may from time to time, at its sole good faith option, inspect and test certain materials or equipment. Therefore in contracting for the purchase of any material or equipment that Contractor will use in the performance of the work, Contractor shall obtain for the Court from the vendor of such material or equipment the right to inspect all such material and the manufacture and fabrication thereof. Whether or not the Court conducts such inspection, the Court shall also have the right to reject all materials or equipment that, in the sole good faith discretion of the Court, fail to conform to either adequate manufacturing specifications, the specifications under which such materials or equipment were purchased or the specifications required for the performance of the work.

(b) Field Inspections.

Throughout the performance of the work, the Court shall have the right to designate one or more inspectors or engineers to inspect and test the work site and the progress of the work. Contractor shall cooperate with such inspectors and engineers in order that the work may be fully inspected and that the Court may at all times be fully advised of the progress of the work and the manner in which it is being performed.

(c) Inspection Not Acceptance.

Contractor expressly understands and agrees that any inspection by the Court pursuant to this Agreement shall be for the Court's sole benefit and shall not be deemed an acceptance by the Court of all or any portion of the materials or work so inspected. Contractor further understands and agrees that no inspection by the Court pursuant to this Agreement or approval or failure to object to any portion of the work shall relieve or release Contractor from any duties, obligations, or liabilities provided in this Agreement.

- (7) **Liens.** Contractor shall discharge at once, and hold the Court harmless from, liens or stop notices that may be filed in connection with the work. The Court may withhold payment of funds from Contractor in an amount sufficient to discharge delinquent accounts of

Contractor or any of Contractor's subcontractors for which liens on the Court's or County's property have been or can be filed or for which stop notices have been or can be filed. Contractor must furnish unconditional lien releases to the Court.

- (8) **Safety Devices.** Contractor shall furnish and maintain all safety devices, e.g., signs, barricades, cones, etc. required to adequately warn and protect all persons who will be utilizing this facility during the course of the work.
- (9) **Scheduling Work.** All work shall be scheduled with the Court's Project Director, Project Manager or his/her designee before starting the assigned project.

END OF STANDARD BUSINESS TERMS AND CONDITIONS



VENDOR INFORMATION QUESTIONNAIRE – LONG FORM

To properly qualify your Company and its bid/proposal for the referenced solicitation, please provide the following information:

1. Vendor Name:
Address:
City, State, Zip Code:
Telephone:
E-mail:
2. Primary Contact Name and Title:
E-mail:
Telephone:
3. Principal type of business:
4. Number of years in business:
 - a. Number of years providing products/services similar to size and scope as those in this solicitation:
 - b. Number of years providing products/services similar to size and scope as those in this solicitation to government agency clients:
5. Check one:
 Corporation
 Partnership
 Individual
 Sole Proprietorship
 Other:
6. List any other names your Company has done business as within the last five (5) years:

7. Is your Company wholly or majority owned by, or a subsidiary of, another company? If yes, name the parent company:

8. Check all applicable boxes below and provide information for all that are applicable:

DGS Small Business Certification No.

DGS DVBE Certification No.

CA DIR (Department of Industrial Relations) Registration No. **Public Works Projects:**

CA DIR (Department of Industrial Relations) Registration No. **Janitorial Service Providers and Contractor:**

CA Seller's Permit or Certificate of Registration No.

CA Business License No.

Federal Tax ID No.

9. Description of Vendor's primary products/services:

10. Description of Vendor's typical clients:

11. References: Please provide the following contact information for three (3) business references for whom you have provided similar services as those in this solicitation within the past three (3) years. *(Please notify these references that they are being used as references.)*

a. Reference #1 Name:

Address:

Telephone:

E-mail:

b. Reference #2 Name:

Address:

Telephone:

E-mail:

c. Reference #3 Name:

Address:

Telephone:

E-mail:

12. List the annual contract value of the Vendor's three (3) largest contracts for similar products and services in the past three (3) years.

a. Contract #1:

b. Contract #2:

c. Contract #3:

13. List Vendor's gross income/receipts for the prior three (3) years. (The Court reserves the right to request additional financial information, records, profit and loss statements, etc.):

14. List and describe significant transactional events in the past five (5) years:

a. Bankruptcies:

b. Mergers:

c. Acquisitions:

d. Initial Public Offerings (IPOs):

e. Other:

15. List and describe any current or pending business disputes or litigation of any type:

a. Lawsuits:

b. Bankruptcy Proceedings:

c. Administrative Proceedings:

d. Arbitrations:

e. Mediations:

f. Other Formal Disputes:

16. List and describe any/all licenses, permits, etc., you hold that may be related to supplying products or performing the services in this solicitation in the State of California, County of Los Angeles:

	5
	6

17. This final section applies only if you are proposing the use of subcontractors. Provide the following information for each Subcontractor:

- a. Subcontractor name and address:
- b. Federal Tax Identification number:
- c. If incorporated, identify the state of incorporation:
- d. Description of Subcontractor's business organization:
- e. Principal type of business:
- f. Total number of years in business: [Click here to enter text.](#)
- g. Number of years providing services similar in size and scope to those requested in this solicitation:
- h. Subcontractor's gross income/receipts for the prior three (3) years:

	5
	6
- i. Significant transactional events in the past five (5) years such as: bankruptcies, mergers, acquisitions, initial public offerings (IPOs):

	5
	6



ACCEPTANCE, INSURANCE and CERTIFICATIONS

NON-IT IFB or NON-IT RFP < \$1M

1.	ACCEPTANCE OF TERMS AND CONDITIONS - Mark your ONE appropriate choice, below:
	The undersigned certifies that he/she has:
<input type="checkbox"/>	A) read, understands, and accepts all terms and conditions and affirms all certifications contained in the Bid/RFP Documents which will govern any PO/Contract awarded under this Bid/RFP, and that the undersigned's principal is fully bound and committed to the same;
	OR
<input type="checkbox"/>	B) read and understands all terms and conditions and all certifications contained in the Bid/RFP Documents which will govern any PO/Contract awarded under this Bid/RFP, but proposes certain exceptions . Such exceptions must be properly submitted in accordance with the Bid/RFP documents and directions. The undersigned acknowledges that any exceptions it takes may render a proposal non-responsive as determined in the Court's sole discretion, and that any terms, conditions, and certifications that it does not specifically identify as excepted to shall be deemed to be accepted and affirmed by Bidder/Proposer.
2.	CERTIFICATION OF INSURANCE COVERAGE - Mark your ONE appropriate choice, below:
<input type="checkbox"/>	A) Contractor currently maintains and will continue to maintain insurance that meets the requirements set forth in the Bid/RFP document, specifically in the Model Contract or the included Terms and Conditions
	OR
<input type="checkbox"/>	B) Contractor is ready, willing and able to maintain insurance that meets the requirements set forth in the Bid/RFP document, specifically in the Model Contract or the included Terms and Conditions.
	OR
<input type="checkbox"/>	C) Contractor takes exceptions to the insurance requirements of this Bid/RFP and has provided an explanation of these exceptions per the directions in 1(B) above.
3.	DARFUR CONTRACTING ACT CERTIFICATION - Mark your ONE appropriate choice, below:
	Pursuant to Public Contract Code (PCC) section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must either (i) certify that it is not a "scrutinized company" as defined in PCC 10476, or (ii) receive written permission from the Court to submit a bid or proposal. To submit a bid or proposal to the Court, you must certify ONLY ONE of the following three paragraphs. Indicate which paragraph accurately describes your company:
<input type="checkbox"/>	A) We do not currently have, and we have not had within the previous three years, business activities or other operations outside of the United States.
	OR
<input type="checkbox"/>	B) We are a "scrutinized company" as defined in PCC 10476, but we have received written permission from the Court to submit a bid or proposal pursuant to PCC 10477(b). <i>A copy of the written permission from the Court is included with our bid or proposal.</i>
	OR
<input type="checkbox"/>	C) We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify that we are not a "scrutinized company" as defined in PCC 10476.
	UNRUH CIVIL RIGHTS ACT AND CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT CERTIFICATION (applicable to all bids over \$100,000) - You are certifying that all THREE statements below are

4.	<p>true as to you/your company:</p> <p>Pursuant to Public Contract Code (PCC) section 2010, the following certifications must be provided when (i) submitting a bid or proposal to the Court for a solicitation of goods or services of \$100,000 or more, or (ii) entering into or renewing a contract with the Court for the purchase of goods or services of \$100,000 or more. By signing/executing this document, contractor certifies <u>they are in full compliance with all three items below:</u></p>
✓	A) We are in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code);
	AND
✓	B) We are in compliance with the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of the Title 2 of the Government Code);
	AND
✓	C) We do not have any policy against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, that is used to discriminate in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code);
5.	<p>CERTIFICATION</p> <p>In response to the Bid/RFP, I/we the undersigned hereby declare that I/we have carefully read, examined and is fully familiar with the Bid/RFP documents and all other documents and information posted online at the Court Online Procurement Website (www.BidSync.com) and hereby propose to perform the Statement of Work and/or provide the goods/products as required in this solicitation. The undersigned hereby agrees that Court will not be responsible for any errors or omissions in these Bid/RFP Documents and Addenda.</p> <p>The undersigned agrees to supply the services set forth and/or provide the goods/products in its submitted Bid/Proposal at the costs indicated within the time frame indicated if the Bid/Proposal is accepted. If recommended for Contract award, the undersigned agrees to execute a PO/Contract that will be prepared by Court for execution in timely fashion. The PO/Contract pursuant to this Bid/RFP may not be exclusive. Court expressly reserves the right to contract for performance of services and/or procurement of goods/products such as those described herein through other Proposers.</p> <p>I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the proposer/bidder and that the certification, statements and assertions indicated above are true and accurate. This certification is made under the laws of the State of California.</p>

COMPANY NAME:

NAME OF PERSON MAKING CERTIFICATION:

TITLE OF PERSON MAKING CERTIFICATION:

EXECUTED IN THE COUNTY OF:

EXECUTED IN THE STATE OF:

DATE EXECUTED:



SHARED PROCUREMENT SERVICES

COURT ONLINE PROCUREMENT PROCEDURES 1.0

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SHARED PROCUREMENT SERVICES

COURT ONLINE PROCUREMENT PROCEDURES 1.0

The Shared Procurement Services (SPS) program, administered by the Los Angeles Superior Court, provides procurement assistance, such as conducting solicitations and drafting contracts, for courts participating in the SPS program. For the ease of convenience, some SPS forms and procedures referred to herein may be located on the Los Angeles Superior Court's website. Despite the forms location on the Los Angeles Superior Court's website, the SPS procedures and forms should be deemed to be coming from the Court identified in the Solicitation Documents.

Shared Procurement Services (SPS) has developed this one set of unified COURT ONLINE PROCUREMENT PROCEDURES setting forth the SPS procedures for any/all types of procurements that may appear on the SPS Online Procurement Website at www.BidSync.com (BidSync), including items such as Request for Quote, Invitation for Bid, Request for Proposal, Request for Statement of Qualifications, etc.

Definitions for this document only:

- **Bid** – is used in its generic sense to mean any type of response submitted to any Court procurement, including items such as Bids, Proposals, Quotes, Statement of Qualifications, etc.
- **Contract** – is used in its generic sense, to describe any formal, final contract between the Vendor and the Court, including a contract, purchase order, agreement, order, etc.
- **Solicitation** – is used in its generic sense to describe mean any/all types of procurements that may appear on BidSync, including items such as Request for Quote (RFQ), Invitation for Bid (IFB), Request for Proposal (RFP) Request for Statement of Qualifications (RFSQ), Reverse Auction, etc.
- **Vendor** – is used in its generic sense to describe any/all companies or individuals that may participate in any court procurement, including contractors, bidders, proposers, vendors, etc.

1.0 ADMINISTRATIVE RULES GOVERNING THIS PROCUREMENT

A. ACCEPTANCE OF TERMS AND CONDITIONS

The Vendor who is awarded a contract under this Solicitation must be prepared to accept a Court standard contract rather than its own contract form.

Per instructions in the Solicitation, if exceptions are identified, the Vendor must submit proposed changes in a clearly presented manner, and provide an explanation or rationale for each exception and/or proposed change. All other terms, conditions, and certifications not excepted to by Vendor shall be deemed to be accepted and affirmed by the Vendor.

Please note that numerous, onerous, burdensome, and/or other material exceptions taken may render a Bid Non-Responsive as determined in the Court's sole discretion. Additionally, any exception to the following minimum terms and conditions may immediately render a Bid Non-Responsive: Vendor Certification Clauses, Indemnity provisions, Limitation of Liability, and Choice of Law and Jurisdiction provisions.

B. AMERICANS WITH DISABILITIES ACT

The Court complies with the Americans with Disabilities Act (ADA) and similar California statutes. Requests for accommodation of disabilities by Vendors should be directed to the Court's designee.

C. ANTI-TRUST CLAIMS

In submitting a Bid to the Court, Vendor offers and agrees that if the Bid is accepted, Vendor will assign to the Court all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Vendor for sale to the Court pursuant to the Bid. Such assignment

shall be made and become effective at the time the Court tenders final payment to the Vendor. (See Government Code section 4552.)

If the Court receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this section, Vendor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the Court any portion of the recovery, including treble damages, attributable to overcharges that were paid.

Upon demand in writing by Vendor, the Court shall, within one year from such demand, reassign the cause of action assigned under this section if Vendor has been or may have been injured by the violation of law for which the cause of action arose and (a) the Court has not been injured thereby, or (b) the Court declines to file a court action for the cause of action. (See Government Code section 4554.)

D. AUTHORITY TO OBLIGATE OR BIND THE COURT

All contracts and purchase orders with the Court, and all amendments or modifications thereto, are subject to written approval by the Court Presiding Judge (PJ) or Court Executive Officer (CEO). Court personnel other than the PJ and/or CEO do not have actual, apparent, or implied authority to obligate the Court to any contract or purchase order term. Nothing other than written approval by the PJ and/or CEO shall be construed as an offer or acceptance of any contract or purchase order term, as an expression of the Court's assent to any contract or purchase order term, or as an expression of the Court's intent in forming any contract or purchase order. Nothing other than written approval by the PJ and/or CEO shall be construed as a modification, cancellation, waiver, or amendment to any Court contract or purchase order. Correspondence, including emails, shall not establish a trade practice and/or prior course of dealing on the part of the Court in connection with any Court contract or purchase order.

E. BID PREPARATION COSTS

Vendors submitting Bids do so entirely at their expense. There is no express or implied obligation by the Court to reimburse a Vendor for any costs incurred in preparing or submitting Bids, providing additional information when requested by the Court, participating in any selection interviews or product demonstrations, or participating in this procurement.

F. CONFIDENTIAL OR PROPRIETARY INFORMATION

Rule 10.500 of the California Rules of Court sets forth comprehensive access provisions applicable to administrative records maintained by a trial court. The Court will make identifiable administrative records available upon request, unless the records are exempt from disclosure under Rule 10.500. Providing copies of records may be subject to payment of a fee by the requester.

All materials submitted in response to a Solicitation will become the property of the Court. A copy of each Bid will be retained for official files.

Please be aware that Vendor's response(s) to this Solicitation may be considered a public record and be made available to anyone who requests a copy. No formal notice to the "author" or "creator" of the documents is required or given, either prior to or concurrent with the release or production of the documents.

If a Bid contains particular material noted or marked by the Vendor as "Confidential" and/or "Proprietary" and if under Rule 10.500 such material would be exempt from public disclosure, then that information may not be made available to the public. However, if the Court considers that under Rule 10.500 such material is not exempt from public disclosure, the material may be made available to the public, regardless of the Vendor's notation or markings.

If an entire Bid contains a wholesale, blanket, or general marking by the Vendor as "Confidential" and/or "Proprietary," under Rule 10.500 it is very unlikely that the entire Bid would be exempt from public disclosure. If the Court considers that under Rule 10.500 such material is not exempt from public disclosure, the material may be made available to the public, regardless of the Vendor's notation or markings.

If a Vendor is unsure if its confidential and/or proprietary material would fall within the disclosure exemption requirements of Rule 10.500, then it should not include such information in its Bid because such information may be disclosed to the public.

G. CONFIDENTIALITY OF QUESTIONS TO THE COURT

If a Vendor's question relates to a proprietary aspect of its Bid and the question would expose proprietary information if disclosed to competitors, the Vendor may submit the question via email to the Bid Contact conspicuously marking the email as "CONFIDENTIAL." Along with the question, the Vendor must submit a statement explaining why the question is sensitive. If the Court concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the Court does not concur regarding the proprietary nature of the question, the question will not be answered, and the Vendor will be notified.

H. CONTACT WITH COURT

Except as otherwise provided or permitted, questions regarding this Solicitation must be submitted only through BidSync. Vendors are specifically directed NOT to contact the Bid Contact or other court personnel or consultants regarding this Solicitation at any time prior to Bid Award. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the Vendor's Bid.

I. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) INCENTIVE

This Solicitation includes a DVBE Incentive.

The Court has established rules and procedures for its DVBE program. Qualified Vendors wishing to claim the DVBE incentive should refer to the Court's *DVBE Rules and Procedures* for further information. The Court's *DVBE Rules and Procedures*, unless otherwise provided, can be located at the following website: <http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=641>.

J. ERRORS IN THE SOLICITATION

If, before the Bid Due Date and Time listed in the timeline of the Solicitation, a Vendor discovers any ambiguity, conflict, discrepancy, omission, or error in the Solicitation, the Vendor must immediately notify the Court via email to the Bid Contact and request modification or clarification of the Solicitation. Without disclosing the source of the request, the Court may modify the Solicitation before the Bid Due Date and Time by releasing an addendum to the Solicitation.

If a Vendor fails to notify the Court of an error in the Solicitation known to Vendor, or an error that reasonably should have been known to Vendor, before the Bid Due Date and Time listed in the timeline of the Solicitation, Vendor shall Bid at its own risk. Furthermore, if Vendor is awarded the contract, Vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

If a Vendor discovers an error in the Solicitation after the Bid Due Date and Time listed in the timeline of the Solicitation but before award of the contract, the Vendor may be allowed to withdraw its Bid if the Vendor can demonstrate to the Court's satisfaction that: (i) an error exists in the Procurement, (ii) the error materially affected the Vendor's Bid, and (iii) the Vendor did not discover the error prior to submission of its Bid.

K. NEWS RELEASES

News releases or other publicity pertaining to the award of a contract may not be issued without prior written approval of the Court.

L. PAYMENT

Payment terms will be specified in any contract that may be awarded as a result of this Procurement. Except as otherwise provided or permitted, the Court does not make advance payment for goods or services. Payment is normally made based upon completion of tasks as provided in the contract between the Court and the selected Vendor. The Court may withhold ten percent of each invoice until receipt and acceptance of the final deliverable. The amount withheld may depend upon the

length of the project and the payment schedule provided in the contract between the Court and the selected Vendor.

M. PERIOD OF FIRM PRICING; NEGOTIATIONS

A Vendor's Bid is an irrevocable offer for the number of days indicated for this Solicitation on BidSync. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

Until a contract resulting from this Solicitation is signed, the Court may award a contract in whole or in part, and/or negotiate any or all items with any individual Vendor if it is deemed to be in the Court's best interest. The Court may also solicit best and final offers (BAFO) from any or all Vendors that submitted a responsive Bid. A notice of intent to award does not constitute a contract, and confers no right of contract on any Vendor.

N. PROCUREMENT ADDENDA

The Court may modify this Solicitation prior to the date fixed for submission of Bids by providing notice to Vendors by way of an addendum. It is each Vendor's responsibility to inform itself of any addendum prior to its submission of a Bid.

Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the Bid to include all addenda issued in any resulting contract.

O. QUESTIONS REGARDING THE SOLICITATION

Vendors interested in responding to the Solicitation may submit questions on BidSync on procedural matters related to the Solicitation or requests for clarification or modification of the Solicitation no later than the deadline for questions listed in the timeline of the Solicitation. (Go to the "Q&A" tab of this Solicitation on BidSync.) Once submitted, questions become part of the procurement file and are subject to disclosure; Vendors are accordingly cautioned not to include any proprietary or confidential information in questions. If Vendor is requesting a change, the request must set forth the recommended change and Vendor's reasons for proposing the change. Questions or requests submitted after the deadline for questions will not be answered. Without disclosing the source of the question or request, a copy of the questions and the Court's responses will be made available prior to the Bid Due Date and Time.

The Court is under no obligation to answer each and every incoming question, and has the right to re-write, re-word, or delete incoming questions, as deemed necessary by the Court to further the goals and objectives of the Solicitation.

P. RESERVATION OF RIGHTS

The Court may take any action related to this Solicitation and/or this Solicitation process deemed necessary by the Court and permitted by law to meet the needs of the Court and the public community which it serves.

These actions may include, but are not limited to, the following:

- Reject any or all of the Bids;
- Issue subsequent Solicitations;
- Cancel the entire Solicitation;
- Remedy errors in the Solicitation;
- Reduce the scope of work for a reasonable amount if in the best interest and at the sole discretion of the Court;
- Appoint Court personnel or non-Court personnel to review Bids;
- Seek the assistance of outside technical experts to review Bids;
- Approve or disapprove the use of particular subvendors and suppliers;
- Establish a list of Potential Contractors eligible for discussions after review of written Bids;
- Negotiate with any, all, or none of the Potential Vendors;
- Solicit best and final offers (BAFO) from all or some of the Potential Vendors;
- Award a contract to one or more Potential Vendors;
- Accept other than the lowest priced Bid, if such award is in the best interests of Courts;

- Waive informalities and irregularities in Bids;
- Award a contract without discussions or negotiations; and/or,
- Disqualify a Bid upon evidence of collusion with intent to defraud, or other illegal practice(s) on the part of a Potential Vendors.

The Court reserves the right to issue similar Solicitations in the future. The Solicitation is in no way an agreement, obligation, or contract and in no way is the Court, the Judicial Council, or the State of California responsible for the cost of preparing the Bid.

Q. RIGHT TO REJECT/ACCEPT BIDS

Before the Bid Due Date and Time listed in the timeline of the Solicitation, the Court may cancel the Solicitation for any or no reason. After the Bid Due Date and Time listed in the timeline of the Solicitation, the Court may reject any or all Bids and cancel the Solicitation if the Court determines that: (i) the Bids received do not reflect effective competitive; (ii) the cost is not reasonable; (iii) the cost exceeds the amount expected; or (iv) awarding the contract is not in the best interest of the Court. The Court may also disqualify a Vendor should it suspect the Vendor has engaged in collusion with intent to defraud, or other illegal practices in connection with this Solicitation.

Classification of any deviation or exception within a Solicitation as material or non-material is fully within the discretion of the Court. The Court may or may not waive an immaterial deviation or defect in a Solicitation. The Court's waiver of an immaterial deviation or defect shall in no way modify the Solicitation or excuse a Vendor from full compliance with Solicitation specifications.

The Court reserves the right to accept or reject any line item or combination of line items in a Solicitation. The Court also reserves the right to award zero, one, two, or more contracts through a Solicitation. No guarantee or promise is made by the Court of any sole or exclusive contracting relationship with any Vendor.

R. SMALL BUSINESS PREFERENCE

If the Solicitation is for Information Technology ("IT") goods and/or services, the Solicitation includes a Small Business Preference.

The Court has established rules and procedures for its Small Business Preference program. Qualified Bidders wishing to claim the Small Business preference should refer to the Court's *Small Business Preference Rules and Procedures – Information Technology Procurements* for further information. The Court's *Small Business Preference Rules and Procedures*, unless otherwise provided, can be located at the following website: <http://www.lacourt.org/SPS/UI/ViewDoc.aspx?sid=6&did=643>.

2.0 PRE-BID CONFERENCES OR WALKTHROUGHS

Times, dates, and additional information related to pre-bid conferences or walkthroughs will be found on BidSync.

A. MANDATORY PRE-BID CONFERENCE OR WALKTHROUGH

The Court may require that interested Vendors attend a mandatory pre-bid conference or walkthrough. In the event a Vendor is unable to attend a mandatory pre-bid conference, an authorized representative may attend on their behalf. A representative may only sign in for one Vendor. Each Vendor must be certain to check-in at the mandatory pre-bid conference, as the attendance list will be used to ascertain compliance with this requirement. Bids from Vendors who do not attend the mandatory pre-bid conference will not be accepted or considered.

B. OPTIONAL PRE-BID CONFERENCE OR WALKTHROUGH

The Court may hold an optional pre-bid conference, in which Vendor attendance is not mandatory. In the event a Vendor is unable to attend an optional pre-bid conference, an authorized representative may attend on their behalf. A representative may only sign in for one Vendor. Vendors are encouraged to attend any optional pre-bid conferences. A transcript of the pre-bid conference will not be made available.

C. USE OF CONFERENCE CALL

If the Court elects to conduct a pre-bid conference via conference call, there will not be any opportunity to attend the conference “in person.” Limit of two (2) callers per company.

3.0 CONTENT OF BID

Responsive Bids must provide clear, concise, and complete information. Care should be taken to ensure that the Bid responds completely and thoroughly to all of the requirements set forth in the Solicitation. Bids should be limited to a reasonable length, given the directions and circumstances of the procurement. Do not submit large amounts of marketing materials or voluminous general information about your company unless such information is requested within the Solicitation.

The objective of the Bid submission is for the Court to ascertain Vendor’s ability to provide the requested goods and services. In addition, specific information is requested from all Vendors to ensure that the Bids can be fairly compared in a standard manner. Only that information which is contained in the Bid will be considered.

4.0 SUBMITTAL OF BIDS

A. ACKNOWLEDGEMENT OF ACCEPTANCE

Submission of a Bid constitutes an acknowledgement that Vendor accepts and is willing to comply with the terms and conditions of the Solicitation, the attachments and any addenda, and has reviewed all applicable laws, regulations, ordinances and resolutions dealing with or related to this procurement. Vendor’s failure or neglect to examine such documents or such laws, regulations, ordinances and resolutions shall in no way relieve Vendor from any obligations with respect to any contract issued as a result of this Solicitation.

B. AMENDMENT OR WITHDRAWAL OF BIDS

A Vendor may amend its Bid prior to the Bid Due Date and Time. Vendor should follow the process as set forth on BidSync to amend its Bid. If the Vendor encounters any problems in amending its Bid electronically, or needs any technical assistance, please contact Bidsync’s Customer Service toll free at 1 800 990 9339 or support@bidsync.com.

A Vendor may withdraw its Bid at any time prior to the Bid Due Date and Time. Vendor should follow the process as set forth on BidSync to withdraw its Bid. If the Vendor encounters any problems in withdrawing its Bid electronically, or needs any technical assistance, please contact BidSync’s Customer Service toll free at 1 800 990 9339 or support@bidsync.com.

Except as otherwise provided or permitted, amendments or withdrawals offered in any other manner than described above may not be considered. Bids cannot be amended or withdrawn after the Bid Due Date and Time.

C. METHOD OF SUBMITTAL

All Bids shall be electronically submitted via BidSync, unless otherwise indicated in the Solicitation Documents. The Vendor is solely responsible for ensuring that the full Bid is submitted via BidSync, prior to the Bid Due Date and Time specified. If the Vendor encounters any problems in submitting its Bid electronically, or needs any technical assistance, please contact BidSync’s Customer Service toll free at 1 800 990 9339 or support@bidsync.com.

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.

D. MISTAKE OR ERROR IN BID

If, after the Bid Due Date and Time but prior to a contract award, a Vendor discovers a mistake in its Bid that renders the Vendor unwilling to perform under any resulting contract, the Vendor must

immediately notify the Bid Contact via e-mail and request to withdraw the Bid. It shall be solely within the Court's discretion as to whether withdrawal will be permitted. If the Solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire Bid. If the Solicitation provided for evaluation and award on a line item or combination of items basis, the Court may consider permitting withdrawal of specific line item(s) or combination of items.

If a mathematical or clerical error is discovered in a Vendor's Bid, the Court may at its sole option retain the Bid and allow the Vendor to submit proposed corrections. In determining if a correction will be allowed, the Court will consider the conformance of the Bid to the format and content required by the Solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the Solicitation.

5.0 PROCEDURES RELATING TO EVALUATION AND AWARD STANDARDS

A. REQUEST FOR QUOTE (RFQ) / INVITATION FOR BIDS (IFB):

Award of a contract, if made, will be made in accordance with the RFQ/IFB, the Judicial Branch Contracting Manual (JBCM), and the Local Contracting Manual (LCM), if applicable: (1) to the Lowest Responsible Vendor; or (2) to other than the Lowest Responsible Vendor based upon the Court's valid business reason; or (3) to other than the Lowest Responsible Vendor if necessary to achieve superior value effectiveness with a competitive framework in IT RFQs or IFBs; or (4) to the Highest Scored Bid.

During the evaluation process, the Court may perform certain checks to determine if a Vendor is ineligible for contract award, and may require the Vendor's representative to answer questions with regard to the Vendor's Bid. Failure of a Vendor to demonstrate that a statement made in its Bid is in fact true may be sufficient cause for rendering a Bid Non-Responsive. Bids that contain false or misleading statements may also be rejected if in the Court's opinion, the information was intended to mislead the Court regarding a requirement of the RFQ/IFB.

The Court may conduct phone or in-person interviews with any Vendor to clarify aspects of their Bids. If conducted in person, interviews will likely be held at the Court's offices, and the Court will not reimburse Vendors for any costs incurred in traveling to or from the interview location. The Court may also seek the assistance of outside technical personnel in reviewing Bids.

The Court may approve or disapprove the use of particular subvendors or suppliers.

B. REQUEST FOR PROPOSALS (RFP):

Depending upon the individual details of the RFP, award of a contract, if made, will be made in accordance with the RFP, the Judicial Branch Contracting Manual (JBCM), and the Local Contracting Manual (LCM): (1) to the Highest Scoring Vendor; or, (2) to other than the Highest Scoring Vendor if necessary to achieve superior value effectiveness with a competitive framework in IT RFPs.

An initial review will be made of all Bids submitted to determine their compliance with the RFP format instructions and fulfillment of the minimum requirements, and each Bid will be determined to be either Responsive or Non-Responsive. Failure to satisfy or comply with any of the minimum requirements may be cause for a determination of Non-Responsive and may disqualify a Bid from further consideration and review. The Court may, in its sole discretion, reject any or all Non-Responsive Bids submitted in response to this Solicitation. Such review and determination will be done at the sole discretion of the Court.

The Court will evaluate Responsive Bids using the criteria set forth in the Solicitation Document.

For IT RFPs, an evaluation team may initially review the Non-Cost Information portion of the Bid to determine its compliance with the RFP's requirements. The Cost Information portion of a Bid may only be evaluated if the Non-Cost Information portion of the Bid is determined to be Responsive.

During the evaluation process, the Court may perform certain checks to determine if a Vendor is ineligible for contract award, and may require the Vendor's representative to answer questions with regard to the Vendor's Bid. Failure of a Vendor to demonstrate that a statement made in its Bid is in fact true may be sufficient cause for rendering a Bid Non-Responsive. Bids that contain false or

misleading statements may also be rejected if in the Court's opinion, the information was intended to mislead the evaluation team regarding a requirement of the RFP.

The Court may approve or disapprove the use of particular subvendors or suppliers.

The Court may conduct phone or in-person interviews with any Vendor to clarify aspects of its Bid or to assist in finalizing the ranking of Bids. The Court is not obligated to hold an interview with every Vendor. If conducted in person, interviews will likely be held at the Court's offices, and the Court will not reimburse Vendors for any costs incurred in traveling to or from the interview location. The Court will notify Vendors regarding interview arrangements. The Court may also seek the assistance of outside technical personnel in reviewing Bids.

The Court may request to have product demonstrations as part of the Court's evaluation process. The product demonstrations may be conducted in person, via the web, or through other suitable means or arrangements. The Court will not reimburse Vendors for any costs incurred in traveling to or from the product demonstration location. The Court will notify eligible Vendors regarding demonstration arrangements.

The Court may approve or disapprove the use of particular subvendors or suppliers.

C. TIE BREAKER

In the event of a tie, the contract may be awarded to the winner of a single coin toss. The coin toss will be witnessed by two Court employees. The Court will provide notice of the date and time of the coin toss to the affected Vendors, who may attend the coin toss at their own expense.

6.0 AWARD AND EXECUTION OF CONTRACT

A. PRE-EXECUTION DOCUMENTATION

Prior to execution of a contract, the following additional items may be required, if applicable:

- If Vendor is a corporation, proof that Vendor is in good standing and qualified to conduct business in California (e.g., copies of current business licenses).
- If Vendor has claimed a DVBE incentive, completed Bidder Declaration and DVBE Declaration forms.
- If Vendor has claimed a Small Business preference, a completed Small Business Declaration form.
- If Vendor is supplying products identified in Public Contracts Code § 12207 (i.e. paper products, printer cartridges), a completed Postconsumer-Content Certification form.

Additionally, if the contract is for the sale of tangible personal property, proof that the Vendor and all of its affiliates, that make sales for delivery into California, are currently holders of either of the following:

- A California seller's permit issued under Revenue and Taxation Code § 6066 et seq.; or
- A certificate of registration issued under Revenue and Taxation Code § 6226.

B. AWARD OF CONTRACT

Award of a contract, if made, will be in accordance with the Solicitation to a Responsible Vendor submitting a Bid compliant with all the requirements of the Solicitation and any addenda thereto (including any administrative or technical requirements), except for such immaterial defects as may be waived by the Court.

Once negotiations have been completed with the selected Vendor, a recommendation for an award of a contract will be made to the Court's PJ or CEO, who is, and shall remain, the ultimate decision maker for the Court.

C. EXECUTION OF FORMAL AGREEMENT (IF APPLICABLE)

Vendors are hereby advised that this Solicitation is for Bids only. It is not intended to be, nor is it to be construed as, an offer to enter into any contract or other agreement. Acceptance or

recommendation of a proposal does not constitute formation of a contract. A contract can be created only by formal approval and execution by the Court's PJ or CEO.

The Court will make a reasonable effort to execute any contract based on this Solicitation within a timely manner. Exceptions taken by a Vendor may delay execution of a contract. A Vendor submitting a Bid must be prepared to use a Court standard contract form rather than its own contract form. The Court reserves the right to reduce the scope of work if it is in the best interest of the Court, or add, delete, and/or modify the terms and conditions prior to execution of the contract.

Upon award of the contract, the contract shall be signed by Vendor and returned, along with the required attachments, to the Court no later than ten (10) business days of receipt of contract form. Contracts are not effective until executed by both parties. Any work performed before receipt of a fully-executed contract shall be at Vendor's own risk.

Failure to execute the contract within the time frame identified above constitutes sufficient cause for voiding the award. Failure to comply with other requirements within the set time constitutes failure to execute the contract. If the successful Vendor refuses or fails to execute the contract, the Court may award the contract to the next qualified Vendor.

D. ADVANCE PAYMENT FOR GOODS AND SERVICES

Payment is normally made based upon completion of delivery of goods or tasks as provided in the contract between the Court and the selected Vendor. 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 Vendor.

7.0 PROTEST PROCEDURES

The Court intends to be open and fair to all Vendors in selecting the best service providers within budgetary and other constraints described in the Solicitation Document. In applying evaluation criteria and making the selection, members of the evaluation team will exercise their best judgment.

The Court follows the protest procedures set forth in the California Judicial Branch Contracting Manual, Chapter 7, Protests, which can be found on the Judicial Branch of California, California Courts public website at: <http://www.courts.ca.gov/18759.htm>.

The Court has adopted minimum thresholds for the acceptance of protests. The Court shall reject any protest received for procurement if the procurement is below the applicable thresholds listed below:

Type of Procurement	Threshold
Non-IT Goods	\$ 50,000
Non-IT Services	\$ 5,000
IT Goods and Services	\$100,000

The Court's **PROTEST HEARING OFFICER** is:

Theresa Jauregui, Protest Hearing Officer
Shared Procurement Services
111 North Hill Street, Room 425B
Los Angeles, California 90012

The Court's **PROTEST APPEALS OFFICER** is:

Luke McDannel, Protest Appeals Officer
Shared Procurement Services
111 North Hill Street, Room 431D
Los Angeles, California 90012

Question and Answers for Bid #SP-2018-0038 - Janitorial Services for Nevada Superior Court

Overall Bid Questions

There are no questions associated with this bid.