

RFQ Title: Secure IT Asset Disposition
RFQ Number: 1920-223



Superior Court of California

COUNTY of VENTURA

Request for QUOTES

For

SECURE IT ASSET DISPOSITION

RFQ NUMBER: 1920-223

QUOTES DUE: MONDAY, APRIL 29

NO LATER THAN 3:00 P.M. PACIFIC TIME

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1.0 BACKGROUND INFORMATION

Ventura County Superior Court is seeking a qualified vendor to provide secure IT asset destruction (SITAD) services.

2.0 DESCRIPTION OF SERVICES

Vendor to provide the removal and eWaste processing of the following: PCs, laptops, monitors, printers, keyboards, mice, and miscellaneous electronic equipment including but not limited to televisions, calculators, tape cartridges, and A/V recording equipment. **Vendor must remove the Hard Drives from PCs and laptops for destruction.**

Vendor must provide its own suitable vehicle for equipment removal and transport. Vendor must provide certification of the off-site Hard Drive and Media destruction, which may be provided in bulk, by order.

The Court's preference is that services meet the following specifications:

The Data Erasure & Destruction process must satisfy the regulatory standards set forth by HIPAA, GLB, PCI, and the California Security Breach Information Act in accordance with U.S. DoD 5220.22-M and NIST SP 800-88 R1 guidelines utilizing one or more of the following methods:

Level A - data erasure is a non-destructive overwrite process that clears or purges all data from electronic data storage devices.

Level B - degaussing is a non-destructive process that utilizes a powerful magnetic force to purge all data from magnetic media.

Level C - device destruction utilizes an industrial shredder to physically shred data bearing devices to a 3/4" or smaller size with these remnants being recycled, smelted and/or incinerated.

3.0 TIMELINE FOR THIS RFQ

The Court has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFQ issued	<i>Wednesday, April 17, 2019</i>
Deadline for questions	<i>Monday, April 22, 2019, no later than 4:00 pm, Pacific Time</i>
Questions and answers posted	<i>Tuesday, April 23, 2019 by 5:00 pm</i>
Latest date and time proposal may be submitted	<i>Monday, April 29, 2019, by 3:00 pm (PT)</i>
Evaluation of proposals (<i>estimate only</i>)	<i>May 2019</i>
Negotiations and execution of contract (<i>est. only</i>)	<i>May/June 2019</i>
Contract start date (<i>estimate only</i>)	<i>Monday, July 1, 2019</i>
Contract end date (<i>estimate only</i>)	<i>June 30, 2022, with one or more options to renew.</i>

4.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFQ and are posted on the Court’s website in the following link <http://www.ventura.courts.ca.gov/vendors.html>:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFQs	These rules govern this solicitation. http://www.ventura.courts.ca.gov/procurement/docs/RFP_IT_Goods_and_Services.pdf
Attachment 2: Court General Terms and Conditions – IT Goods and Services	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. http://www.ventura.courts.ca.gov/procurement/docs/Acceptance_of_Terms_and_Conditions.pdf
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal. http://www.ventura.courts.ca.gov/procurement/docs/General_Certification.pdf
Attachment 5: Bidder/Contractor Statement of Work Questionnaire	The Proposer must complete the Bidder/Contractor Statement of Work Questionnaire Form and submit the completed form with its proposal.
Attachment 6: Bidder/Contractor Pricing Sheet	The Proposer must complete the Bidder/Contractor Pricing Sheet and submit the completed form with its proposal.
Attachment 7: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal. http://www.ventura.courts.ca.gov/procurement/docs/JBCM_Darfur_Certification.pdf

5.0 PAYMENT INFORMATION

5.1 Payment terms will be specified in any agreement that may ensue as a result of this RFQ.

5.2 THE COURT DOES NOT MAKE ADVANCE PAYMENT FOR SERVICES. Payment is normally made based upon completion of tasks as provided in the contract between the Court and the selected Proposer. 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 Proposer.

6.0 SUBMISSIONS OF BIDS

6.1 Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFQ’s instructions and requirements, and completeness and

clarity of content.

- 6.2** The Proposer must submit **one (1) original**. The original must be signed by an authorized representative of the Bidder. The bid must be submitted to the Court via email to solicitation@ventura.courts.ca.gov or by hard copy according to the instructions provided below in Section 6.3. The Bidder must write the RFQ title and number on the subject line of the email.
- 6.3** If Proposer chooses to submit the bid as a hard copy, the bid must be delivered by the date and time listed on the coversheet of this RFQ to:
- Attn: Jill Barrios, Sr. Analyst Finance/Fiscal
Ventura Superior Court
800 S. Victoria Avenue
Ventura, CA 93009
- 6.4** Bids must be sent by courier service, (e.g. FedEx), delivered by hand, or by email to solicitation@ventura.courts.ca.gov.
- 6.5** Bids delivered by hand must be delivered Monday through Friday between 8:00 am and 3:00 pm. They must be delivered to the 2nd Floor Clerk's Office Room 206 which is located in the Hall of Justice of the government center at the address listed above in Section 6.3.
- 6.6** **Late bids will not be accepted.**

7.0 BID CONTENTS

- 7.1** The Proposer must complete the **STATEMENT OF WORK** Questionnaire Form (Attachment 5) and submit the completed form with its proposal.
- 7.2** This Statement of Work must include a complete description of how service requests and equipment pickups may be requested and scheduled. Include a detail of services from the time of arrival at Court site through to the Vendor provided certificate of destruction to the Court.
- 7.3** Acceptance of the Terms and Conditions.
http://www.ventura.courts.ca.gov/procurement/docs/Acceptance_of_Terms_and_Conditions.pdf
- i. On Attachment 3, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it must provide the required additional materials. An "exception" includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit either (a) a red-lined version of the Terms and Conditions (Attachment 2) that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change OR provide alternative Terms and Conditions.
- 7.4** Certifications, Attachments, and other requirements.
- iii. The Proposer must complete Attachment 4, the General Certifications Form and submit the completed form with its proposal.

http://www.ventura.courts.ca.gov/procurement/docs/General_Certification.pdf

- iv. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

7.5 Cost Portion. The Proposer must complete the PRICING Questionnaire Form (Attachment 6) and submit the completed form with its proposal.

A. IT Services:

- i. A line item budget showing total cost of the proposed services.
- ii. Include pricing for option years (used at Court’s discretion).
- iii. Space available to include any additional pricing information.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the COURT reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

The COURT will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

CRITERION	MAXIMUM NUMBER OF POINTS
<i>Cost</i>	<i>40</i>
<i>Services Offered</i>	<i>25</i>
<i>Delivery of Services</i>	<i>25</i>
<i>Acceptance of the Terms and Conditions</i>	<i>5</i>
<i>Ability to meet timing requirements to complete the project</i>	<i>5</i>

11.0 INTERVIEWS

The COURT may conduct phone interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The COURT will notify eligible Proposers regarding interview arrangements.

12.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.

The COURT will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked "confidential," "proprietary," or otherwise, and regardless of any statement in the proposal (a) purporting to limit the COURT's right to disclose information in the proposal, or (b) requiring the COURT to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the COURT to receive a solicitation specifications protest is 3:00 p.m. on April 23, 2019. Protests must be sent to:

Richard Cabral
Director, Finance & Collections
800 S. Victoria Avenue
Ventura, CA 93009