



Superior Court of California, San Mateo County

400 County Center, 4th Floor; Redwood City, CA 94063

www.sanmateocourt.org

INVITATION FOR BID

IFB Number	Title	Issued	Due Date and Time
25-I001	Dedicated Courier Services	February 14, 2025	March 7, 2025 @ 3 PM
Contract Officer		Contact Information	
Cesia Velazquez Berg		procurement@sanmateocourt.org	
Procurement Officer		Contact Information	
Carmelia Morris		procurement@sanmateocourt.org	

Bidder Information:

Firm Address	
EIN/TIN	
Phone	
Email	

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the bid is accepted, to furnish items or services for which prices are quoted, at the price set, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the court the items or services offered and accompanying attachments shall constitute a contract.

Vendor's Legally Authorized Representative:

Printed Name

Title

Signature

Date

1. Background

The Superior Court of California, County of San Mateo (Court) operates out of three facilities spread out across San Mateo County. The Court operates a main courthouse that houses most court and administrative operations, as well as a northern courthouse in South San Francisco that houses traffic court and some other offices, and a Juvenile courthouse in the City of San Mateo.

Statutory requirements drive the need for documents to be moved expeditiously from one courthouse to another at prescribed times and prescribed routes each day.

2. Description of Services

2.1. Scope of Work

(A) Courier Service – Successful bidders will provide a dedicated courier service utilizing the schedule provided in 2.1 (B), Monday through Friday, except as described in 2.1 (H).

(B) Schedule of Services –

Route	Departure	Arrival
Redwood City ("RWC") to Youth Services Center ("YSC")	10:00 AM	10:30 AM
YSC to South San Francisco ("SSF")	10:40 AM	11:15 AM
SSF to RWC	11:25 AM	12:15 PM
RWC to San Mateo Central ("Central")	12:30 PM	1:00 PM
Central to SSF	1:10 PM	1:40 PM
SSF to RWC	1:50 PM	2:50 PM

(C) Arrival Times – Except in egregious circumstances, couriers must arrive within 15 minutes of the scheduled arrival time.

- i. When a courier will arrive more than ten minutes behind the scheduled arrival time, except when doing so will create an unsafe condition, and as soon as practicable, the courier must attempt to contact the location contact described in 2.2.

(D) Delivery Sorting – Court staff at each pick-up location will sort deliveries into mail tote type bins labeled for their appropriate delivery point. The courier shall pick up all deliveries for locations that remain on their route for the day.

(E) Delivery of All Items – Courier, in no circumstance, shall maintain possession of any court related document or delivery past the close of business or the final delivery of the day.

(F) Logs – The Court may choose to require the courier log the time of each departure or arrival. This may vary by location. Couriers will comply with any requests to sign into or out of a court facility.

(G) Facility Access – The court contracts with the San Mateo County Sheriff’s department to provide physical security and access control to court facilities. In accordance with 2.3, couriers will comply with all requirements of the Sheriff’s Office when obtaining access to Court facilities. All deliveries and pick-ups must be performed inside of the office or facility, as described in 2.2.

(H) Holidays – Unless otherwise indicated, the Court observes and is closed on the holidays listed on the California State Courts [website](#). No courier services will be utilized on these days.

2.2. Locations

(A) Redwood City	
Address:	400 County Center, Redwood City, CA 94063
Pick-Up Location:	Mail Room – 1st Floor
References:	HOJ, Hall of Justice, Southern
Location Contact:	Alessandra Robleto - (650) 261-5171

(B) YSC San Mateo	
Address:	222 Paul Scannell Drive, San Mateo, CA 94402
Pick-Up Location:	Juvenile Clerk’s Office
References:	YSC, Youth Services Center, Juvenile
Location Contact:	Jeffrey Rolston (650) 261-5158

(C) South San Francisco	
Address:	1050 Mission Road, South San Francisco, CA 94080
Pick-Up Location:	Traffic Clerk’s Office
References:	SSF, Northern, Traffic
Location Contact:	Christianne Vocal (650) 261-5339

(D) Central San Mateo	
Address:	800 North Humboldt Street
Pick-Up Location:	With security at the entrance
References:	Central, San Mateo Superior Court Central, Central Branch
Location Contact:	Alessandra Robleto (650) 261-5171

2.3. Security

(A) Access to Information – Couriers will be granted access secure areas of court facilities and may come into incidental contact with sensitive information. Additionally, by nature, couriers will come into unrestricted access to sensitive documents that may contain information protected by law. All couriers agree to protect information that they come into contact with through the course of their duties in the strictest sense.

Additionally, the successful bidder takes full responsibility for the protection of sensitive and legally protected information in the possession of their employees. The successful bidder agrees to defend, and hold harmless, the court for any breach in relation to this paragraph.

(B) Requirements of Employees – As a condition of access to sensitive court facilities and protected information, all employees must complete, to the satisfaction of the Court and/or the San Mateo County Sheriff's Office, a California LiveScan background check, including FBI checks.

- i. Background checks shall be conducted at the expense of the Successful Bidder. The Court shall not be liable for the costs or coordination involved in employee screening.

(C) Permitted Employees – The Successful Bidder shall provide a list, within 10 business days of the execution of an agreement, a list of all employees that may work under this agreement. This list shall be provided to the Court within 2 business days of any change.

(D) Security Coordination – The successful bidder shall be responsible for all coordination with the San Mateo County Sheriff's Office regarding facility access.

(E) Adherence to Rules and Regulations – Any Court Employee or any Sworn Officer of the County of San Mateo Sheriff's Office may reject any employee of a contractor from the facility that is does not adhere to the posted rules and regulations of the facility, applicable laws, or appears to be under the influence of drugs and/or alcohol in the execution of this agreement.

The Court may, at their sole discretion, demand, in writing, that an employee of the Successful Bidder no longer provide services under the resulting agreement. The Successful Bidder must comply, immediately. The Successful bidder may appeal this decision to the Court's Procurement Officer, whose final decision shall be considered to be final.

(F) Identification – Each courier working under this agreement shall, at all times while working under the agreement, be required to prominently display photo identification issued by the Successful Bidder. Each courier shall remain in a designated uniform at all times.

- i. The successful bidder shall provide a narrative description of their employees' uniforms and identification badges to the Court within 10 business days of the execution of a final contract, as well as no less than 5 business days prior to a change in uniform or identification badge becoming effective.
- ii. The Court and/or the San Mateo County Sheriff's Office shall have the right to refuse entry to or to eject from the building, any courier that is not in uniform or does not prominently display their identification badge in accordance with this provision. In such event, the courier's route shall be considered a no-show, or a late arrival if the courier returns after correcting the issue.

(G) County Identification – At the Court's discretion, the Court may request that each courier be issued a Vendor ID Badge by the County of San Mateo Department of Public Works. If the court wishes to exercise this right, it will do so in writing. The Successful Bidder will ensure that affected employees comply within 5 business days unless agreed upon in writing.

(H) Vehicle Security – The successful bidder shall ensure that all vehicles are equipped with the necessary equipment and features to ensure that court deliveries are not left unsecured at any time.

2.4. Exception Handling

(A) Late Arrivals – The Court may deduct from the agreed upon daily cost 5% for each delivery that is made late with the following exceptions:

- i. Documentable Egregious Circumstances** – Acts of God, Weather Events, Major Traffic Events. In each case, a memorandum must be submitted to the Court Program Manager within 1 business day.
- ii. When Agreed Upon** - The Court Program Manager may agree, in an individual circumstance, to approve the late arrival of the courier.

(B) No-Shows – The Court shall only pay for each day of courier service provided.

- i.** In the event that a no-show is at the fault of the Successful Bidder, as determined by the Court, the Court may deduct the cost of completing such services with another provider or its own staff from any future invoices.

2.5. Payments and Invoices

(A) Payments – The Court shall make payment only for the daily rate for the courier services provided.

(B) Total Costs – The costs outlined in this solicitation, including the pricing schedule, and the resulting agreement shall be the only costs that the vendor shall invoice to the Court. The Court is not liable for any additional costs, charges, fees, surcharges, or any other billing except as agreed upon.

(C) Invoices – The Successful Bidder shall invoice not more than once monthly and not less than once quarterly. All invoices, unless otherwise agreed upon, are payable 30 days from the later of (a) the receipt and acceptance of services, or (b) the receipt of a proper invoice by the Court Finance Division's Accounts Payable Unit.

i. Invoices shall be sent to:

Superior Court of San Mateo County
ATTN: Accounts Payable
400 County Center 4th Floor
Redwood City, CA 94063

ii. The court accepts electronic invoices delivered to the address below:

ap@sanmateocourt.org

2.6. Additional Services – The Court may request, and upon mutual agreement the Successful Bidder may provide, additional courier services (i.e. Special Routes), not to exceed 10% of the expected agreement value in any fiscal year (July – June).

2.7. Period – The Court intends to enter into a contractual agreement for a period of 27 months with renewal options of two additional years.

3. Solicitation Timeline

The following timeline lists key dates and times related to this solicitation. All dates are subject to change at the discretion of the Superior Court of California, San Mateo County.

Event	Date
IFB Issued	February 14, 2025
Deadline for Questions	February 28, 2025 @ 12:00 PM
Bids and Submissions Due	March 7, 2025 @ 3:00 PM
Public Bid Opening ¹	March 13, 2025
Notice of Intent to Award	March 14, 2025
Contract Execution	March 31, 2025

4. Attachments

The following attachments are included and part of this solicitation:

Attachment	Description
Attachment 1: Pricing Schedule	This schedule indicates line item pricing. This form must be completed and may not be modified.
Attachment 2: Administrative Rules Governing IFBs (Non- IT Goods)	These rules govern this solicitation.
Attachment 3: Standard Terms and Conditions	If selected, the person or entity submitting a bid must sign this standard form agreement.
Attachment 4: Bidder's Acceptance of the Terms and Conditions	On this form, the Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. Notice: Any material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.
Attachment 5: Darfur Contracting Act Certification	Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its bid.
Attachment 6: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the bid.

¹ Location or link, and time for Bid Opening will be published on Court webpage after the Submissions due date

Attachment 7: Unruh and FEHA Certification	Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.
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5. Submission of Bids

- 5.1.** All bid submissions shall be complete and concise. Incomplete submissions shall be deemed non-responsive.
- 5.2.** All bid submissions might be submitted in a sealed envelope or as PDF via email: two zip files, one for Attachment 1 and another for the rest of the forms; by no later than the date and time on the cover sheet, to the address below. Bids received by the Contract Officer in the Finance Division after the due date and time shall be deemed non-responsive, and will not be accepted.

Superior Court of California, San Mateo County
 Attention: Finance Division - Procurement
 400 County Center, 4th Floor
 Redwood City, CA 94063

procurement@sanmateocourt.org

- 5.3.** All submissions must include the cover sheet signed and dated by an authorized representative.
- 5.4.** Only written or typed bids will be accepted. Submission is accepted by US Mail, Parcel Service, or Hand Delivery. Bids may not be transmitted or accepted by fax or email.

6. Contents of Bids

- 6.1.** The following must be included in the non-cost information. A bid lacking any of the following may be deemed non-responsive.

(A) A completed cover page including the bidder's name, address, telephone number, and federal tax identification number. **Note:** If Bidder is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

(B) A completed Attachment 1 indicating Model number(s), specifications, or another description of the goods that the bidder proposes to supply to the court, delivered prices (unless otherwise indicated) and applicable warranty information.

(C) Acceptance of the Terms and Conditions.

- i. On Attachment 4, the Bidder must either indicate acceptance of the Terms and Conditions.
- ii. **Note:** Any material exception to the Terms and Conditions (addition, deletion, or other modification) will render a bid non-responsive.

(D) Certifications, Attachments, and other requirements

- i. Bidder must include the following certifications in its bid:

- Bidder certifies that it has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
 - Bidder certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Bidder would provide to the JBE are not related to products or services that are the reason the Bidder must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)
- ii. Bidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (a) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (b) a certificate of registration issued under Revenue and Taxation Code section 6226.
 - iii. Bidder must complete the Darfur Contracting Act Certification (Attachment 5) and submit the completed certification with its bid.
 - iv. If (1) Bidder is a corporation, limited liability company, or limited partnership, and (2) the agreement resulting from this IFB will be performed in California, proof that Bidder is in good standing and qualified to conduct business in California.
 - v. Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8) and submit the completed certification with its bid.

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

7. Offer Period

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

8. Bid Opening

Bids shall be publicly opened at the due date and time listed on the cover sheet of this solicitation. Bid openings are held at the location listed below:

Superior Court of California, San Mateo County
Financial Division Conference Room

400 County Center, 4th Floor
Redwood City, CA 94063

9. Evaluation of Bids

- 9.1.** The court will evaluate the bids as described in the Administrative Rules. Award, if made, will be to the lowest responsible bidder meeting specifications.
- 9.2.** The court may conduct interviews with Bidders to clarify aspects of their bids. The interview process may require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the court's offices. The court will not reimburse Bidders for any costs incurred in traveling to or from the interview location. The court will notify eligible Bidders regarding interview arrangements.
- 9.3.** If a contract will be awarded, the court will post an intent to award notice at www.sanmateo.courts.ca.gov

10. Confidential or Proprietary Information

One copy of each bid will be retained by the court for official files and will become a public record. The Public Contract Code requires that bids be publicly opened (Attachment 1) and made available for public inspection. Accordingly, Bidder should not include confidential or proprietary information in its bid.

11. Protests

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the court to receive a solicitation specifications protest is three business days prior to the due date on the cover sheet.

Protests must be submitted either by mail to

Superior Court of California, San Mateo County
Attention: Finance Division - Procurement
400 County Center, 4th Floor
Redwood City, CA 94063

Or electronically to the contract officer listed on the cover sheet.