



# REQUEST FOR PROPOSALS

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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CRUZ**

**REGARDING:**

*Janitorial Services for Court and Office Facilities*

*RFP SC 26-02*

**PROPOSALS DUE:**

**May 18, 2026** NO LATER THAN **3:00 P.M.** PACIFIC TIME

**1.0 BACKGROUND INFORMATION**

The Superior Court of California, County of Santa Cruz (“Court”) is soliciting proposals from qualified companies to perform janitorial services for six (6) Court facilities to include the Santa Cruz Courthouse, Santa Cruz Courthouse Jury Assembly Portable Building, Watsonville Courthouse, Main Jail courtroom, court occupied and common space at the Juvenile Justice (Felton) Courthouse, and office facilities at the Santa Cruz Government Center. The approximate square footage for all of the facilities is **97,443** square feet.

**2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

The description of services (“Scope of Work”) is fully described in **Exhibits C and D**, incorporated into this Request for Proposals (“RFP”).

**3.0 TIMELINE FOR THIS RFP**

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court. Any addenda that may be issued will be available on the Court’s website:

<https://www.santacruz.courts.ca.gov/general-information/vendors>

EVENT	DATE
RFP issued	May 04, 2026
Confirm walkthrough attendance by emailing <a href="mailto:Finance@santacruzcourt.org">Finance@santacruzcourt.org</a> Proposers who have participated in the walkthrough in the last RFP (RFP SC 26-01) are exempt from the mandatory walkthrough	May 08, 2026,
Pre-proposal walkthrough	May 11, 2026, 8:00 AM Watsonville Courthouse, 1 Second St., Watsonville, CA
Deadline for questions	May 14, 2026, 5:00 PM
Questions and answers posted	May 15, 2026, 5:00 PM
Proposal submitted electronically via email to: <a href="mailto:Finance@santacruzcourt.org">Finance@santacruzcourt.org</a>	<b>May 18, 2026– no later than 3:00 P.M. PDT</b>
Evaluation of proposals ( <i>estimate only</i> )	May 20, 2026
Notice of Intent to Award ( <i>estimate only</i> )	May 21, 2026
Negotiations and execution of contract ( <i>estimate only</i> )	By June 1, 2026

Contract start date	July 1, 2026
Contract end date	June 30, 2029 (not including two 2-year options)

#### 4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
<b>Exhibit A:</b> Administrative Rules Governing RFPs	These rules govern this solicitation.
<b>Exhibit B:</b> Court Standard Provisions	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").  The following provisions within the Terms and Conditions are minimum contract terms and conditions ("Minimum Terms"): Appendix C 1.3, 2, 3, 4, 6, 7, 8, 10.5, 10.9, 10.10, 11.5.
<b>Exhibit C:</b> Scope of Work	Includes specific descriptions of necessary services under this contract.
<b>Exhibit D:</b> Schedule of Service Locations and Frequency	Includes specific service locations, facilities, and frequency of services. Maps can be found on court website under <b>Vendors</b>
<b>Exhibit E:</b> Pricing Sheet	Proposers must return this Exhibit with pricing included along with their response to the RFP.
<b>Attachment 1:</b> 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. <b>Note: A material exception to a Minimum Term will render a proposal non-responsive.</b>
<b>Attachment 2:</b> General Certifications Form	The Proposer must complete this form and submit it with its proposal.
<b>Attachment 3:</b> Darfur Contracting Act Certification	The Proposer must complete this form and submit it with its proposal.
<b>Attachment 4:</b> Iran Contracting Act Certification	The Proposer must complete this form and submit it with its proposal.
<b>Attachment 5:</b> Unruh and FEHA Certification	The Proposer must complete this form and submit it with its proposal.

## 5.0 PAYMENT INFORMATION

Payment of a firm fixed price is made based upon completion of tasks as provided in the contract between the Court and the selected vendor. Payment will be made in arrears within 45 days after receipt of a proper invoice. **THE COURT DOES NOT MAKE ANY ADVANCE PAYMENT FOR GOODS OR SERVICES.**

Payment of an hourly or flat rate will be made for special services, as requested by the Court. See Pricing Sheet, Exhibit E.

## 6.0 MANDATORY PRE-PROPOSAL CONFERENCE

The Court will hold a pre-proposal conference on the date identified in the timeline above. The conference will start at the Watsonville Courthouse, 1 Second Street, Watsonville, CA, and the group will convene in the front lobby (bidders must go through court security and wait in the lower-level lobby). All six (6) court locations will be toured on this day. No other pre-proposal conference will be scheduled.

Attendance at the pre-proposal conference is **MANDATORY**. Proposers who have participated in the walkthrough in the last RFP (RFP SC 26-01) are exempt from the mandatory walkthrough. Each Proposer must be certain to check in at the pre-proposal conference, as attendance list will be used to ascertain compliance with this requirement. The Court will reject a proposal from any Proposer who did not attend the pre-proposal conference.

## 7.0 SUBMISSIONS OF PROPOSALS

7.1 Proposals should provide straightforward, concise information that satisfies the requirements of the "Proposal Contents" section below. Emphasis should conform to the RFP's instructions and requirements for completeness and clarity of content.

7.2 Proposals must be electronically received via email by the date and time listed on the coversheet of this RFP. Submission acceptance will be based on the date and time the proposal is received by the Court. Due to potential for email transmission delays, which may cause late receipt and non-acceptance of proposals, **it is recommended that Proposers email their proposals well in advance of the due date and time.** It is the Proposer's responsibility to verify their submission was received by checking their junk folders for "Undeliverable" emails." Proposals must be sent to email address below.

Santa Cruz Superior Court  
Attn: Maria Sandoval  
[Finance@santacruzcourt.org](mailto:Finance@santacruzcourt.org)

7.3 Late proposals will not be accepted.

## 8.0 PROPOSAL CONTENTS

- 8.1 The following information must be included in the proposal. A proposal lacking any of the following information may be deemed non-responsive.
- a. The Proposer's name, address, telephone and fax numbers, and federal tax identification number.
  - b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP, and names of Contractor personnel who will be the primary personnel providing services under the Contract.
  - c. Names, addresses, and telephone numbers of a minimum of **three (3)** clients *of like size* for whom the Proposer has conducted similar services. The Court may check references listed by the Proposer.
  - d. Acceptance of the Terms and Conditions:
    - i. On Attachment 1, 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 (i) a red-lined version of the Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.
    - iii. **Note: A material exception to a Minimum Term will render a proposal non-responsive.** The Minimum Terms for this RFP and the resulting contract are: 1.3, 2, 3, 4, 6, 7, 8, 10.5, 10.9, 10.10, 11.5. See Appendix C. Material Exceptions to other Terms and Conditions may render a bid non-responsive. The Court, in its sole discretion, will determine what constitutes a material exception.
  - e. Signed Certifications, Attachments, and other requirements:
    - i. The Proposer must complete the General Certifications Form (Attachment 2) and submit the completed form with its proposal.
    - ii. The Proposer must complete the Darfur Contracting Act Certification (Attachment 3) and submit the completed certification with its proposal.
    - iii. If Contractor is a California corporation, limited liability company ("LLC"), limited partnership ("LP"), or limited liability partnership ("LLP"), proof that

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

- iv. Proof of financial solvency or stability (e.g., balance sheets and income statements).
- v. The Proposer must complete the Iran Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.
- vi. The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 5) and submit the completed certification with its proposal.

8.2 The following information must be included in the cost proposal (Exhibit E):

- a. A detailed line item budget showing total cost of the proposed services.
- b. Exhibit E must be completed including Costs for all locations as well as One Time Costs for Extra Services as may be requested by the Court. Any pricing differences for successive years of the contract must be included in the Pricing Sheet.

## **9.0 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.

## **10.0 EVALUATION OF PROPOSALS**

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. The Court will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal. If a contract will be awarded, the Court will post an intent to award notice on the Court's website at

<https://www.santacruz.courts.ca.gov/general-information/vendors>

CRITERION	MAXIMUM NUMBER OF POINTS
Completeness, format and organization of Proposal	10
Proposed method to complete work/provide services	15
Experience on similar assignments	25
Cost	35
Acceptance of the Terms and Conditions	5
Financial Viability and Stability	7
DVBE Incentive	3

**11.0 INTERVIEWS**

The Court may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interviews may be conducted in person or by phone. If conducted in person, interviews will likely be held at the Court’s offices, 701 Ocean Street, Santa Cruz. The Court will not reimburse Proposers for any costs incurred in traveling to or from the interview location. 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 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive. Proposers not qualified or bidding as a DVBE need not submit the DVBE forms. DVBE Declaration and DVBE Bidder Declaration forms can be obtained by contacting the issuer of this RFP.

Eligibility for and application of the DVBE incentive is governed by the Court's DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the Court's sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, the score assigned to its proposal will be increased by an amount equal to 3% of the total possible points.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan ("BUP") on file with the California Department of General Services ("DGS").

If Proposer wishes to seek the DVBE incentive:

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

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the Court approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

**FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. See Military and Veterans Code § 999.9.**

#### **14.0 PROTESTS**

Any soliciations protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://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 soliciation specifications protest is May 18, 2026. Protests must be submitted electronically via email to:

Superior Court of California,  
County of Santa Cruz  
Request for Proposal - Protest  
Attention: Finance Director  
[Finance@santacruzcourt.org](mailto:Finance@santacruzcourt.org)