

# REQUEST FOR PROPOSALS



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**SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA**

**REGARDING:**

HOJ Court Wing Window Coverings, RFP # 2526-292

**PROPOSALS DUE:**

***February 10, 2026***

**NO LATER THAN 5:00 P.M. PACIFIC TIME**

## **1.0 BACKGROUND INFORMATION**

The Superior Court of California, County of Ventura (hereinafter referred to as “Court”) is issuing this Request for Proposal (RFP) to solicit proposals from highly qualified vendors to provide window coverings at the Hall of Justice (HOJ) courthouse located at 800 South Victoria Avenue in Ventura, California. The vendor will provide white retractable vertical blinds and roller shades on windows located on four (4) floors of the court wing side of the courthouse.

This RFP is expected to result in a contract with firm fixed pricing for goods and services as defined by the contract. The term shall be for one (1) year, with an anticipated start date of March 1, 2026 and an end date of February 28, 2027.

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

See Attachment 1 – Statement of Work attached hereto.

## **3.0 TIMELINE FOR THIS RFP**

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

EVENT	DATE
RFP issued on Court website	1/16/2026
Pre-proposal walkthrough registration <a href="mailto:facilities@ventura.courts.ca.gov">facilities@ventura.courts.ca.gov</a>	1/27/2026 2:00 PM
Pre-proposal walkthrough at job site	1/28/2026 7:00 - 11:00 AM
Deadline for submitting questions to <a href="mailto:procurement@ventura.courts.ca.gov">procurement@ventura.courts.ca.gov</a>	2/3/2026
Answers to questions posted on Court website	2/5/2026
Latest date and time proposal may be submitted	2/10/2026 5:00 PM
Evaluation of proposals ( <i>estimate only</i> )	February 2026
Notice of Intent to Award ( <i>estimate only</i> )	February 2026

EVENT	DATE
Negotiations and execution of contract ( <i>estimate only</i> )	February 2026
Contract start date ( <i>estimate only</i> )	March 1, 2026
Contract end date ( <i>estimate only</i> )	February 28, 2027

#### **4.0 RFP ATTACHMENTS**

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Scope of Work	Scope of Work
Attachment 2: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 3: JBE Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JBE Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 4: Proposer Submission Form	The Proposer must complete Part I Questionnaire. The Proposer may include the Technical Proposal in Part II and Cost Proposal in Part III or may submit the Technical and Cost Proposals as separate attachments. The Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions in Part IV.
Attachment 5: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 6: Public Works Contracts and Prevailing Wages	If selected, the Proposer must certify that they will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48 hours’ notice, payroll records, and apprentice and trainee employment requirements for all work on the project pursuant to Labor Code section 1771, et seq.
Attachment 7: DVBE	Disabled Veterans Business Enterprise Declaration and Declaration Instructions.

## **5.0 PRE-PROPOSAL REGISTRATION AND WALKTHROUGH**

The JBE will hold a pre-proposal walkthrough on the date identified in the timeline above. The pre-proposal walkthrough will be held at the jobsite located at **800 South Victoria Avenue, Hall of Justice, Lobby; Security Desk, Ventura, CA 93009**.

Pre-proposal walkthrough registration is **REQUIRED** at [facilities@ventura.courts.ca.gov](mailto:facilities@ventura.courts.ca.gov). Provide vendor name, point of contact, phone number and email information where vendor can be reached day of pre-proposal walkthrough. Contact information for our Facilities personnel will be provided to all registrants.

Attendance at the pre-proposal walkthrough is **MANDATORY**. Each Proposer must be certain to check in at the pre-proposal walkthrough, as the attendance list will be used to ascertain compliance with this requirement. The JBE will reject a proposal from any Proposer who did not attend the pre-proposal walkthrough.

## **6.0 SUBMISSIONS OF PROPOSALS**

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must complete and submit **an electronic copy** of Attachments 4 and 5 to [procurement@ventura.courts.ca.gov](mailto:procurement@ventura.courts.ca.gov). The Proposer may submit a technical proposal and the cost proposal as part of Attachment 4 or as separate attachments. Follow the instructions below if submitted as separate attachments:
  - a. The Proposer must submit **an electronic copy** of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to [procurement@ventura.courts.ca.gov](mailto:procurement@ventura.courts.ca.gov) and the attachment must be marked “TECHNICAL PROPOSAL.” The Proposer must write the RFP title and number in the subject line of the email.
  - b. The Proposer must submit **an electronic copy** of the cost proposal. The cost proposal must be submitted in the same email as the technical proposal above, (via email to: [procurement@ventura.courts.ca.gov](mailto:procurement@ventura.courts.ca.gov) but should be a **separate attachment** from the technical proposal and marked “COST PROPOSAL.” The proposal must be signed by an authorized representative of the Proposer.

6.3 Late proposals will not be accepted.

## 7.0 PROPOSAL CONTENTS

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

- a. A detailed work plan and project schedule, including descriptions of the services to be provided and timeline for each service.
- b. Procedures for site preparation, removal and disposal of existing window coverings, product installation and method of securing product, and site clean-up.
- c. A detailed description of the products to be provided, including brand, model, material, color, finish, dimensions, and other product specifications. Images of the products and manufacturer specifications are encouraged.
- d. Detailed information on product operation, cleaning, maintenance, manufacturer's warranty, and labor warranty.

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

- a. Cost of supplying blinds and shades per window.
- b. Shipping, freight, and/or delivery charges, if any.
- c. Labor costs for removal, haul way, and disposal of existing window coverings; and for installation of new blinds and shades. Labor costs should be proposed for work during non-court hours.
- d. Applicable sales tax.
- e. Identify any other costs associated with the project.

The Total Cost Proposal is a firm fixed price and, if selected, shall be the total and complete compensation to the paid to the proposer for this project.

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

7.3 Acceptance of the Terms and Conditions.

- a. On Attachment 4, Part IV, 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.
- b. 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.

#### 7.4 General Certifications Forms.

- a. The Proposer must complete the General Certifications Form (Attachment 5) and submit the completed form and copies of permits and certificates with its proposal.

### **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 JBE reserves the right to negotiate extensions to this period.

### **9.0 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 JBE 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 JBE will post an intent to award notice at <https://www.ventura.courts.ca.gov/vendors.html>.

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Quality of work plan submitted	25
Experience on similar assignments	22
Cost	30

CRITERION	MAXIMUM NUMBER OF POINTS
Acceptance of the Terms and Conditions	10
Ability to meet timing requirements to complete the project	10
DVBE Incentive	3

## **10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** Except as required by law, the JBE 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 may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE 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. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, pursuant to this Section 12.0. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

## **11.0 PREVAILING WAGE REQUIREMENT**

The Contractor and all Subcontractors under the Contractor shall pay all workers on Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are on file at the Judicial Council’s principal office. Prevailing wage rates are also available from the Court or on the internet at (<http://www.dir.ca.gov>).

The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation.

Contractor shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its certified payroll records (“**CPR(s)**”) to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations (“**DIR**”). Labor Code section 1771.1(a) states the following:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

## **12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court’s DVBE participation goal is a minimum of 3% of the value of all Court contracts in any given fiscal year (July 1 thru June 30). To implement the DVBE program the Court may grant bidders that provide DVBE participation a DVBE incentive. The Court DVBE incentive for procurements awarded to the lowest responsible bidder may be initially 3%. The Court DVBE incentive for procurements awarded to the highest scoring bidder/proposer may also initially be 3%. Any bidder claiming the DVBE incentive for any procurement must submit the appropriate certifications as part of a complete bid package. The Court will not apply the DVBE incentive without the proper certifications on file.

## **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](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 JBE to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Superior Court of California, County of Ventura  
Attn: Michael Mayer, General Counsel  
Court Administration  
800 S. Victoria Avenue, HOJ  
Ventura, CA 93009