

I INTRODUCTION & OVERVIEW OF REQUIREMENTS

A. INTENT OF THIS INVITATION FOR BID (IFB)

The California Building Standards Commission (CBSC) seeks services from qualified Contractor:

- 1.) To publish Parts 1, 6, 7, 8, and 12 of the 2001 California Building Standards Code – Title 24 of the California Code of Regulations (hereinafter referred to as “Subject Parts of Title 24”) as approved and codified by the CBSC as well as Supplements, Supplements in response to emergency regulations and related errata sheets (hereinafter referred to “Supplements”) that, from time to time, may be approved and codified by the CBSC.
- 2.) To perform that work for the term of the Publication Agreement (hereinafter called “PA”) which shall be to 180 days after the 2004 Title 24 is Published and is available for delivery.
- 3.) To print, publish and distribute the 2001 Edition of the Subject Parts of Title 24 so as to be available for delivery to the state and local agencies and the general public on or before December 31, 2000 or at a later date as may be established by the CBSC.
- 4.) To publish for sale and use the Subject Parts of Title 24 in printed format as set forth in the PA and provide an electronic version for posting in the internet.
- 5.) To deliver to the libraries and State agencies, in the quantities as listed in the Attachments to the PA, complementary copies for their exclusive use, including an automatic subscription to all Supplements in the stated quantities.
- 6.) To develop a relationship between the CBSC and the Contractor to facilitate providing the public with an accurate, efficient and effective publication of the Subject Parts of Title 24 in consistent quality and format that will be accessible and available in a timely manner to meet statutory requirements.

The envisioned solution is anticipated to have similar characteristics to the current 1998 Title 24 hard copy edition, but proposals are encouraged to offer innovative methods for increasing the value, clarity and usability by the design and construction industry as well as the enforcement agencies.

The successful Contractor (hereinafter called “Contractor”) will receive the worldwide exclusive right to print, publish and sell the 2001 Subject Parts of Title 24 Parts until 180 days after the 2004 edition is approved and codified by the CBSC and it is published and available for delivery.

This Request For Proposals is being conducted under the Policies and Procedures of the Public Contract Code 10290 et seq. The potential exists for multiple offers of proposals to this IFB.

B. PROJECT BACKGROUND

The California Health and Safety Code Section 18901 *et seq.* requires that the CBSC publish, or cause to be published, the entire California Code of Regulations Title 24 once in every three (3) years.

Though there is no anticipation of any necessary errata, their publication and distribution, if necessary, are included in this IFB.

C. STRUCTURE OF THIS INVITATION FOR BID

This IFB includes the following elements:

Section I Introduction and Overview of Requirements

- A. Intent Of This Invitation For Bid
- B. Project Background
- C. Structure Of This Invitation For Bid
- D. Scope Of This IFB
- E. Availability
- F. Department Contact
- G. Key Action Dates
- H. Optional Bidders Conference
- I. Required Documents
- J. Individual Bidders conference
- K. CBSC Library
- L. Americans With Disabilities Act Notice

Section II Rules Governing Competition

- A. Identification and Classification of IFB Requirements
- B. Proposal Requirements And Conditions
- C. Proposal Steps
- D. Contract Form
- E. Other Information

Section III Current Environment And Functions

- A. Overview Of The Building Standards Commission
- B. Building Standards Commission Functions
- C. Current Technology And Infrastructure
- D. Overview Of The California Building Standards Code
- E. Current Contract For Publication Of The 1998 Title 24
- F. Current Process

Section IV Proposed Environment

- A. Introduction
- B. General Requirements
- C. Business Requirements

Section V Administrative Requirements

- A. Introduction
- B. Request For additional Information Notice
- C. Rights Of CBSC And State Agencies
- D. Other Administrative Requirements

D. SCOPE OF THIS IFB

This IFB (CBSC 2001A) contains instructions governing the format in which the proposal information is to be submitted and the material to be included therein. It also contains the requirements that must be met to be eligible for consideration and the Contractor's responsibilities before and after selection. This IFB, the bidders proposal and the PA with its Attachments will constitute the entire contract.

The State has made no effort to ascertain the anticipated sales quantities of Subject Parts of the 2001 Title 24. It shall be the Contractor's responsibility to establish its own projections to determine the cost of its product.

The CBSC/State will not be responsible for any difficulties or costs incurred with the preparation or delivery of proposals whether accepted or rejected by the CBSC/State. The CBSC/State reserves the right to accept or reject any or all proposals and to further negotiate with any qualified contractor/bidder.

E. AVAILABILITY

The Contractor must have and commit the resources – personnel, software, hardware, publishing and telecommunications capabilities and any other items necessary to satisfy the requirements of this IFB by the dates noted in Paragraph G below and for the duration of the contract.

Time is of the essence - the time period from approval to publication is compressed and all materials transmitted between the Contractor and the CBSC to facilitate the publication shall be either delivered in person or by overnight express with the entire cost of same being paid by the Contractor.

F. DEPARTMENT CONTACT

The CBSC contact person and mailing address for submitting proposals, questions and/or copies of protests is, unless otherwise notified:

Stuart L. Posselt, AIA
California Building Standards Commission
2525 Natomas Park Drive, #130, Sacramento, CA 5833-2936
Telephone: (916) 263-0916
FAX: (916) 263-0959
Stuart.Posselt@dgs.ca.gov

G. KEY ACTION DATES

Activity	Dates
Release of this IFB:	June 15, 2001
Last date to submit Letter of Intent to Bid (Exhibit V-A):	June 29, 2001
Last date to submit questions and/or request changes to the IFB:	July 9, 2001
Bidders Conference (Optional):	July 9, 2001
Last date to protest the IFB requirements ⁽¹⁾ :	July 16, 2001
Submission of Draft Proposal (Optional) – 5:00 P.M. PDT:	July 20, 2001
Submission of Final Proposal – 5:00 P.M. PDT:	July 27, 2001
Opening of Cost Proposal (Public Welcome) – 10:00 A.M. PDT: California Building Standards Commission 2525 Natomas Park Drive - #130, Sacramento, CA 95833-2936	July 30, 2001
Notice of Intent to Award:	August 6, 2001
Last date to protest the Award - 12:00 Noon:	August 13, 2001
Publication Agreement (PA) Award and Execution:	August 13, 2001
Publication and Product Availability For Delivery	December 31, 2001

⁽¹⁾ See Section II – E.1 concerning protests

H. OPTIONAL BIDDER’S CONFERENCE

An optional Bidder’s Conference will be held at 10: A.M. PDT on July 9, 2001 in the Conference Room of the CBSC at:

2525 Natomas Park Drive – Suite 130
Sacramento, CA 95833- 2936

This will be the prospective bidder's opportunity to discuss and receive answers to any questions regarding this IFB. Prior to the Conference, prospective bidders may submit any questions concerning this IFB in writing, either by delivery or by FAX, to the CBSC Contact identified in Paragraph F above. There will be no transcript and/or minutes available of the Bidder's Conference. It is the prospective bidder's sole responsibility to ensure the correct and timely receipt of questions by the CBSC Contact. (See Section II-B.5. concerning oral statements) Contact with any individual involved in the development and/or review of responses to this IFB other than that the Contact identified in Paragraph F above, may be grounds for bid disqualification.

I. REQUIRED DOCUMENTS

Bidders are required to submit the following documents within the time specified in Paragraph G. above to ensure being kept abreast of any IFB changes.

- Letter of Intent to bid – See Exhibit V-A.
- A copy of the Bidder's current license to do business in the State of California

- Company Information including:
 - A company/organization profile
 - Number of years in business
 - Current organizational structure
 - Description of and references for previous, completed projects of this nature
 - Description of resources committed to this work – human and mechanical
 - Description of hardware and software proposed for this work

J. INDIVIDUAL BIDDER'S CONFERENCES

It is the intention of the CBSC to provide an opportunity for every bidder to schedule an appointment during the period of June 15, 2001 through July 25, 2001 for the purpose of presenting the details of a final proposal to the CBSC in advance of submitting a draft proposal. The scheduled presentations shall be conducted as stated in Section II-C.2, Compliance Phase, as an interactive conversational mode of proposal presentation allowing the bidder to verbalize its approach and proposed solution. The original draft and confidential discussion phases as stated in Section II are not contemplated for this IFB. The purpose of the now optional draft proposal shall be to review the proposal in its final format in a cursory fashion for administrative and technical errors or omissions that would be of a material nature and to assure the CBSC the proposal is materially in accordance with that which was presented at the meeting.

K. CBSC LIBRARY

Material not included in this IFB as listed below is available as reference material at the CBSC offices for examination, but not removal, by any Bidder. Reproduction of documents by Bidder(s) representatives only for the purpose of preparing and submitting proposals in response to this IFB will be permitted.

The CBSC Library contains the following items:

- 1.) Hard copies of the 1998 Title 24 parts:
 - 1 – California Administrative Code
 - 2 – California Building Code (General construction Standards)
 - 2 – California Building Code (Chapters 16 through 23 Structural Standards)
 - 2B – California Building Code (Structural Standards For Hospitals)
 - 3 – California Electrical Code
 - 4 – California Mechanical code
 - 5 – California Plumbing Code
 - 6 – California Energy Code
 - 7 – California Elevator Safety Construction Code
 - 8 – California Historical Building Code
 - 9 – California Fire Code
 - 10 – California Code for Building conservation
 - 12 – California Referenced Standards Code

Appointments to examine the materials must be made in advance by contacting the Contact identified in Paragraph F above. Appointments are available from 9:00 A.M. to 4:00 P.M. Monday through Friday, excluding State observed holidays. Visits will be permitted to the extent that they do not unduly interfere with the agency's ability to conduct State business.

L. AMERICANS WITH DISABILITIES ACT NOTICE

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of Title 11 of the Americans with Disabilities Act (ADA), it is the policy of CBSC to make every effort to ensure that its programs, activities, employment opportunities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodation for the Procurement process, please contact the Contact identified in Section H above.

**IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR ACCOMMODATION, IT IS
REQUIRED THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS**

BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADLINE DUE-DATE FOR PROCUREMENT DOCUMENTS.