

Superior Court of California
County of San Luis Obispo

Michael Powell
Court Executive Officer

Judge Barry T. La Barbera
Presiding Judge

Court Administration



Courthouse Annex
1035 Palm Street, Room 385
San Luis Obispo, CA 93408

Civil Department: 781-5237

INVITATION TO BID

April 13, 2016

#2016-001

The Superior Court of California, County of San Luis Obispo is currently soliciting sealed bid proposals for Alternative Dispute Resolution services.

Each bid shall specify each and every item set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The Superior Court of California, County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

The Superior Court will be seeking bids for community based, conflict resolution services to be provided in the upcoming fiscal year.

Instructions for Bid Submittals

Please submit your sealed bid #2016-001 no later than 5:00 pm on **May 13, 2016** to:

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO
ATTN: KIM MARTIN
1035 PALM STREET, ROOM 385
SAN LUIS OBISPO, CA 93408

Please make certain your envelope is sealed and write "SEALED BID ENCLOSED #2016-001" on the envelope.

Questions about this bid submittal process should be directed to Kim Martin at (805) 781-5237.

GENERAL CONDITIONS AND INSTRUCTIONS

1. All bids should be signed and dated, in accordance with the instructions herein.
2. The issuance of this bid request creates no obligation on the part of the Court and the Court reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein.
3. All prices must be firm for 180 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.
4. Prompt payment discounts will only be considered when comparing bids, if you offer any prompt payment discounts, please indicate this on your bid.
5. Awards will be made to realize the greatest savings to the Superior Court and may not necessarily be the lowest bid especially where services are of the utmost importance.
6. Submission of a signed bid will be interpreted to mean the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
7. All applicable City, State and Federal taxes and fees are to be included in the proposal.
8. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the Court.
9. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.
10. Only one bid will be accepted per vendor for each category.
11. Bidders may withdraw their bid either personally, by written request, or by telephonic request any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.
12. All time limits stated are of the essence and must be complied with. Any bids received after the stipulated close time will be returned unopened.
13. Return bid by May 13, 2016 at 5:00 pm to:

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