

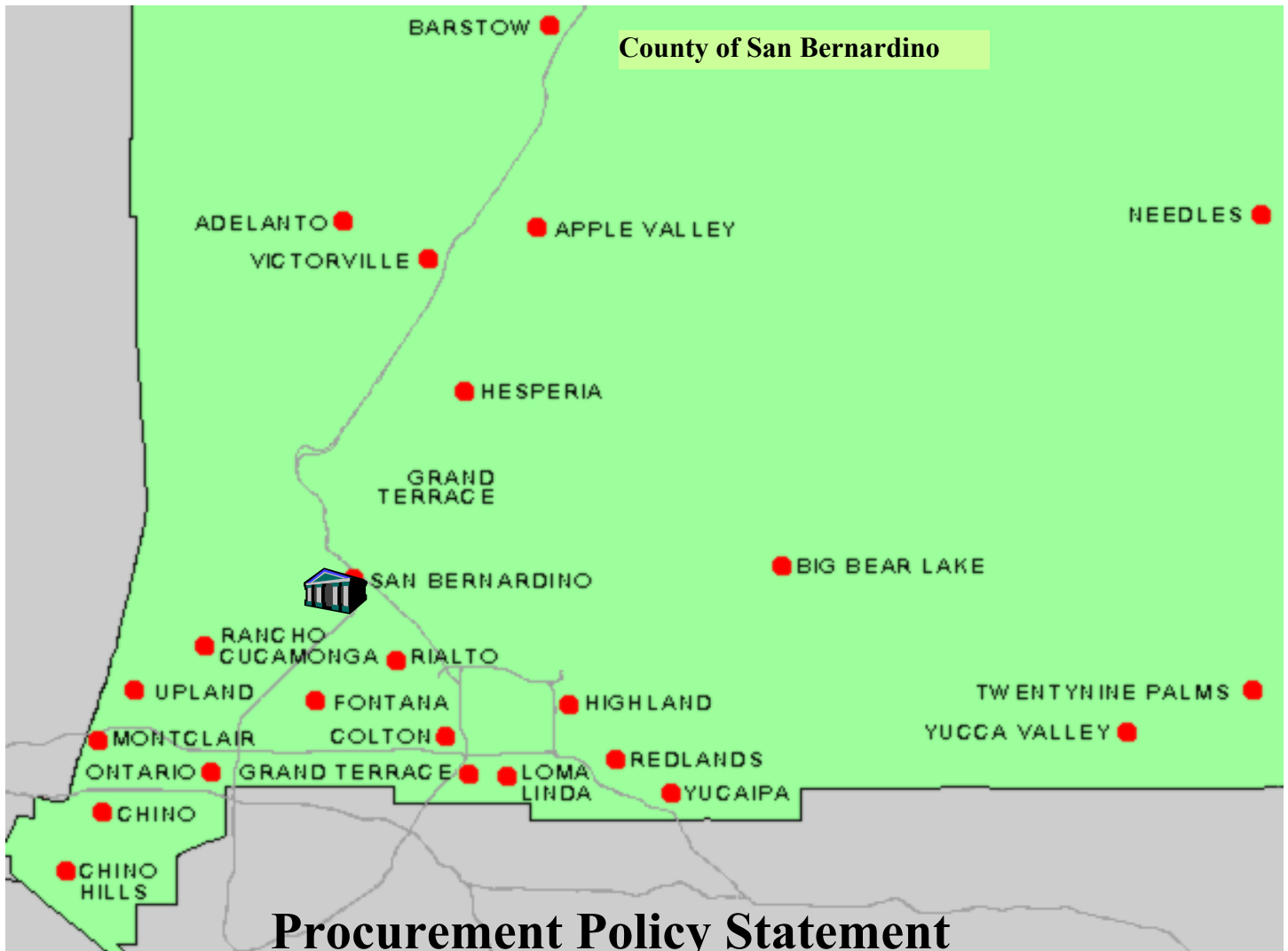
Vendor Guide

**Superior Court of California
County of San Bernardino
Court Executive Office**

Barstow <u>Barstow</u>	Big Bear <u>Big Bear</u>	Chino <u>Chino</u>	Fontana <u>Fontana</u>	Joshua Tree <u>Joshua Tree</u>
Juvenile <u>Juvenile Court</u>	Needles <u>Needles</u>	Rancho Cucamonga <u>Rancho Cucamonga</u>	Redlands <u>Redlands</u>	Victorville <u>Victorville</u>
	San Bernardino <u>San Bernardino</u>	San Bernardino <u>Child Support</u>	San Bernardino <u>Civil Division</u>	

**Purchasing Department
Box 15005
San Bernardino, California 92415-5005
(909) 708-8806
(909) 363-4535 Fax
Business hours: M-F, 8:00 am – 5:00 pm**

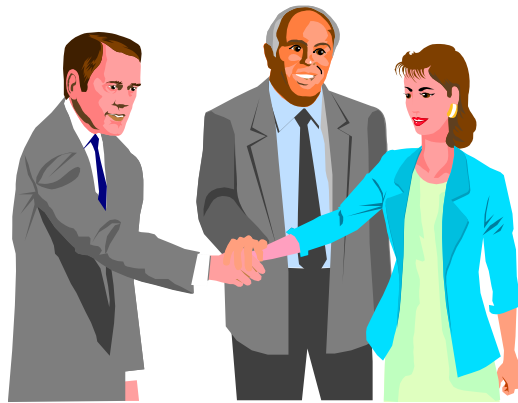
SUPPORT A WIDE GEOGRAPHICAL AREA AND PROCUREMENT DIVERSITY



The Court Executive Office provides administrative and business support to twelve (12) District Courts within San Bernardino County. The Court's centralized Purchasing Department assists the courts with their procurement needs. The Superior Court is governed by policy guidelines under the California Administrative Office of the Courts (AOC).

All vendors are encouraged to seek business with the Superior Court. The Court seeks those companies that offer competitive pricing and quality products.

- Vendors are asked **not to solicit** court employees directly.
- Vendors are encouraged to make appointments with the Purchasing Department prior to stopping by.
- Vendors are prohibited from offering gifts or gratuities to any employee or officials of the Court.
- Vendors are required to provide Federal Tax ID information and complete Vendor Payee Data Form upon request.
- Vendors may be disqualified for non- performance or history of poor quality of products or services.



Bidding Helpful Tips

- Request for Proposals (**RFP**) and Formal Bids (**IFB**) can be densely detailed documents. These documents spell out the rules and requirements for vendors competing for a specific contract. By setting up bid guidelines, government agencies strive to make the contract-award process unambiguous and fair.
- The first thing to remember is to read an **RFP** or **IFB** in its entirety.
 1. **IFB's** are issued when the government agency specifies requirements for a product or service.
 2. **RFP's** are a solution-based process where the agency is seeking vendors' expertise in the statement of work and related cost. The RFP is a two-step process.

The agency can select one or more of the qualified vendor proposals to negotiate a best final offer.

- When submitting a bid or proposal, address each and every issue raised, and stay with the specified format, even when you believe that a different format might be far more effective for presenting your information. This isn't just the government being arbitrary, proposal evaluators will be reading multiple offers and comparing various sections side by side. Utilizing a different format may hinder the evaluators search for information and may cause bid or proposal to be rejected.
- Each bid has a due date and time. No late bids will be accepted . If you rely on FedEx or Express mail you do so at your own risk.

VENDOR FORM

To: Court Purchasing Department
Box 15005
San Bernardino, CA 92415-5005
Fax (909) 363-4535

SUBMITTING THIS FORM DOES NOT OBLIGATE THE COURT TO CONDUCT ANY BUSINESS WITH A COMPANY OR
GUARANTEE ANY PURCHASE WILL BE MADE.

Company Name: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Contact Person: _____ **Phone Number** _____
Print Name

Email Address: _____ **Fax Number** _____

Provide general category description of products and/or services you provide:

Products:

Services:

Company: Dealer Wholesale Manufacturer/ Direct Distributor

FAX OR MAIL FORM TO ADDRESS LISTED ABOVE