



**Superior Court of California, County of San Francisco  
Procurement Department  
San Francisco, California 94102**

**TO:** 5-Gallon Water Delivery Vendors  
**FROM:** Superior Court of California, County of San Francisco  
Procurement Department

**RFQ ISSUE DATE:** May 14, 2026  
**SUBJECT:** Request for Quote RFQ#38-25-003 Water Delivery

**ACTION REQUESTED:** You are invited to review and respond to **RFQ 38-25-003 Water Delivery**. This is a fully electronic RFQ process, including electronic submission of quotes.

The RFQ includes:

- DESCRIPTION AND RFQ TIMELINE
- INSTRUCTIONS FOR SUBMITTING BIDS
- ATTACHMENT A—Quote Template
- ATTACHMENT B—Payee Data Record Form
- ATTACHMENT C—Acceptance of Court Contract Terms and Conditions Form
- ATTACHMENT D—Court Contract Terms and Conditions.

**BID DUE DATE:** 3:00 P.M. Friday, May 29, 2026

**DO NOT CONTACT COURT PERSONNEL ABOUT THIS RFQ.  
SUBMIT QUESTIONS TO: [solicitationsmailbox@sfc.org](mailto:solicitationsmailbox@sfc.org)**

## DESCRIPTION AND RFQ TIMELINE

1. DESCRIPTION:
  - 1.1 San Francisco Superior Court (“Court”) is requesting quotes from experienced vendors to deliver 5-gallon bottled water every two weeks and provide dispensers to several locations within three buildings. Two of the buildings have several floors with elevators.
  - 1.2 The Court is seeking only one vendor.
  - 1.3 Selected Bidder will be required to cooperate with Court’s transition plan from current vendor should current vendor not be selected.
2. PIGGY BACK CLAUSE: Each and any of the other 57 California Courts that are within vendor’s delivery area shall have the right to participate in the resulting agreement including the winning rates for 5-gallon bottled water and dispenser rates and become a Participating Entity by executing a Participation Agreement with Vendor.
3. PERIOD OF PERFORMANCE (Estimated start date):
  - 3.1 Contract for Services shall be July 1, 2026 through June 30, 2027 with options to extend (though the transition period might need to occur in June 2026).

### RFQ TIMELINE

The following estimated timeline is provided for proposer’s general information. None of the dates are binding upon the Court:

EVENT	DATE
RFQ Issued	May 14, 2026
Deadline for Submission of Questions	Five (5) business days after RFQ Issued.
Deadline for Submission of Quote <i>(Late submissions will not be accepted.)</i>	3:00 p.m. May 29, 2026
Notice of Award	Approximately five (5) business days after Proposal/Quote deadline.
START DATE OF SERVICES/DELIVERY OF GOODS	Approximately July 1, 2026

## INSTRUCTIONS FOR SUBMITTING QUOTE

The following are the instructions for submitting a Quote in response to this RFQ. Failure to follow instructions may result in disqualification. Any bidder who is disqualified will be notified via email.

1. All communication is only allowed via [solicitationsmailbox@sftc.org](mailto:solicitationsmailbox@sftc.org). Communicating with anyone at the Court is a violation of this competitive process and vendor will be disqualified.
2. Questions and Answers will be compiled into a FAQ document and posted on the [Court's procurement webpage](#).
3. Quotes must only be submitted using the Quote Template (Attachment A) and only by authorized personnel.
  - 3.1 The owner or executive of the business must be copied and identified on the email to include name and title;
  - 3.2 Accompanying the Quote must be a signed PDF of company letterhead with the required attestation language found on the Quote Template.
  - 3.3 Quotes received after the deadline will not be considered no matter the reason for the delay—including, but not limited to, technical reasons. Please submit early and check your sent folder.
  - 3.4 Read the instructions on the Instructions Tab on the Quote Template for additional instructions and requirements.
4. Subject line of email to state the following: RFQ 38-25-002 Water Delivery Quote (and your company name).
5. File format of all documents in PDF only unless Quote Template used (maintain file format of the Template).
6. Bidder responsible for checking their formulas on the Quote.
7. Include the following in your response to RFQ:
  - 7.1 A summary of your qualifications and experience. Title of document shall be 'Qualifications and Experience.'
  - 7.2 Business owners name, address, phone, and email address in body of email. Title of document shall be 'Business Information.'
  - 7.3 The Court expects vendor to share our commitment to excellence and integrity in all aspects of the business relationship. This includes, but is not limited to, the commitment to displaying diplomacy, integrity, and ethical conduct and exhibiting professional behavior while at the Court locations. Vendor's customer service process shall ensure that all issues are addressed in a prompt and consistent manner, including problem escalation and resolution. Bidder to provide their customer service process and follow up process and should include an easy-to-use and reliable customer service direct phone number and email that the Court can use to quickly resolve issues. It is

very important to the Court to contract with a vendor that has easy access to customer service that can easily and quickly resolve issues. Title of document shall be 'Customer Service.'

- 7.4 Provide up to three business references only using the References Tab on the Quote Template (Attachment A).
- 7.5 Include the filled and signed Payee Data Record (Attachment B).
- 7.6 Fill and sign Attachment C to indicate accepting or rejecting of Court's Contract Terms & Conditions.
- 7.7 Review Attachment D—Court's Contract Terms & Conditions. If you reject Attachment D as is, request a version in Word to indicate your proposed edits. Material changes, as solely determined by the Court, will disqualify the bidder. Court may choose other bidder if that bidder accepts the Court's Contract Terms & Conditions as is even if their cost is higher.
8. A confirmation email will be sent when Quote and accompanying documents received. If you don't receive a confirmation email within two hours after submission (during business hours), your email may not have been received and you should send a follow-up email in time to meet the deadline should you need to re-submit.
9. Winning bidder will be responsible for their own parking and any parking violations will be the sole responsibility of the vendor.
10. 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.
11. Pursuant to PCC 10295.4, a Judicial Branch Entity shall not enter into any contract with a person or entity identified by the Franchise Tax Board (FTB) or the Board of Equalization (BOE) as one of the 500 largest tax delinquents. Before the Court will execute any contract, the bidder will be verified that it is not on either delinquency list.

## ATTACHMENT A QUOTE TEMPLATE

Bidder must use the Excel Quote Template included in this RFQ.

**END OF ATTACHMENT A**

**ATTACHMENT B**  
**Payee Data Record**

Contractor shall submit the Payee Data Record Form included in this RFQ.

**END OF ATTACHMENT B**

**ATTACHMENT C**  
**ACCEPTANCE OF COURT CONTRACT TERMS AND CONDITIONS FORM**

END OF EXHIBIT C

**ATTACHMENT D**  
**COURT CONTRACT TERMS & CONDITIONS**

Court Contract Terms and Conditions attached.

END OF RFQ 38-25-003 WATER DELIVERY