

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
FILE FOLDER CUSTOM PRINTING REQUEST FOR BID
VENDOR QUESTIONS ON THE RFB**

No.	Question	Response
Questions as of February 26, 2001.		
1.	Is it possible to have samples shipped to the plant?	Photographs of samples are posted on the Court's website. There are 3 views of each of the folders. The weight of the cardstock is included in the specifications.
2.	Who is their current supplier of the folders?	TAB Products
3.	Are there any folder manufacturers included in the bid?	Specific folder manufacturer is not specified in the RFB.
4.	Will we need to establish & maintain a dedicated 800# for ordering, inquiries & customer service? Can the contact be the Account Manager/Print Support? Or RPF(local print facility)?	We do not require a dedicated 800 number for our court so long as there is a specific number that we can call to handle any issues regarding the orders (800 number is preferable and preferably the same office/person/rep so that we can develop a rapport with them).
5.	Periodic storage of product? Proprietary Agreement would be necessary. 3 months worth of inventory is standard. Volumes may be too low to justify. No overs equates to a higher per unit price.	<p>There may be occasion when we need to order a certain number of folders to meet our requirements over a period of time but we do not have sufficient storage space at some of our facilities.</p> <p>Please state if you are able and willing to do so. If you are able and willing to do so state the terms under which you would be able to do so (e.g. special agreement, associated cost, etc.).</p> <p>Please note: If you are not able to provide off-site storage, please feel free to submit a bid anyway and state that you are not able to provide the storage. This is just one of the factors that the court will consider in reviewing the bids.</p>
6.	Printed samples will have a one-off cost, will that be approved?	No. That should be your cost of producing the bid.

Questions Submitted March 1, 2010

7.	Do you need us to provide warehousing?	Please see #5 above.
8.	If we are warehousing, how many cartons will typically ship at one time and to what zip code?	The court orders a 1 year supply of file folders for each department. The amount varies depending on usage. If space becomes a bigger issue in the departments, it would be helpful to have file folders sent 2-3 times a year(every 6 months or every 4 months). The zips would be the same as the yearly shipments: RWC – 94063, Juvenile – 94402, SSF - 94080
9.	Is an inside delivery required?	Yes, please see section 4.4.2 , page 17 of the RFB.
10.	Will the Court be providing samples of each folder? (If they're the same as before, then these won't be needed).	Samples are posted on the Court's website.
11.	Item #E-14- End tab Pressboard Fastener Folders. What do you mean by "Straight Cut Tabs"? A. Does this item need to be a full cut end tab, or can the tab start up as our standard folders at 1-1/8" up from the bottom of the tab? B. Please confirm if this is an end-tab folder or a two-tab folder.	Please see the sample folder posted on the Court's website under the RFB link in the "News section" (A) It is a <u>standard</u> End Tab Pressboard Fastener Folder (B) It is an <u>End Tab</u> Pressboard Fastener Folder
12.	Item E-13 & E-15 specifies (3) 2" fasteners in position 1 & 3. Should the quantity only be (2)?	On the Unlawful Detainer (E-13) and Unnumbered Case Specific File Folders (E-15) there is a typo in line #9. It should read: 9. 2 -2" heat-sealed bonded fasteners in position 1 and 3
13.	Are there any Print Copy Changes from what we supplied to you before?	No, there is no change to the print information at this time. The Court reserves the right to change the information that may be printed on the folder prior to the first order but the layout and structure of the folders will remain the same.
14.	Inside delivery required on all folders?	See answer to number 9 above.
15.	Will a sample of every folder be required for the bid for each folder from TAB? Or will the folders TAB has been supplying for the past several years suffice for these samples?	No since TAB is our current vendor.