

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
RFP 2014-001 FILE FOLDER PRINTING SERVICES
VENDOR QUESTIONS AND CLARIFICATIONS**

Posted Aug. 5, 2013

1. **File Folders Specifications E-11 and E-13, specifications corrections.**

Line item 9 is corrected so that the description of the fasteners is corrected to read as 2 - 2" heat-sealed bonded fasteners in position 1 &3 instead of 3.

2. **Probate Confidential file pocket in item E-9.**

A sample image of the file pocket describe in E-9 is as follows:



Posted Aug. 7, 2013

3. ***“How often have you asked your current or past vendors to store the file folders associated with the RFP?”***

Several years ago, we may have asked a vendor to store folders that were printed due to shortage of space at our facilities. However, we have not done so lately. This issue is dependent on the turn-around time it takes the vendor to print and deliver an order.

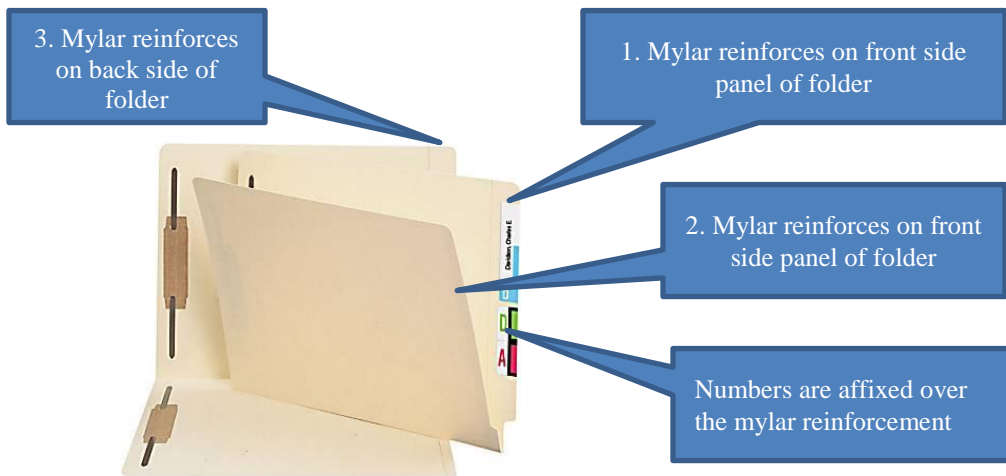
We invite the vendor to state their estimated production and delivery time once an order is placed. Then the vendor can address their process for storage of pre-printed materials and time line for delivery of the materials from storage and any related costs for storage, if any.

4. ***“The court typically likes to have 100% of the product produced and shipped, correct?”***

The Court does not order its entire annual usage of its file folders at one time since we do not have the storage space for all of it. It typically orders 3-6 months' worth of folders and have it delivered. So the 100 % would be delivery of the entire shipment of that which was ordered.

While, we assume, that there would be cost savings by ordering by bulk (i.e. ordering an entire year's worth of folders) the Court will have to balance that against any fee the successful vendor will charge to store the folders until shipped (will the cost of storing, if any, offset the cost savings in printing in bulk?). So please address this issue in your proposal.

5. *“When it says “reinforced with mylar on both sides of tab, 1-1/8 on front and 2-1/4” on back. Front right side of folder reinforced with 1-1/2” mylar” really can’t see that in the pictures.” See positions 1 and 2 on the diagram below. I believe you can see the mylar in that diagram*
6. *“If the tab has mylar reinforcement, and then a label over the mylar? Or the mylar goes over the label and extends to those dimensions?” The mylar is on the file material itself and the numbering goes over the mylar (see diagram).*
7. *“Also, it says there is mylar on the front right side of folder?? Again, can’t really tell that in the picture.” See position 3 on the diagram below.*



Posted Aug. 12, 2013

8. We invite comments in your proposal if your company can provide a price quote for a “timed” scheduled release program. Please describe how your company's "timed release" program is structured, the impact it would have on the Court and what, if any, the cost savings would be to structure our contract in this fashion as compared to a regular print as requested process.