

URGENT:
NOTICE OF CANCELLATION OF PRE-BID CONFERENCE:

In the interest of facilitating all vendors who may be interested in submitting proposals to our Court's RFB for printing custom file folders, the Court has decided to cancel the on-site Pre-Bid Conference. In its place the Court will disseminate information and handle questions regarding the RFB by posting information and questions on the Court's website. In place of the conference, the following procedures will be followed:

1. Vendors who are interested in bidding on the RFB are to notify the Court of their intent by sending an e-mail to the Court's Submittal Contact person Timothy Gee (see RFB section 2.1.1, by **March 2, 2010**).
2. The Court will post photographs of sample file folders on its website so that you can access that information without the Court having to send out samples to all prospective bidders. Photos of samples will be posted around February 25. Please check the Court's website next week for the posting.
3. As originally provided for in the RFB, the Court will post all questions from vendors and responses to those questions on an ongoing basis with the deadline for questions on **March 2 at 4PM (PST)**.

The Court felt that this process would better facilitate all vendors without having to personally attend a conference. We apologize if this decision creates any inconvenience for you.

Thank you,



RFB Submittal Contact/ Contracts Analyst