

SUPERIOR COURT OF SANTA BARBARA COUNTY
REQUEST FOR Proposal – GOODS

File Folders RFP 2010-03

QUESTIONS AND ANSWERS UPDATED JULY 19, 2010

Quote Due Date and Time: July 19, 2010 due no later than 3:00 Pacific Standard Time

Question 1

The bid is due by July 19th and the product is to be delivered by August 20th. When is the bid awarded?

Answer

- The estimate date of the bid award is for the week of July 19th.

Question 2

What color code is being used?

Answer

- Please refer to Attachment A, Scope of Work, Section 4 for the list of the color coded numbers.

Question 3

There are different quantities Option 1 and 2, are these two different quantities??? For two different shipments, two different orders??

Your location quantities don't total either option??

Is option 1 and option 2 the same folder??

Answer

- They are two different quantities for two different options for the Court, not for two different shipments. This will assist the Court in determining if a larger order has a quantity discount that would warrant the larger order.
- The location quantities are the same as in option 1.

File Folders with Color Coded Numbers: 4,000 to Anacapa, 3,750 to Cook, 500 to SM Juvenile = 8,250

File Folders – No Numbers: 750 to Anacapa, 1,000 to Figueroa, 250 to Cook, 250 to SM Juvenile = 2,250

Custom File Backs: 6,000 to Figueroa

- Option 1 and 2 are for the same folders, please refer to Attachment A, Scope of Work

Question 4

I am checking on all of the questions that we have been submitting on the bid, because of the tight deadline, was wondering when the questions would be answered.

Answer

- The answers will be posted at least every other day.

Question 5

Is it possible to get samples of each item requested?

Answer

- Unfortunately we do not have enough samples to send out to each possible bidder.

Question 6

Under option 1 you have color coded single number labels qty of 1 per roll. Under option 2 you have just numbered labels per set. Are the option two labels color coded also? Are they supposed to be quoted as a roll? What is the quantity you are looking for?

Answer

- Option 1 is to include the price of an individual roll of 1 color coded numbered label.
- Option 2 is to include individual rolls of each color coded number providing the pricing for a full set. (One roll of each individual number)
- Option 2 labels are the same color coded labels as in option 1.
- Please include the number of color coded labels per roll for both options.

Question 7

The bid specs say inside delivery but does not state FOB destination. Do you want freight included in the price?

Answer

- Please include estimated freight for shipping and inside delivery for each of the locations listed under Location in the Pricing sheet.

Question 8

If you go with option 2 are you going to double the quantities beings shipped to the courts? Need to know for shipping estimates....thanks.

Answer

- If the Court chooses the option 2 pricing, the quantities shipped to the locations would double (with the exception of the custom file backs, which will not double); unless the Court is given options for warehousing file folders for larger orders.

Question 9

The question I am getting from my supplier is the timeframe for the delivery of the folders. Is it possible to add a couple of weeks to the delivery date?

Answer

- Please include a realistic delivery date with the Pricing Proposal, even if that date is beyond the desired delivery date. The Court is in need of file folders as the supply is running low; however, an additional couple of weeks are manageable.

Question 10

In order to offer pricing on warehousing folders we need to know how many shipments you would need approximately?

Answer

We anticipate placing an order for two shipments, the first of which would go directly to the Courts, the second would be warehoused.

Both shipments include the same numbers and types of file folders as listed in option 1. The delivery locations remain the same as listed under option 1.

Case File Folder with Color Coded Numbers – 8,250 (16,500 for the total order)

Case File Folders – No Numbers – 2,250 (4,500 for the total order)

Custom File Backs – 6,000 (12,000 for the total order)

Question 11

For inside delivery are there any restrictions we need to know about? Is a hand truck available or does freight carrier have to bring their own? Is there a loading dock?

Answer

The Court facilities have ramps and/or elevators that are accessible for deliveries. The freight carrier should provide their own hand truck. The Court locations do not have loading docks.

Figueroa Division – ramp from parking lot to modular building

Anacapa – ramp and elevator from basement to first floor

Cook – elevator to basement

SM Juvenile – ground floor

Question 12

Other than the 12 page RFP document, is there any other formal documentation that is required for submission?

Answer

At this time we are not requesting any additional information that has not been specified in the RFP or clarified in the Questions and Answers.

Question 13

You state for Option 2 that you want us to warehouse the folders. In order to do this I need to know (a) how long do you need us to warehouse them for? (b) How often will you want to release product from warehouse? Once a month? (c) How many of each item will we be shipping at a time?

Answer

- (a) The Court would need warehousing for approximately 6 months.
- (b) The Court would only need them released once, after approximately six months time.
- (c) The shipment would be the same as in Option 1.