

Solicitation 09-021

Jury Summons Mailing and Printing

State of California

Bid 09-021

Jury Summons Mailing and Printing

Bid Number	09-021
Bid Title	Jury Summons Mailing and Printing
Bid Start Date	Oct 5, 2009 9:22:50 AM PDT
Bid End Date	Nov 2, 2009 3:00:00 PM PST
Question & Answer End Date	Oct 20, 2009 12:00:00 PM PDT
Bid Contact	Susan Patrick 415-551-3714 spatrick@sftc.org
Pre-Bid Conference	Oct 15, 2009 10:00:00 AM PDT Attendance is mandatory Location: By appointment only, contact Susan Patrick spatrick@sftc.org; 415-551-3714, by October 14, no later than noon for entry.
Standard Disclaimer	The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk. The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.
Description	The Superior Court of California, County of San Francisco (Court) is seeking a qualified vendor to print and mail a jury summons packet and to provide related data processing, in-house system programming, variable imaging, and data reporting services. The Court issues approximately 285,000 jury summonses annually. The printing and mailing of the jury summons packet is an essential and important responsibility of the Court. Vendors must demonstrate that they have the financial and physical resources available to guarantee the accurate production and distribution of large volumes of unique printing with individual addresses whenever required by the Court. The Court may have additional printing and mailing needs that are ancillary to the production and mailing of the jury summons packet. For example, the Court may have need to contract with the vendor for the printing and mailing of Notices of Failure to Appear, Orders to Show Cause, parking vouchers, and other documents related to jury services. These additional printing and/or mailing requirements will be determined separately as needed. A sample of the current jury summons will be sent to Proposers upon request. Please send an email to Susan Patrick, spatrick@sftc.org with the complete name and address of the recipient who will be sent a hardcopy sample summons by U.S. mail.

Question and Answers for Bid #09-021 - Jury Summons Mailing and Printing

OVERALL BID QUESTIONS

Question 1

Are there any DVBE and/or Small Business requirements or incentives for this contract? (Submitted: Oct 5, 2009 11:18:48 AM PDT)

Answer

- No DVBE or Small Business requirement. (Answered: Oct 5, 2009 11:22:53 AM PDT)

Question 2

Will the Court consider a vendor that mails from Seattle for this work? (Submitted: Oct 5, 2009 11:47:52 AM PDT)

Answer

- Prospective bidders must meet the qualifications in the Proposal. There is no requirement regarding postmark; therefore a vendor in Seattle is not disqualified. (Answered: Oct 5, 2009 1:20:34 PM PDT)

Question 3

What is the previous award information? Last price paid? Last contractor? Last quantity ordered? (Submitted: Oct 5, 2009 5:05:01 PM PDT)

Answer

- The current contractor is Standard Register. Price paid is not applicable as it is charged pursuant to Exhibit B, Budget and Payment Provisions which is included in the proposal package. Last quantity ordered is not necessary for bid preparation and is not applicable. (Answered: Oct 6, 2009 7:48:39 AM PDT)

Question 4

What is the location of the mandatory pre-proposal meeting, and will teleconferencing be available for out-of-state vendors to attend? (Submitted: Oct 7, 2009 9:16:15 AM PDT)

Answer

- A vendor cannot determine if they are eligible to bid on the RFP without reviewing the documents. Per the instructions send Susan Patrick (spatrick@sftc.org) an email requesting a copy of the documents and soft copy will be emailed to sender. After vendor has read the documents and determined they are able to bid another email is sent to Susan Patrick and sender will receive an invitation for no more than 2 staff to attend. No teleconference is available; in person attendance of company representative is mandatory if a bid is to be placed. (Answered: Oct 7, 2009 9:24:54 AM PDT)

Question 5

In Exhibit A, Article 2, question C, it leads us to believe there is no variable information printed on the back of the document. Please confirm if there is any variable information printed on the back of the Jury Summons document. (Submitted: Oct 12, 2009 1:37:03 PM PDT)

Answer

- Exhibit A is the Statement of Work for the resulting contract. 2.C. is not a question, it is a statement that reads "C.The reverse of the document will consist of a standard format.". There is no mention of variable information being printed on the reverse of the summons sheet. (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 6

In Exhibit A, Article 2, question A, it details the preprinted litho form as being, Black, Red (PMS 1807) and Yellow (PMS 614), is there any preprint on the backer and if so, in what colors. (Submitted: Oct 12, 2009 1:38:13 PM PDT)

Answer

- This is the specification from Exhibit A regarding color of the stock: "2.A. Base stock of standard summons

template, printed according to the following specifications: Two-sided with finished paper dimensions of 8 ½ x 14" with three folds and indicated perforations. It will be printed in three colors: black, red (PMS 1807), and yellow (PMS 614). The stock must meet the quality and specifications of 24# Micro bond. The printing of the summons stock must be accomplished on a web press with an ultraviolet heat-set capability. 300-dpi laser print quality if required for bar code scanning and for print images." (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 7

What is the frequency of the file transmission to the vendor? Monthly, weekly, or daily? (Submitted: Oct 12, 2009 1:38:33 PM PDT)

Answer

- Weekly. (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 8

How many files are transmitted per year? (Submitted: Oct 12, 2009 1:38:59 PM PDT)

Answer

- 2 files are transmitted weekly. (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 9

What time is the file transmissions scheduled at currently? Are those flexible? (Submitted: Oct 12, 2009 1:39:40 PM PDT)

Answer

- Flexible. (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 10

Can you provide the file format that the files are currently transmitted in? (Submitted: Oct 12, 2009 1:40:01 PM PDT)

Answer

- This information will be provided in the RFP questions and answers response on the 26 and the pre-submittal conference. (Answered: Oct 13, 2009 9:10:09 AM PDT)

Question 11

Would previous award information be available? Previous vendor? Last contract quantity and last price paid? (Submitted: Oct 14, 2009 10:36:44 AM PDT)

Answer

- This is a duplicate: see question #3 for information. (Answered: Oct 14, 2009 10:38:53 AM PDT)

Question 12

The current incumbent, Standard Register, is a large, publicly traded company with offices throughout the US. Even though my firm meets all minimum qualification and has the ability to do this job, I don't see how my firm can compete with SR who is HIPAA certified, SAS 70 and ISO certified and has been servicing the courts in CA for many years. So local, small firms that qualify can be disqualified in the technical phase of the proposal once they are matched up against SR. Would you consider a lowest bid option for selecting the candidate? This seems fair to me if once all firms meeting certain preset criteria would be considered eligible to compete and the award goes to the lowest bidder. (Submitted: Oct 14, 2009 1:07:50 PM PDT)

Answer

- The qualifications for prospective bidders are on page 3 of the RFP. All companies which are interested in submitting a bid must meet these criteria. Additionally, please refer to item 6. Evaluation Process page 7 of the RFP. These are the criteria that will be used to evaluate your submission. (Answered: Oct 14, 2009 2:27:09 PM PDT)

Question 13

My question has to do with the attachment 3 of the RFP (cost proposal). For mailing cost proposals, the cost is usually quantity multiplied by unit bid price. Attachment 3 cites travel cost and overhead etc., what do they have to

do with a mailing bid? Is the lowest bid the one with the lowest total one year cost? (Submitted: Oct 14, 2009 2:52:37 PM PDT)

Answer

- Travel is included for those companies located out of San Francisco to include a line item for travel. If this is not applicable to your submission do not include a travel line item. Please refer to item 6. Evaluation Process page 7 of the RFP. These are the criteria that will be used to evaluate your submission. (Answered: Oct 14, 2009 2:55:58 PM PDT)

Question 14

On the cost sheet (attachment 3, should we include postage cost or just the cost of printing and mailing? (Submitted: Oct 14, 2009 3:29:12 PM PDT)

Answer

- The cost sheet includes a Direct Costs line item. Use this category to include all the direct costs such as postage, paper, envelopes, etc. You can select to distribute these costs per the two categories of Equipment and Supplies, or Other. All of the costs that will be included in your bid must be itemized on this sheet or if you prefer, a separate sheet clearly labeled with the category can be attached. (Answered: Oct 15, 2009 11:37:29 AM PDT)

Question 15

Please make available the existing contract with Standard Register to all participants at the oct 15 conference. This is public information and will help everyone understand how the current billing is structured. (Submitted: Oct 15, 2009 11:40:26 AM PDT)

Answer

- Copies of the current contract with Standard Register will be made pursuant to a written request for a copy; cost is \$0.50 (fifty cents) per page. The contract and all amendments are 37 pages. Check must be made out to The San Francisco Superior Court and must be included with your request. Mail it attention Susan Patrick at 400 McAllister Street Room 205, San Francisco, CA 94102-4519. Requests will be filled in the order received. (Answered: Oct 15, 2009 12:00:19 PM PDT)

Question 16

The RFP requires the contractor obtain the lowest first class presort rate for this mailing. Since the mail is going to mostly San Francisco residents, the lowest postage rate would be the Five-digit barcode SF rate meaning mail must be dropped in San Francisco to obtain the lowest possible postage rate. By this logic, mail must be dropped in San Francisco in order to obtain the lowest possible postage rate. Is this correct? (Submitted: Oct 15, 2009 1:53:50 PM PDT)

Answer

- There is no requirement the mail must be dropped in San Francisco. Each vendor must determine the lowest possible rate based on their situation. All counties must mail jury summons therefore vendors for other counties have determined a solution on their own. (Answered: Oct 15, 2009 2:04:49 PM PDT)

Question Deadline: Oct 20, 2009 12:00:00 PM PDT