

Agenda for

## Mandatory Pre-Proposal Conference Wednesday, May 11, 2016

10am - Noon

Purchase of Two High Volume

Digital Black & White Production Presses

IFB-AS-050416-RB

Solicitation Schedule:

RFP published and posted by the Judicial Council Wednesday, May 4, 2016

**Mandatory Pre-proposal conference**  **Wednesday May 11, 2016**

Deadline for submission of written questions

or requests for clarification Tuesday, May 17, 2016 by 12 noon

Judicial Council response to questions Monday, May 23, 2016 by 12 Noon

Potential Site Visits May 24 – 26, 2016

Proposals due Monday, June 6, 2016, by 3pm PDT

Bids publicly opened Tuesday, June 7, 11am

455 Golden Gate Ave, 6th floor

San Francisco, CA 94102

Selection Committee written proposal review

Completed Monday, June 13, 2016

Notice of Intent to Award (estimate only) Thursday, June 16, 2016

Contract Award Date (estimate only) Friday, June 24, 2016

## Mandatory Pre-Proposal Conference Wednesday, May 11, 2016

#### Interested vendors must physically attend a pre-proposal conference for the IFB. There is no call in number. This mandatory conference will take place:

### Wednesday May 11, 2016

## 10:00 A.M. to Noon

## Mike Jaffe

## 415-865-4217

## 455 Golden Gate Avenue

## 1st Floor, Copy Center

## San Francisco, CA 94102.

#### All questions or requests for additional information concerning the IFB must be made in writing per the above timeline. All replies will be issued as written addenda to all vendors. Some questions raised at the pre-proposal conference regarding minimum qualifications may be answered at that time. If any substantive new information or changes to the IFB arise in response to questions, the information and/or changes will be memorialized as a written addendum to this RFQ.

Sign In and Introduction Business Services 10:00 – 10:15

Award will not be split

Brief Printshop Overview Michael Jaffe 10:15 – 10:25

Installation logistics 10:25 – 10:40

Delivery end of July

Install first week August

Test second week of August

Old Equipment removal issue

Shop Floor Layout 10:45 – 11:00

Diagram and Electrical

Print Workflow 11:00 – 11:05

Technology 11:05 – 11:15

Integration and working with ITSO

Walkthrough of Print Shop 11:15 – 11:45

What we have now

Bid expectations to replace

Examples of current work 11:45 – 12:00

END