

## Question and Answer Posting

Q1: Are you requesting to pay in advance and the winning bid will need to storage this paper until needed? Or, are you requesting that the paper to be delivered at your location as a one- time delivery with the option of ordering additional paper if needed up to June 30, 2015 at the same quoted price?

A1: The Judicial Council will pay immediately for all the paper contained in the bid. The winning bidder will need to coordinate delivery for all the stock with the Printing Department. In the past, the winning bidder has delivered several times during the course of a year. It is the preference of the Print Department that the winning bidder will warehouse the stock that has been purchased and deliver on demand. Generally, such deliveries are at least six pallets at a time (or so).

The option to purchase additional paper at the same price prior to June 30, 2015 will most likely be made by other San Francisco Judicial Branch entities. Most likely they will take full delivery at the time of purchase.

Q2: Is this one delivery, one destination or is this over a period of time? i.e. one year? Is this going to one location?

A2: For this bid, the delivery location is one location: 455 Golden Gate Avenue. Delivery will need to be coordinated with the Printing Department. It is the Printing Department's preference that the deliveries be done "on demand" throughout the course of the year – rather than accepting full delivery all at once. Full delivery of all paper will be accomplished before the end May, 2016. Delivery of paper to 455 Golden Gate Avenue will be no less than six skids of paper each delivery. Delivery times are between 9:00 am and 11:30 am and 1:00 pm until 4:00 pm Monday through Friday. Delivery will be expected within three business days after requesting the stock. No more than six deliveries will be required during the next twelve months. However, payment for all paper will be made up front.