



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7960 • Fax 415-865-4325 • TDD 415-865-4272

RONALD M. GEORGE  
*Chief Justice of California*  
*Chair of the Judicial Council*

WILLIAM C. VICKREY  
*Administrative Director of the Courts*

RONALD G. OVERHOLT  
*Chief Deputy Director*

CHRISTINE M. HANSEN  
*Director, Finance Division*

**TO:** POTENTIAL BIDDERS RECEIVING RFP NUMBER FIN-0301

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** October 17, 2003

**SUBJECT/PURPOSE OF MEMO:** ADDENDUM NO. 1 TO RFP NUMBER FIN-0301

<b>CONTACT FOR FURTHER INFORMATION:</b>	<b>PAULA COOMBS:</b> <b>Project Manager</b>	<b>TEL:</b> <b>916 263-1860</b>	<b>FAX:</b> <b>916 263-1342</b>	<b>E-MAIL:</b> <b><i>paula.coombs@jud.ca.gov</i></b>
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This Addendum No. 1 is issued for the Master Agreements for Copier Paper and 3-Hole Copier Paper project, RFP No. FIN-0301, which was issued on October 6, 2003.

Section 3.2, Description of Paper Required, is hereby amended as indicated on the attached replacement page.

This Addendum No. 1 also includes the answers to vendor questions that have been submitted. The questions and the answers are posted for your review.

### **3.0 SCOPE OF SERVICES**

#### **3.1 Estimated Quantity**

No minimum delivery estimate is stated in this RFP. The individual Judicial Branch Entities will not be required to use any Master Agreement that may result from this RFP. The individual Judicial Branch Entity will make its purchasing decision based on what is in its best interest.

#### **3.2 Description of Paper Required**

All products (including recycled) must be new, and must be delivered in the manufacturer's standard package. The Bidder must respond with pricing and be prepared to supply products of the respective brand name or equivalent as listed below.

##### **3.2.1 ITEM 1:**

###### XEROGRAPHIC COPIER PAPER, RECYCLED

Description: Paper, Recycled, 8 1/2" x 11,  
SUB. 20# (+ or - 5%),  
Brightness 84, Smoothness 190, or better,  
Recycled Content: 50% Waste Paper with 30% Post Consumer Waste  
Brand: Xerox Brand Recycle ~~3R5131~~ 3R6296 or equal

##### **3.2.2 ITEM 2:**

###### XEROGRAPHIC COPIER THREE HOLE PUNCH, RECYCLED

Description: Paper, Recycled, 8 1/2" x 11,  
SUB. 20# (+ or - 5%),  
Brightness 84, Smoothness 190, or better  
Recycled Content: 50% Waste Paper with 30% Post Consumer Waste  
Brand: Xerox Brand Recycle ~~3HD-3R5131~~ 3R6297 or equal  
Three (3) Hole Punch

#### **3.3 Replacement/Return Policy**

There will be no restocking fee for returns of items shipped by the Contractor in error. The Contractor will not be expected to accept any items for return by the Judicial Branch Entity, unless those items are damaged or do not meet specifications.

#### **3.4 Inventory**

The Judicial Branch Entities have an ongoing requirement for the product(s) indicated in this RFP. The Contractor or Contractors awarded a Master Agreement, if any, shall maintain a reasonable stock on hand for delivery to the Judicial Branch Entities for which the Master Agreement is awarded for a one (1)

RFP No. FIN-0301  
 Questions and Answers

QUESTIONS	ANSWERS
<p>1. Is this a renewal of an existing contract or is this a first time contract?</p>	<p>This is not a renewal. As stated in section 1.2 of the RFP, currently each of the Trial Courts and most of the Appellate Courts purchase copier paper from a variety of suppliers under individual purchasing arrangements or in conjunction with the county. The Supreme Court and the AOC currently purchase paper under a combined agreement. The AOC would like to leverage the buying-power of the Judicial Branch Entities and consolidate efforts to procure copier paper.</p>
<p>2. Is there an estimated quantity?</p>	<p>No. Please refer to section 3.1 (Estimated Quantity). No minimum delivery estimate is stated in this RFP. The individual Judicial Branch Entities will not be required to use any Master Agreement that may result from this RFP. The individual Judicial Branch Entity will make its purchasing decision based on what is in its best interest. This is the first year that the Judicial Branch has posted a state-wide bid for paper and we do not have sufficient data to provide a quantity estimate.</p>
<p>3. How many potential destinations within the distribution area of the contract? Please include number of individual addresses. (number of buildings + number of office deliveries within each building).</p>	<p>The pricing sheets (see the Excel spreadsheet posted at <a href="http://www.courtinfoca.gov/reference/rfp">http://www.courtinfoca.gov/reference/rfp</a>) list the addresses for each court. The number of buildings and number of possible office deliveries within each building is not readily available and has not been included in the address list. The Judicial Branch Entity placing the order will designate the specific delivery point (building, office, etc.) on the purchase order. As stated in the RFP, bidders should assume that all deliveries will be inside deliveries. Inside delivery refers to a delivery to other than a loading dock, front lobby, or reception area. Proposers may submit pricing for substantially all locations listed on the Pricing Sheets or pricing that covers one or more remote locations listed on the Pricing Sheets. Pursuant to the RFP, the AOC will evaluate the proposals based on best value and will consider proposals that are able to provide the requested products and services to all locations and/or locations within a limited territory if it is in the best interest of the Judicial Branch Entities in that territory.</p>

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*Questions and Answers*

<b>QUESTIONS</b>	<b>ANSWERS</b>
4. Is there any information regarding the present purchasing habits to assist in the calculation of potential business or frequency of orders?	As this is the first year the Administrative Office of the Courts has issued a state-wide solicitation for paper, there is no information available regarding estimated quantities for any contract or contracts that may result from the solicitation. As stated in section 3.1 (Estimated Quantity) of the RFP, there are no minimum delivery estimates. The individual Judicial Branch Entities will make their purchasing decisions based on what is in their best interest, as they are not required to use any Master Agreement that may result from the solicitation.
5. Was there a bid last year and is a recap of the bid available?	As stated in the previous answer, this is the first year the AOC has issued a state-wide solicitation for paper.
6. Do you know the number of courts that order by the pallet versus loose cartons?	No. This information is not currently available.

*END*