

# REQUEST FOR QUOTES

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*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO*

**REGARDING:**

*PRINTED MATERIALS, RFQ # PR2021*

**QUOTES DUE:**

**MAY 7, 2021** NO LATER THAN **3:00** P.M. PACIFIC TIME

## 1.0 DESCRIPTION OF GOODS

The Court seeks to purchase printed documents, including pre-printed forms.

The term of the agreement resulting from this RFQ will be three (3) years.

- 1.1 **Specifications.** The specifications of the printed documents that the court may order are:

### A. Duplicate form

- no-carbon-required copy paper
- 8.5 inches wide by 11 inches high
- two pre-punched holes at the top each page, centered 2½ inches apart and 5/8 inch from the top
- printed in black ink
- thin layer of glue on the top of the form to hold pages together
- two-part (duplicate) form

Sheet #	Paper Color
1 (top)	white
2 (bottom)	yellow

### B. Triplicate form

- no-carbon-required copy paper
- 8.5 inches wide by 11 inches high
- two pre-punched holes at the top each page, centered 2½ inches apart and 5/8 inch from the top
- printed in black ink
- thin layer of glue on the top of the form to hold pages together
- three-part (triplicate) form

Sheet #	Paper Color
1 (top)	white
2	yellow
3 (bottom)	pink

### C. Quadruplicate form

- no-carbon-required copy paper
- 8.5 inches wide by 11 inches high
- two pre-punched holes at the top each page, centered 2½ inches apart and 5/8 inch from the top
- printed in black ink
- thin layer of glue on the top of the form to hold pages together
- four-part (quadruplicate) form

Sheet #	Paper Color
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1 (top)	white
2	yellow
3	pink
4 (bottom)	gold

**D. Card stock form**

- 12 pt cardstock
- 8.5 inches wide by 11 inches high
- two pre-punched holes at the top each page, centered 2½ inches apart and 5/8 inch from the top
- printed in black ink
- single-part (one page) form
- single sided

**E. Perforated form**

- 8.5 inches wide by 14 inches high
- printed in multicolor ink (blue and red)
- single-part (one page) form
- double sided
- designed to fold in thirds
- up to 6 perforations across the entire page

**F. Business card (single sided)**

- 12 pt cardstock
- 3.5 inches wide by 2 inches high
- printed in blue ink
- single sided

**G. Business card (double sided)**

- 12 pt cardstock
- 3.5 inches wide by 2 inches high
- printed in blue ink
- double sided

1.2 **Order Process.** The Court may, from time to time, order printed documents from the selected vendor.

For business card orders, the Court will submit the personnel information (name, title, phone number, email address, etc.) to the selected vendor. The selected vendor will print the personnel information on a business card matching the Court’s standard business cards. Upon execution of the Contract, the Court will provide a standard business card to the selected vendor.

For other documents, the Court will submit the document to be printed to the selected vendor in PDF or Word format when it places an order. The selected vendor will print the document in accordance with the specifications for that type of document.

Ordered documents must be delivered to the Court within fifteen (15) business days of Court placing an order.

1.3 **Standards.** Printed documents must be clear, legible, properly aligned, and free from scratches, slurring, hickies, offsetting, ghosting, mottling, doubling, banding, and wrinkles. Printed documents will be subject to acceptance by the Court as specified in the Agreement.

## 2.0 TIMELINE FOR THIS RFQ

The Court has developed the following list of key events related to this RFQ. All dates are subject to change at the discretion of the Court.

EVENT	DATE
Deadline for questions	April 16, 2021
Questions and answers posted	April 23, 2021
Latest date and time quote may be submitted	<b>May 7, 2021 at 3:00 pm</b>
Evaluation of quotes ( <i>estimate only</i> )	May 12 - 14, 2021
Execution of contract ( <i>estimate only</i> )	May 19, 2021

## 3.0 RFQ ATTACHMENTS

The following attachments are included as part of this RFQ:

ATTACHMENT	DESCRIPTION
Attachment 1: Quote Form	The person or entity submitting a quote (the "Vendor") must complete and submit a completed Quote Form.
Attachment 2: Contract	If selected, the Vendor must sign this Contract.

This solicitation is governed by the Court's "Administrative Rules Governing RFQs (Non-IT Goods)." A copy of these rules is available upon request.

## 4.0 COMPLETION OF QUOTE

4.1 The Quote Form must be fully completed and signed by an authorized representative of the Vendor.

- 4.2 Vendor must include with its quote one sample three-part (triplicate) form printed by Vendor. The sample three-part form can be any form printed by Vendor for any of Vendor's clients.

Vendor shall provide the sample form at no cost to the Court. The Court will not return the sample form to Vendor.

- 4.3 Vendor's quote may be deemed non-responsive and rejected if its quote is lacking any required information or signature.
- 4.4 NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## **5.0 SUBMISSION OF QUOTES**

- 5.1 The Vendor must submit the completed Quote Form and sample form by the date and time listed on the coversheet of this RFQ to:

Superior Court of California, County of San Benito  
ATTN: Gil Solorio  
450 Fourth Street  
Hollister, CA 95023

- 5.2 Late quotes will not be accepted. The Court is not responsible for any delays in delivery.
- 5.3 Only written quotes will be accepted. Quotes must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Quotes may not be transmitted by fax or email.

## **6.0 OFFER PERIOD**

A Vendor's quote is an irrevocable offer for ninety (90) days following the quote due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## **7.0 EVALUATION OF QUOTES**

At the time quotes are evaluated, each quote will be checked for the presence or absence of the required contents. If a quote is missing any of the required contents, the Court may reject the quote.

The Court will evaluate complete quotes on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored quote.

If a contract will be awarded, the Court will post an intent to award notice on its website at [www.sanbenito.courts.ca.gov](http://www.sanbenito.courts.ca.gov).

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
Experience with similar goods	<b>25</b>
Quality of sample form	<b>30</b>
Cost	<b>35</b>
Acceptance of the terms and conditions in the Contract	<b>10</b>

### **8.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**QUOTES ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Vendor that is not a publicly-traded corporation. All other information in quotes will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the quote (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the quote (a) purporting to limit the Court’s right to disclose information in the quote, or (b) requiring the Court to inform or obtain the consent of the Vendor prior to the disclosure of the quote (or portions thereof). Any quote that is password protected, or contains portions that are password protected, may be rejected. Vendors are accordingly cautioned not to include confidential, proprietary, or privileged information in quotes.

### **9.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court has waived the DVBE incentive in this solicitation.

### **10.0 PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (“JBCM”) (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Vendor to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is 5:00 p.m. on April 16, 2021. The deadline for the Court to receive an award protest is 24 hours after the Court posts the intent to award. A person or entity who submits a protest within this time period will have 10 calendar days to submit to the Court all information in Chapter 7, section 7.4.C. Protests must be sent to:

Superior Court of California, County of San Benito  
ATTN: Gil Solorio  
450 Fourth Street  
Hollister, CA 95023