



**Superior Court of California
COUNTY OF ALAMEDA**

Finance and Facilities Division
René C. Davidson Courthouse
1225 Fallon Street, Oakland, CA 94612
Telephone: (510) 891-6279

Memorandum

Date: June 13, 2016

To: Potential Bidders

From: Linda Salcido, Sr. Fiscal Services Specialist **Contact:** bidquestions@alameda.courts.ca.gov

Subject: Responses to Questions
RFP SC 016/058 Printing & Mailing of Traffic Notices

This Addendum No. 1 is issued for Printing & Mailing of Traffic Notices RFP No SC 016/058 which was issued on Friday, June 1, 2016.

The following questions were submitted during the time permitted to do so according to the timeline within the RFP. Included are the responses to those questions received.

QUESTIONS:

Q1: How is postage prepayment to the post office handled? Would the Court prepay postage to Contractor or will the Court's permit be imprinted on the envelopes?

A1: The Court would have a postage account set up through the vendor to facilitate mailing of notices. Said account would be monitored by vendor who would send bi-monthly notices to Court noting the balance on the account.

Q2: Are there any restrictions on which post office the Contractor can use to drop mail?

A2: No.

Q3: Who is the incumbent contractor?

A3: Staples Contract & Commercial, Inc.

Q4: What was the incumbent's winning bid's "total cost" and "not to exceed cost"?

A4: Print cost per traffic notice was quoted at not to exceed rate of \$.185.

Q5: Item 2.0.C.1.: Fast Forward is no longer a USPS option (effective January 27, 2013). Are there any other requirements?

A5: The Court is interested in making sure the daily mailings meet federal mailing requirements and to ensure notices are mailed to the correct party in a cost effective manner without any unnecessary delays.

Q6: Item 2.0.C.6. (page 4): will the Court send 1 main file, or many small files for the daily order?

A6: There would be 1 file sent daily per the agreed upon schedule to be determined by Court and Contractor upon contract award.

Important Dates:

Proposals due: June 27, 2016

Anticipated interview dates: Week of July 4, 2016

Evaluations: July 11, 2016

Notice of Intent: July 13, 2016

Contract start: August 1, 2016