

UNITED STATES DISTRICT COURT
Northern District of California
450 Golden Gate Avenue
San Francisco, California 94102

www.cand.uscourts.gov

Richard W. Wieking
Clerk

General Court Number
415.522.2000

January 12, 2009

The United States District Court is seeking open-market pricing for the current fiscal year 2009 for mailing juror questionnaires.

It is anticipated that approximately 150,000 questionnaires will need to be sent out between January and September 30, 2009. There will be several groups of mailing to total the 150,000. It will not be done in one large mailing.

The vendor will need to fold and insert the questionnaire, one 8-1/2" x 11" sheet of paper, into a regular #10 windowed envelopes with a business reply envelope. The questionnaires will be mailed to the vendor from the District Court. The questionnaires will be addressed and in zip code order. The vendor should send the questionnaires in pre-sort first class so that bulk rate mailing discounts will be applied.

Requirements and Materials:

1. Work will take place at the vendor's place of business.
2. Due to past performance issues, vendor will supply the #10 windowed envelope and print our return address on it.
3. Questionnaires will be picked up by the vendor at 450 Golden Gate Avenue, 16th Fl, San Francisco. Turn around time must be within 72 hours unless a prior arrangement was made with David Weir, the Courtroom Services Supervisor. The questionnaire is a single 8-1/2" x 11" page. The court provided questionnaires will be pre-addressed and in zip code order.
4. Vendor will fold and insert the questionnaire into a #10 windowed envelope along with a business reply envelope.
5. The envelopes will need to be metered and discount shipping rates used.
6. #9 Business Reply Envelope - We are considering the following two options:

Option A: The court will have the business reply envelopes printed and mailed directly to the vendor. The vendor will need to store the 150,000 envelopes.

or

Option B: The vendor will print 50,000 business reply envelopes in one color and 100,000 in another color. Both colors will be selected by the Court.

When providing your quote, please include as a separate line the cost of Option A and a separate

line for Option B. Additionally, please be sure to include in your response if you will be able to take advantage of the pre-sort rate. If so, please provide an average postage rate as a separate line item. If nothing is indicated in your quote regarding the ability to make use of the discount mailing rates, it will be deemed that you are unable to meet that requirement.

Payment Terms:

As each required mailing is completed, the vendor shall invoice the court for the man-hours, any necessary materials, and for the actual postage used. The Court will process payment upon receipt of the invoice.

When the required envelopes have been printed, vendor will provide an invoice as well as a statement verifying the printing of the envelopes and the Court will process payment.

Quotes should be returned to Helene McVanner via e-mail at Helene_McVanner@cand.uscourts.gov By 1:00 p.m. on Wednesday, January 28, 2009.

Attachment:

Required Provisions and Clauses

Wage Determination for the County of San Francisco