**JUDICIAL COUNCIL PAPER ORDER**

**FOR RFP-412020-MJ**

**QUANTITIES AND Delivery SHIPPING INSTRUCTIONS**

**Requested Items:**

15 skids – 8.5” x 11” – white 30% recycled sub 20 (3,000,000 sheets)

3 skids straight collated five bank tabs - 90# – unpunched (150,000 finished pieces)

3 skids straight collated five bank tabs - 90# – three hole punched (150,000 finished pieces)

2 skid – (32 cases) Hammermill color copy digital text – sub 80 - white – 12” x 18” (96,000

 sheets)

10 cases – Hammermill color copy digital COVER – sub 100 - white – 12” x 18” (7,500 sheets)

2 skids – (64 cases) 8.5” X 11” sub 60 white – virgin (320,000 sheets) UNPUNCHED

4 skids – (128 cases) 11” X 17” sub 60 white – virgin (320,000 sheets) offset

2 Cartons Business Card Boxes - 200 complete boxes per carton. Each B-Card box should be

3 1/2" X 4 3/4" X 2" and hold approximately 500 total cards.

1 Bundle of 24 pt. plain chipboard 8.5” x 11”

20 cartons 20” x 26” 12 pt. C1S – 15000 total sheets. Absolute white. Tango or equivalent.

(Vendor may substitute 1 skid of 13” x 19” Tango Digital Coated Cover 12 pt. C1S ITU121913C for the above twenty cartons)

* Judicial Council will pay for all paper immediately.
* Vendor to store and deliver paper as needed throughout the year between August 1, 2020 and June 1, 2021 – and on an on call basis to the Judicial Council – with complete delivery accomplished no later than June 1, 2021.
* Deliveries will always go to the loading dock at 455 Golden Gate Avenue for the Judicial Council. No delivery will be for less than seven (7) skids of customer owned stock.
* All bids must include all stock requested. No partial bids. Incompete bids will be considered non-compliant.
* All bids must identify recommended stock. Vendor must bid on specific named stock and sizes except as noted.
* Prices provided in this bid should be extended to the Supreme Court, Appellate Courts and Superior Courts until June 30, 2020.
* All paper must be guaranteed to run on high speed digital production presses. Vendor must bid on any specific named papers.
* Prior to award, the Judicial Council reserves the right to request one case of paper proposed to test for one week before final decision to award.