



REQUEST FOR QUOTE

Quote No. 10-2021-ENV

Closing Date: April 22, 2022, 4 P.M. (PST)

The Superior Court of California, County of Fresno (Court), is seeking a qualified vendor to provide **printing, delivery-on-demand and storage of envelopes for all court locations** as specified on the RFQ Detail Sheet (see Attachment A).

GENERAL PROVISIONS

1. Quotes must be submitted using the attached Sheet.
2. Quotes must include all costs for the quantities provided – e.g. shipping and tax. Costs not included in the submitted quote will be ineligible for payment.
3. The Court will award the lowest responsible bidder.
4. The awarded vendor will be required to sign a Services--Short Form Agreement (see Attachment B for a sample).
5. F.O.B. Point shall be destination or freight charges must be stated in quote. Goods must be delivered as specified on the RFQ Detail Sheet.
6. All correspondence, including any questions and final quotes, shall be submitted in writing to the solicitations box (solicitations@fresno.courts.ca.gov). Quotes submitted after the closing date and time listed above will not be accepted.
7. Incomplete quotes may be grounds for rejection of the submitted quote.
8. The Court may cancel this RFQ for any or no reason after the due date and time listed above, the Court may reject all quotes and cancel this RFQ if the Court determines that: 1) the quotes received are not competitive; 2) the cost is not reasonable; 3) the cost exceeds the amount expected; or 4) awarding the quote is not in the best interest of the Court.

NOTICES

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and nonresponsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is **April 20, 2022**.

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.

A quote for substitutions will not be accepted.

Attachments:

Attachment A - RFQ Detail Sheet

Attachment B – Services--Short Form Agreement