

### Attachment 1 – File Folders Specifications and Pricing

By submitting a quote, vendor agrees that it can deliver the requested folders no later than the Court’s Delivery Date detailed above. Due to the Court Warehouse hours, delivery must be made during Court working hours and prior to 2:00 p.m. Note: Monday, May 26, 2014 is a Court holiday.

Vendor’s quote must include pricing on the following items:

<b>Santa Cruz Folders - Case File and Label Specifications</b>					
<b>Case Type</b>	<b>Sample No.</b>	<b>Description</b>	<b>Starting Number</b>	<b>Quantity</b>	<b>Total Price (not including tax)</b>
Felonies	Sample 1	<ol style="list-style-type: none"> <li>1. Legal size folder, 18 pt, manila</li> <li>2. Flush front</li> <li>3. Reinforced side tab</li> <li>4. 1 ½” W-fold tucked expansion on the spine</li> <li>5. One 18 pt manila divider applied to the middle of W-fold with grey TYVEK</li> <li>6. <del>Delete: 1” (MI) Duo at top of divider</del> <b>Add – 2” twin prong at top of divider</b></li> <li>7. Two heat bonded fasteners in positions 1 and 3</li> <li>8. Different black custom print on outside front</li> <li>9. <b>Paper</b> color coded strip label with constant classification “F” in white with background color blue with consecutive case numbers applied to end tab</li> <li>10. 3 to 9 bar code on back of label</li> </ol>	29002	3,600	\$
Misdemeanors	Sample 2	<ol style="list-style-type: none"> <li>1. Legal size folder, 11 pt, manila - <b>Correct</b></li> <li>2. Flush front</li> <li>3. Reinforced side tab</li> <li>4. Heat bonded fasteners in positions 1 and 3</li> <li>5. Different black custom print on outside front</li> </ol>	96404	11,500	\$

		6. <b>Paper</b> color coded strip label with constant classification “M” in white with background color green with consecutive numbers applied to end tab 7. 3 to 9 bar code on back of label			
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Case Type	Sample No.	Description	Starting Number	Quantity	Total Price (not including tax)
Parole	Sample 3	1. <b>Delete - Legal size folder, 11 pt, manila</b> <b>Add – BLUE legal size folder, 11 pt.</b> 2. Flush front 3. Reinforced side tab 4. Heat bonded fasteners in positions 1 and 3 5. Different black custom print on outside front 6. <b>Paper</b> color coded strip label with constant classification “P” in dark blue with background color white with consecutive numbers applied to end tab 7. 3 to 9 bar code on back of label	P00080	500	\$
PRCS	Sample 4	1. <b>Delete - Legal size folder, 11 pt., manila</b> <b>Add – GREEN legal size folder, 11 pt.</b> 2. Flush front 3. Reinforced side tab 4. Heat bonded fasteners in positions 1 and 3 5. Different black custom print on outside front 6. <b>Paper</b> color coded strip label with constant classification “V” in dark green with background color white with consecutive numbers applied to end tab 7. 3 to 9 bar code on back of label	V00250	500	\$
Civil	Sample 5	1. Letter size folder, 14 pt, manila 2. Drop front	184500	6,000	\$

		<ol style="list-style-type: none"> <li>3. Reinforced end tab</li> <li>4. <del>Delete - 1 1/2" grey TYVEK expansion</del> <b>Add – 2" expansion folder with grey TYVEK</b></li> <li>5. Heat bonded fasteners in positions 1 and 3</li> <li>6. Different black custom print outside front</li> <li>7. Black printing of constant classification of “CV” with consecutive case numbers on inside back (top tab) of folder – Number sequence to match end label</li> <li>8. Laminated color coded strip label with constant classification “CV” in black on white background with consecutive numbers applied to end</li> <li>9. 3 to 9 bar code on back of label</li> </ol>			
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Civil Blank	Sample 6	<ol style="list-style-type: none"> <li>1. Letter size folder, 14 pt, manila</li> <li>2. Drop front</li> <li>3. Reinforced end tab</li> <li>4. <del>Delete - 1 1/2" grey TYVEK expansion</del> <b>Add – 2" expansion folder with grey TYVEK</b></li> <li>5. Heat bonded fasteners in positions 1 and 3</li> <li>6. Black printing of constant classification of “CV” on inside back (top tab) of folder</li> <li>7. Different black custom print outside front</li> </ol>	N/A	1000	\$
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**Watsonville Folders - Case File and Label Specifications**

<b>Case Type</b>	<b>Sample No.</b>	<b>Description</b>	<b>Starting Number</b>	<b>Quantity</b>	<b>Total Price (not including tax)</b>
Family Law	Sample 7	<ol style="list-style-type: none"> <li>1. <del>Delete - Blue letter size folder, 14 pt, manila</del> <b>Add – Blue letter size folder, 14 pt.</b></li> <li>2. Reinforced end tab</li> <li>3. <b>Add – Drop front</b></li> <li>4. <del>Delete - 2" Mylar expansion on spine</del></li> </ol>	040650	2000	\$

		<p><b>Add – 2” expansion folder with grey TYVEK</b></p> <ol style="list-style-type: none"> <li>5. Heat bonded fasteners in positions 1 and 3</li> <li>6. Different black custom print outside front</li> <li>7. Black printing of constant classification of “FL” with consecutive case numbers on inside back (top tab) of folder – Number sequence to match end label</li> <li>8. Laminated color coded strip label with constant classification “FL in black with white background with consecutive numbers applied to end tab</li> <li>9. 3-9 bar code on back of label</li> </ol>			
Adoptions	Sample 8	<ol style="list-style-type: none"> <li>1. Manila letter size folder, 11 pt - <b>Correct</b></li> <li>2. Drop front</li> <li>3. Heat bonded fasteners in positions 1 and 3</li> <li>4. Different black custom print outside front</li> <li>5. Black printing of constant classification “AD” with consecutive case numbers on inside back (top tab) of folder – Number sequence to match end label</li> <li>6. Laminated color coded strip label with constant classification of “AD” in black on white background with consecutive case numbers applied to end tab</li> <li>7. 3 to 9 bar code on back of label</li> </ol>	003250	200	\$
Delinquency	Sample 9	<ol style="list-style-type: none"> <li>1. Manila letter size folder, 14 pt</li> <li>2. Reinforced end tab</li> <li>3. Drop front</li> <li>4. <del>Delete - 2” Mylar expansion on spine</del> <b>Add – 2” expansion folder with TYVEK</b></li> <li>5. Heat bonded fasteners in positions 1 and 3</li> <li>6. Different black custom print outside front</li> <li>7. Black printing of constant classification of “JU” with consecutive case numbers on inside back (top tab) of folder – Number sequence to match end label</li> <li>8. Laminated color coded strip label with constant classification “JU”</li> </ol>	023800	500	\$

		<p>in black with white background with consecutive case numbers applied to end tab</p> <p>9. 3 to 9 bar code on back of label</p>			
Delinquency Blank	Sample 10	<ol style="list-style-type: none"> <li>1. Manila letter size folder, 14 pt</li> <li>2. Reinforced end tab</li> <li>3. Drop front</li> <li>4. <del>Delete - 2" Mylar expansion on spine</del> <b>Add - 2" expansion folder with TYVEK</b></li> <li>5. Heat bonded fasteners in positions 1 and 3</li> <li>6. Different black custom print outside front</li> <li>7. Black printing of constant classification of "JU" on inside back (top tab) of folder</li> <li>8. Laminated color coded strip label with constant classification "JU" in black with white background with consecutive case numbers applied to end tab</li> </ol>	N/A	200	\$
Freedom from Control	Sample 11	<ol style="list-style-type: none"> <li>1. Manila letter size folder, 11 pt - <b>Correct</b></li> <li>2. Drop front</li> <li>3. Heat bonded fasteners in positions 1 and 3</li> <li>4. Different black custom print outside front</li> <li>5. Black printing of constant classification of "FC" with consecutive case numbers on inside back (top tab) of folder—Number sequence to match end label</li> <li>6. Laminated color coded strip label with constant classification "FC" in black with white background with consecutive case numbers applied to end tab</li> <li>7. 3 to 9 bar code on back of label</li> </ol>	000500	200	\$