

**ATTACHMENT 7**  
**RFP # 33, Forms Management Cost Proposal Summary**

Line #	Form #	FORM NAME	Description	Deliver to Location	Estimated	Estimated
					Monthly	Annual
					Usage	Usage
<b>JUROR SUMMONS AND NOTICES</b>						
1	SJ-06	Jury Summons Laser (Price per sample, black and red ink)	Jury Summons Laser (ordered by Jury Office), 8-1/2" x 14", Includes parking pass, juror badge & attendance slip. 3 Perforations, 2 horizontal, 1 vertical, 2/2 red & black, tumble.	N/A	6,905	82,860
2	SJ-03	Summons Double Window Envelope (Ordered by Vendor)	Summons Double Window Envelope (ordered by Vendor)	N/A	6,905	82,860
3		<b>POSTAGE:</b> Jury Summons Laser	Estimated/Average piece price for postage	N/A	6,905	82,860
4	SJ-08	FTA Print To Mail Post Card	FTA Print To Mail Post Card, Double Sided, To be printed and mailed by Contractor. This is still in the planning stages	N/A	1,333	16,000
5		<b>POSTAGE:</b> FTA Print To Mail Form	Estimated/Average piece price for postage	N/A	1,333	16,000
<b>COLLECTIONS, FISCAL AND TRAFFIC NOTICES</b>						
6	CL0002	Crim TA - Past Due Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	214	2568
7	CL0038	Monthly STMT - Collection Time Accounts (Goldenrod Envelope)	8½ x 11 form, black ink on face, One sheet with #10 envelope; plus, #9 Single Window Return Envelope Goldenrod	N/A	694	8328
8	CL0038	<b>POSTAGE:</b> Monthly STMT - Collection Time Accounts (Goldenrod Envelope)	Postage Estimate			
9	CL0039	Franchise Tax Board intercept	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	0	0
10	CL0057	Collections Notice-Traffic Citation to Colls	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	184	2208
11	CL0058	Collections Notice-Criminal TA to Colls	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	615	7380
12	FS0001	Fiscal Criminal TA Monthly Statement (2 sided) (White Envelope)	8½ x 11 form, black ink, 2 sided, One sheet with #10 envelope; plus, #9 Single Window Return Envelope, White	N/A	1844	22128
13	FS0001	<b>POSTAGE:</b> Fiscal Criminal TA Monthly Statement (2 sided) (White Envelope)	Postage Estimate			
14	FS0002	Fiscal Criminal TA 30 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	525	6300
15	FS0003	Fiscal Criminal TA 60 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	284	3408
16	FS0013	Fiscal Juvenile TA 60 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	1	12
17	TR0045	Traffic Courtesy Notice (2 sided) (Light Blue Envelope)	8½ x 11 form, black ink, 2 sided, One sheet with #10 envelope; plus, #9 Single Window Return Envelope Light Blue	N/A	2987	35844
18	TR0045	<b>POSTAGE:</b> Traffic Courtesy Notice (2 sided) (Light Blue Envelope)	Postage Estimate			
19	TR0047	Traffic Pre-Collection Notice-Owner's Responsibility	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	53	636
20	TR0049	Juvenile Traffic Courtesy Notice Standard (2 sided)	8½ x 11 form, black ink 2 sided, One sheet with #10 envelope	N/A	68	816
21	TR0050	Juvenile Traffic Courtesy Notice PC & Fee (2 sided)	8½ x 11 form, black ink 2 sided, One sheet with #10 envelope	N/A	6	72
22	TR0053	Juvenile Delinquent-FTP after Court	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	28	336
23	TR0054	Juvenile Delinquent-Mandatory Appear FTA	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	15	180
24	TR0055	40903VC Guilty in Absentia Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	467	5604
25	TR0056	Adult Unsigned Citations	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	11	132
26	TR0057	Pre-Collection Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	914	10968
27	TR0059	Juvenile Delinquent-Non-Mandatory Appear FTA-J03	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	1	12
<b>COURTROOM MINUTE SHEETS</b>						
28	JC-02	Delinquency Jurisdictional Findings & Order	6 Part Carbonless, all white paper 8.5 x 11, 2/1, red & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	JJC	550	6,600
29	JC-35	Delinquency Disposition/Review	6 Part Carbonless, all white paper 8.5 x 11, 3/1, red, turquoise & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	JJC	200	2,400
30	CTC-42A	Felony Arraignment	4 Part Carbonless, all white paper 8.5 x 11, 2/1, lavender & black, continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	2,395	28,740
31	CTC-42B	Felony Sentence - Prison	4 Part Carbonless, all white paper 8.5 x 11, 2/1, red & black, continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	83	996
32	CTC-42C.1	Felony Probation/Conditional Sentence, Pages 1 & 2	4 Part Carbonless, all white paper 8.5 x 11, 3/1, red, turquoise & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	1,800	21,600
33	SCMC 075	Misdemeanor Arraignment, Pages 1 & 2	4 Part Carbonless, all white paper 8.5 x 11, 3/1, red, blue & black, pages 1, 2, & 3 continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	10,240	122,880

**ATTACHMENT 7A - COST PROPOSAL TEMPLATE  
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA  
JUROR SUMMONS AND NOTICES**

Line #	Form #	FORM NAME	Description	Estimated Monthly Usage	Estimated Annual Usage	Cost Per Form	Cost Per 1,000
1	SJ-06	Jury Summons Laser (Price per sample, black and red ink)	Jury Summons Laser (ordered by Jury Office), 8-1/2" x 14", Includes parking pass, juror badge & attendance slip. 3 Perforations, 2 horizontal, 1 vertical, 2/2 red & black, tumble.	6,905	82,860		
2	SJ-03	Summons Double Window Envelope (Ordered by Vendor)	Summons Double Window Envelope (ordered by Vendor)	6,905	82,860		
3		<b>POSTAGE:</b> Jury Summons Laser	Estimated/Average piece price for postage	6,905	82,860		
4	SJ-08	FTA Print To Mail Post Card	FTA Print To Mail Post Card, Double Sided, To be printed and mailed by Contractor. This is still in the planning stages.	667	8,000		
5		<b>POSTAGE:</b> FTA Print To Mail Form	Estimated/Average piece price for postage	667	8,000		

Any changes to the wording of these documents will disqualify the Proposer.

**This Cost Proposal requires a signature by an authorized representative:**

Please fill in green areas of worksheets.

Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 7B - COST PROPOSAL TEMPLATE  
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA  
COLLECTIONS, FISCAL AND TRAFFIC NOTICES**

Line #	Form #	Form Name	Description	Deliver to Location	Estimated Monthly Usage	Estimated Annual Usage	Cost Per Form	Cost Per 1,000
6	CL0002	Crim TA - Past Due Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	214	2568		
7	CL0038	Monthly STMT - Collection Time Accounts (Goldenrod Envelope)	8½ x 11 form, black ink on face, One sheet with #10 envelope; plus, #9 Single Window Return Envelope Goldenrod	N/A	694	8328		
8	CL0038	<b>POSTAGE:</b> Monthly STMT - Collection Time Accounts (Goldenrod Envelope)	Postage Estimate		694	8328		
9	CL0039	Franchise Tax Board intercept	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	0	0		
10	CL0057	Collections Notice-Traffic Citation to Colls	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	184	2208		
11	CL0058	Collections Notice-Criminal TA to Colls	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	615	7380		
12	FS0001	Fiscal Criminal TA Monthly Statement (2 sided) (White Envelope)	8½ x 11 form, black ink, 2 sided, One sheet with #10 envelope; plus, #9 Single Window Return Envelope, White	N/A	1844	22128		
13	FS0001	<b>POSTAGE:</b> Fiscal Criminal TA Monthly Statement (2 sided) (White Envelope)	Postage Estimate		1844	22128		
14	FS0002	Fiscal Criminal TA 30 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	525	6300		
15	FS0003	Fiscal Criminal TA 60 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	284	3408		
16	FS0013	Fiscal Juvenile TA 60 Day Delinquency Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	1	12		
17	TR0045	Traffic Courtesy Notice (2 sided) (Light Blue Envelope)	8½ x 11 form, black ink, 2 sided, One sheet with #10 envelope; plus, #9 Single Window Return Envelope Light Blue	N/A	2987	35844		
18	TR0045	<b>POSTAGE:</b> Traffic Courtesy Notice (2 sided) (Light Blue Envelope)	Postage Estimate		2987	35844		
19	TR0047	Traffic Pre-Collection Notice-Owner's Responsibility	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	53	636		
20	TR0049	Juvenile Traffic Courtesy Notice Standard (2 sided)	8½ x 11 form, black ink 2 sided, One sheet with #10 envelope	N/A	68	816		
21	TR0050	Juvenile Traffic Courtesy Notice PC & Fee (2 sided)	8½ x 11 form, black ink 2 sided, One sheet with #10 envelope	N/A	6	72		
22	TR0053	Juvenile Delinquent-FTP after Court	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	28	336		
23	TR0054	Juvenile Delinquent-Mandatory Appear FTA	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	15	180		
24	TR0055	40903VC Guilty in Absentia Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	467	5604		
25	TR0056	Adult Unsigned Citations	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	11	132		
26	TR0057	Pre-Collection Notice	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	914	10968		
27	TR0059	Juvenile Delinquent-Non-Mandatory Appear FTA-J03	8½ x 11 form, black ink on face, One sheet with #10 envelope	N/A	1	12		

Any changes to the wording of these documents will disqualify the Proposer.

**This Cost Proposal requires a signature by an authorized representative:**

Please fill in green areas of worksheets.

Organization Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 7C - COST PROPOSAL TEMPLATE  
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA  
COURTROOM MINUTE SHEETS**

Line #	Form #	FORM NAME	Description	Deliver to Location	Estimated Monthly Usage	Estimated Annual Usage	Average Order Quantity	Order Frequency	Average Quantity of Cartons	Scenario 1 Cost Per Form	Scenario 1 Cost Per 1,000	Scenario 2 Cost Per Form	Scenario 2 Cost Per 1,000
28	JC-02	Delinquency Jurisdictional Findings & Order	6 Part Carbonless, all white paper 8.5 x 11, 2/1, red & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	JJC	550	6,600	3,300	2X YR	13				
29	JC-35	Delinquency Disposition/Review	6 Part Carbonless, all white paper 8.5 x 11, 3/1, red, turquoise & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	JJC	400	4,800	2,500	2X YR	10				
30	CTC-42A	Felony Arraignment	4 Part Carbonless, all white paper 8.5 x 11, 2/1, lavender & black, continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	2,395	28,740	7,185	4X YR	8				
31	CTC-42B	Felony Sentence – Prison	4 Part Carbonless, all white paper 8.5 x 11, 2/1, red & black, continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	83	996	996	1X YR	4				
32	CTC-42C.1	Felony Probation/Conditional Sentence, Pages 1 & 2	4 Part Carbonless, all white paper 8.5 x 11, 3/1, red, turquoise & black, pages 1 & 2 continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	1,800	21,600	5,400	4X YR	14				
33	SCMC 075	Misdemeanor Arraignment, Pages 1 & 2	4 Part Carbonless, all white paper 8.5 x 11, 3/1, red, blue & black, pages 1, 2, & 3 continuous tractor-feed, 2 hole punch at top.	HOJ - Criminal	10,240	122,880	30,720	4X YR	77				

PDFs and hardcopies of all forms are available upon request.

HOJ Delivery Address 600 Administration Drive, Santa Rosa, CA 95403

JJC Delivery Address 7425 Rancho Los Guilicos, Santa Rosa, CA 95409

Delivery to be "Free on Board Destination Freight Paid".

We can accept inside deliveries or palletized deliveries at ground level.

Scenario 1: Contractor to hold inventory and deliver to court weekly at the addresses above.

Scenario 2: Inventory delivered directly to the Court at the HOJ and the Court stores inventory.

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**This Cost Proposal requires a signature by an authorized representative:**

Please fill in green areas of worksheets.

Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_