

OFFICE OF DISTRICT COURT ADMINISTRATOR
Sixth Judicial District of Iowa
Benton, Iowa, Johnson, Jones, Linn and Tama Counties

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April 1, 2009

TO: File Folder Vendors
FROM: Carroll Edmondson, District Court Administrator
RE: Solicitation of Bids for File Folders for Sixth Judicial District of Iowa

The Sixth Judicial District of Iowa is soliciting bids for file folders used by the six clerks of court in the district for case files. A copy of the Request for Proposal detailing the specifications of the file folders is attached for your information. We are seeking bids that would cover a two-year period.

If you would like to see the file folders we are currently using, please feel free to visit a clerk of court office in Linn, Johnson, Jones, Iowa, Benton, or Tama Counties.

I look forward to receiving your bid.

Cre/hms

The front cover of the file folder should contain a rectangular box 1 ½" x ¾" in the upper right hand corner. The center of the cover must have the following information pre-printed on it in large 5/8" bold black print:

**IOWA DISTRICT COURT
SIXTH JUDICIAL DISTRICT
_____ COUNTY**

A sample of print boldness can be obtained from the district court administrator or a clerk of court in one of the six counties in the district.

4. Fasteners

Each file folder must have one 2" fastener securely attached to the folder. Half of the folders must have a fastener in position number one and half in position number 2. Fasteners must be alternated to facilitate better space usage when the folders are filed.

5. Color Coded Numerical Tabs

All file folders should be pre-numbered with 1" color-coded numerical tabs for each case type for each county in the district. Each file folder must have the potential for seven numbers down the side. White folders must have room for seven numbers down the side plus a 2" tab at the top to designate a specific category of confidential cases. There are five different colors for the top tab on the white folders – green, goldenrod, red, blue, and lavender.

6. Delivery Date

File folders should be delivered to the appropriate courthouses on or before June 24, 2009 by 3:00 p.m. CST.

7. Correction of Errors

The vendor will assume complete responsibility for correcting and paying for any printing, labeling, or other errors in the order unless such errors resulted from inaccuracies in the written purchase order the district court administrator provides to the vendor.

8. Cost of FY 2008 Folders

File folders for FY 2008 were purchased for \$496 per thousand.

9. Option to Cancel Second Year of Contract

The district reserves the right to cancel the contract for file folders in the second year if it does not obtain funding authorization or if the quality of the product or delivery of service does not conform to the district's expectations.

10. Decision Date

The district court administrator will select a vendor by 4:00 p.m. on April 17, 2009 for the file folder order. After the vendor has been selected, the district court administrator will inform each vendor submitting a bid the results of the bidding process.

FY 2010 File Folder Orders For Sixth Judicial District							
Folder Color	Benton County	Iowa County	Johnson County	Jones County	Linn County	Tama County	Totals
Gray	<u>Q - 500</u> Begin No. 11295	<u>Q - None</u> Begin No.	<u>Q - 5,000</u> Begin No. 92895	<u>Q - 200</u> Begin No. 4851	<u>Q - 6,500</u> Begin No. 91250	<u>Q - 300</u> Begin No. 12828	12,500
Goldenrod	<u>Q - 200</u> Begin No. 4750	<u>Q - None</u> Begin No.	<u>Q - None</u> Begin No.	<u>Q - 250</u> Begin No. 94375	<u>Q - 6,000</u> Begin No. 88325	<u>Q - None</u> Begin No.	6,450
Manila	<u>Q - 200</u> Begin No. 7999	<u>Q - 250</u> Begin No. 23228	<u>Q - 1,000</u> Begin No. 70730	<u>Q - 200</u> Begin No. 4881	<u>Q - 5,000</u> Begin No. 67470	<u>Q - None</u> Begin No.	6,650
Yellow	<u>Q - 600</u> Begin No. 19464	<u>Q - 250</u> Begin No. 11519	<u>Q - 1,750</u> Begin No. 77644	<u>Q - 500</u> Begin No. 7100	<u>Q - 8,500</u> Begin No. 179401	<u>Q - 600</u> Begin No. 11604	12,200
Blue	<u>Q - 150</u> Begin No. 7411	<u>Q - None</u> Begin No.	<u>Q - 450</u> Begin No. 29315	<u>Q - 100</u> Begin No. 2696	<u>Q - 750</u> Begin No. 34651	<u>Q - None</u> Begin No.	1,450
	1650	500	8200	1250	26750	900	39,250
Totals for White Folders	200	250	1850	150	4050	100	6,600
White with yellow tab	<u>Q - None</u> Begin No.	<u>Q - 250</u> Begin No. 2436	<u>Q - None</u> Begin No.	<u>Q - 100</u> Begin No. 1681	<u>Q - 1,250</u> Begin No. 37400	<u>Q - 100</u> Begin No. 2614	1,700
White with green tab	<u>Q - 100</u> Begin No. 2950	<u>Q - None</u> Begin No.	<u>Q - 800</u> Begin No. 6400	<u>Q - None</u> Begin No.	<u>Q - 1,000</u> Begin No. 30951	<u>Q - None</u> Begin No.	1,900
White with purple tab	<u>Q - 50</u> Begin No. 1064	<u>Q - None</u> Begin No.	<u>Q - 1,000</u> Begin No. 10297	<u>Q - None</u> Begin No.	<u>Q - 750</u> Begin No. 15250	<u>Q - None</u> Begin No.	1,800
White with red tab	<u>Q - 50</u> Begin No. 750	<u>Q - None</u> Begin No.	<u>Q - None</u> Begin No.	<u>Q - 50</u> Begin No. 721	<u>Q - 750</u> Begin No. 8800	<u>Q - None</u> Begin No.	850
White with blue tabs	<u>Q - None</u>	<u>Q - None</u> Begin No.	<u>Q - 50</u> Begin No. 2900	<u>Q - None</u> Begin No.	<u>Q - 300</u> Begin No. 4700	<u>Q - None</u> Begin No.	350
Folders w/o numbers*	<u>Q - Manila - 0</u> <u>Blue - 0</u> <u>White with yellow tab - 0</u>	<u>Q - Manila -</u>	<u>Q - Goldenrod -</u>	<u>Q -</u>	<u>Q - Manila - 250</u> <u>White - 500</u> <u>Blue -</u> <u>Gray - 100</u>	<u>Q -</u>	
Totals	1,850	750	10,050	1,400	31,650	1,000	46,700 all file folders