

**Attachment 6
Cost Sheet**

Vendor Name: _____

Form #	Form Name	Specifications	Delivery Location	Estimated Annual Usage	Order Quantity	Order Frequency	Cost
ADM-100	Court Date Notice Card	6 x 4 20# white, one sided in pads of 125.	240 Church Street Salinas, CA 93901	35,000	17,500	2X YR	
ADM-50	Judge Notes Cards	4.25 x 11, white card stock #100, 2 hole punch at top	240 Church Street Salinas, CA 93901	25,000	12,500	2X YR	
CI-100	Court Interpreter Daily Activity Log.	8.5 x 11, 2 sided, carbonless white, yellow, & pink glued at top.	240 Church Street Salinas, CA 93901	2,000	2,000	1X YR	
Clerk 185	Custody Status	8.5 x 11, carbonless white, pink, blue, green & yellow, tear off strip at the top.	240 Church Street Salinas, CA 93901	100	100	1X YR	
Clerk 648.1	Route slip .	4.25 x 5.5 20# white, one sided in	240 Church Street Salinas, CA 93901	9,400	4,700	2X YR	

Clerk-HIV1	Order Directing Testing for HIV	8.5 x 11, carbonless white, green, & pink glued at the top.	240 Church Street Salinas, CA 93901	300	300	1X YR	
CR-160	Criminal Protective Order.	8.5 x 11, carbonless white, green, yellow, pink, &	240 Church Street Salinas, CA 93901	3,000	3,000	1X YR	
CR-165	Notice of Termination of Protective Order	8.5 x 11, carbonless white, green, yellow, pink, & goldenrod, 2 hole punch glued at the top.	240 Church Street Salinas, CA 93901	1,500	1,500	1X YR	
CR-196	OR Agreement	8.5 x 11, 1 sided . White Carbonless paper, padded 200 per pad with 2 hole punch at the top.	240 Church Street Salinas, CA 93901	14,400	7,200	2X YR	
CS-200	Minute Order Clarification	paper, white, green, & canary with 3 hole punch and glued on	240 Church Street Salinas, CA 93901	500	250	2X YR	
MCR-36C	English Waiver of Rights.	8.5 x 11, 2 sided . White Standard 20# paper, padded 125 per pad with 2 hole punch at top.	240 Church Street Salinas, CA 93901	10,000	5,000	2X YR	
MCR-48	Probation Report Envelope	6 x 9.5 manila envelope with fastener. Printing on one side and two hole punch at the bottom.	240 Church Street Salinas, CA 93901	6,000	3,000	2X YR	
MCR-67	Bail Information form.	5.5 x 4.25 20# white, one sided in	240 Church Street	10000	5000	2X YR	
MCR-81a	DUI Program Referral Program	8.5 x 11, carbonless white, yellow, & goldenrod, 2 hole punch glued at the top.	240 Church Street Salinas, CA 93901	500	500	1X YR	

MCR-90	Jury Trial Minutes	8.5 x 11 white 20#, two sided, 2 hole punch at the top	845 W. Market Street Unit R Salinas, CA 93901	5,000	5,000	1X YR	
MCR-92	Preliminary Hearing	Legal tractor feed 3 part carbonless form. White, yellow & canary.	240 Church Street Salinas, CA 93901	5,000	2,500	2X YR	
MCR-94	Arraignment worksheet	Legal tractor feed 3 part carbonless form. White, goldenrod, canary.	240 Church Street Salinas, CA 93901	117,000	58,500	2X YR	
MCR-95	MCR 95	8.5 x 14, 4 part carbonless form. White, canary, light blue, & goldenrod.	240 Church Street Salinas, CA 93901	6,000	3,000	2X YR	
MCR-115	D.V. Probation Terms & Conditions	8.5 x 14.5, 6 part carbonless form. White, yellow, pink, blue, green & goldenrod.	240 Church Street Salinas, CA 93901	2,000	2,000	1X YR	
MCR-170	Theft Offender	8.5 x 11, carbonless white, yellow, pink, two sided, 2 hole punch, glued at the top.	240 Church Street Salinas, CA 93901	100	100	1X YR	
TR-17	Traffic Minute Order	8 1/2 x 11, carbonless 3 part tractor feed form White, yellow, & pink.	3180 Del Monte Blvd. Marina, CA 93933	10,000	5,000	2X YR	

	Exhibit Envelopes	15x10.75 Kraft envelope with button/string closure with printing on front.	240 Church Street Salinas, CA 93901	10,000	5,000	2X YR	
	Confidential Report Envelopes.	9 x 12 manila envelope with fastener. Printing on one side and two hole punch at the bottom.	240 Church Street Salinas, CA 93901	10,000	5,000	2X YR	
CIV-1	Confidential Report Envelope-Non Criminal	10 x 7 manila envelope with fastener. Printing on one side and two hole punch at the bottom.	240 Church Street Salinas, CA 93901	3,600	1,800	2X YR	
	Juror badges	Individual white label with printing in black ink. 3 ½ x 2 ¼.	240 Church Street Salinas, CA 93901	10,000	5,000	2X YR	
	left window envelopes	#10 white with reflex blue ink	240 Church Street Salinas, CA 93901	35,000	17,500	2X YR	
	Non window envelopes	#10 white with reflex blue ink	240 Church Street Salinas, CA 93901	65,000	32,500	2X YR	