

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	31,250	15,625	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	
CI-200	Interpreters Notice of Availability	8.5 x 11, carbonless white, yellow, & pink glued and punched at the top.	240 Church Street Salinas, CA 93901	100	100	1X YR	
Clerk 185	Custody Status	8.5 x 11, carbonless white & yellow, tear off strip at the top.	240 Church Street Salinas, CA 93901	100	100	1X YR	
Clerk 235	Mental Health Conservatorship Min Order	8.5 x 11, carbonless white, pink, blue, green & yellow, tear off strip at the top.	240 Church Street Salinas, CA 93901	50	50	1X YR	
Clerk 648.1	Route slip .	4.25 x 5.5 20# white, one sided in pads of 125	240 Church Street Salinas, CA 93901	9,400	4,700	2X YR	
Clerk-268	Conservatorship Envelope	9 x 12 manilla envelope with clasp. Printing on one side, 2 hole punched at the top	240 Church Street Salinas, CA 93901	500	500	1X YR	
Clerk-31	Order Check Sheet	8.5 x 5.5, 20# green paper, 150 per pad	240 Church Street Salinas, CA 93901	3,600	1,800	2X YR	
Clerk-HIV1	Order Directing Testing for HIV Infection	8.5 x 11, carbonless white, green, pink & goldenrod glued at the top.	240 Church Street Salinas, CA 93901	300	300	1X YR	
CR-100	Court Reporters Payment Worksheet	8.5 x 11, carbonless white, yellow, & pink glued at the top.	240 Church Street Salinas, CA 93901	375	375	1X YR	
CR-160	Criminal Protective Order.	8.5 x 11, carbonless white, green, yellow, pink, & goldenrod, 2 hole punch and tear off strip at the top.	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	8.5 x 11, 1 sided . Carbonless paper, white, green, & canary with 3 hole punch and glued on the left side.	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-36D	Waiver of Rights (Spanish)	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	5,000	2,500	2X YR	
MCR-48	Probation Report Envelope	6 x 9 manila envelope with fastener. Printing on one side and two hole punch at the bottom.	845 W. Market Street Unit R Salinas, CA 93901	6,000	3,000	2X YR	
MCR-67	Bail Information form.	5.5 x 4.25 20# white, one sided in pads of 125.	240 Church Street Salinas, CA 93901	10,000	5,000	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.	845 W. Market Street Unit R Salinas, CA 93901	22,500	11,250	2X YR	
MCR-94	Arraignment worksheet	Legal tractor feed 3 part carbonless form. White, goldenrod, canary.	845 W. Market Street Unit R 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.	845 W. Market Street Unit R Salinas, CA 93901	6,000	3,000	2X 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.	845 W. Market Street Unit R 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.	845 W. Market Street Unit R Salinas, CA 93901	10,000	5,000	2X YR	
	Juror badges	Individual white label with printing in black ink. 3 1/2 x 2 1/4.	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	