Superior Court of California
County of Santa Clara

191 North First Street
San José, California 95113
(408) 882-2700

FINANCE /GENERAL SERVICES DIVISION

Date 11/04/2026

ADDENDUM #1

Mail Pickup

REQUEST FOR PROPOSAL (RFP) # 10726C

Item	Vendor Question (Q)	Official Court Response (A)
1	Is there a current provider? If so, what are the current term and annual spend?	We're not at liberty to disclose at this time.
2	Sec. 1.0 states 30,000 to 50,000 pieces per business day, and Sec. 8.1e states 30,000 to 75,000. Which range should proposers' price against? Are there seasonal or day-of-week peaks?	This is a typo if we are only tracking first class mail pick up then it would only be 3,000 to 5,000. Seasonal weeks, Nov. Dec. for the holidays, are slower.
3	What pricing format does the Court want: per piece, per pickup, or a flat monthly rate? Is postage included in the "not to exceed" total (Sec. 8.2c)?	Weekly format using per piece. Yes.
4	What mail classes and types does the Court send (First-Class letters, flats, certified, other)? What share is machinable?	First-Class letters
5	Sec. 2.1b says pickup time is "mutually agreed." What pickup time and same-day USPS cutoff does the Court expect? Are Saturday or holiday pickups needed?	3PM pickup time Saturday or holiday pickups not needed.
6	Will pickups be needed at any location other than the Downtown Superior Court?	For now, it would be Downtown Superior Court. An expansion could have the mailroom relocate in the future.
7	How will postage be funded: a Court-funded account, contractor-advanced postage, or the Court's own USPS permit?	Contractor advanced postage. Contractor to invoice monthly and Court pays in Net 30 days after receipt of invoice.
8	Must the processing facility be within a set distance of 191 N. First Street? Will the Court accept mail entered at a USPS facility outside Santa Clara County if acceptance is documented (Sec. 2.3e and 2.3f)?	No set distance needed. If needed we can discuss.
9	Does the Court require security measures beyond Sec. 2.2, such as sealed containers,	Nothing additional

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	tracking, or chain-of-custody logs? Do background checks (Attachment 2, Sec. 1.3) apply to subcontractor staff?	
10	Would next day processing be acceptable (Sec. 2.3e)?	No
11	Does the Court expect a single award? Att. 1, Sec. 7.2 allows award "in whole or in part."	This solicitation is intended to result in a single award to the responsible bidder whose proposal meets the format requirements specified in the RFP and receives the highest total score based on the evaluation criteria outlined in Section 10.0 of the RFP.

Please note the bid due date remains the same.

We appreciate your participation in the solicitation process and thank you for your interest in doing business with the Court.

Sincerely,

Collin Conroy
Procurement

cc: Cesar Sarmiento
Jaime Roman