

STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 06/06)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Knox Attorney Service, Inc.	CONTRACT NO. 42B0614
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ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per Unit of Measure)	TOTAL (Estimated Quantity x Unit Price)
PROCESS SERVICE & ATTORNEY MESSENGER SERVICE (per Exhibit A, Scope of Work, Items 7.A.1, 7.A.2, and 7.B.1 – 7.B.11)					
1	575	EA	Preparation of Subpoena, Records	\$ 15.00	\$ 8,625.00
2	1,350	Job	Service of Subpoena, Records	\$ 35.00	\$ 47,250.00
3	1,050	Job	Service of Subpoena, Person	\$ 70.00	\$ 73,500.00
4	275	Job	Service of Documents	\$ 70.00	\$ 19,250.00
5	300	Job	Standby Service (15-Minute Increments)	\$ 15.00	\$ 4,500.00
6	325	Hour	Fax Filing (Fee)	\$ 45.00	\$ 14,625.00
7	10,000	Page	Fax Filing	\$.20	\$ 2,000.00
8	5,000	Job	Expedited Service Charge for Items 1-7 (Services completed within 0-24 hours)	\$ 5.00	\$ 25,000.00
9	5,000	Job	Urgent Service Charge for Items 1-7 (Services completed within 0-8 hours)	\$ 5.00	\$ 25,000.00

- (1) THE ABOVE QUANTITIES ARE ESTIMATES ONLY AND ARE GIVEN AS A BASIS FOR COMPARISON OF BIDS. NO GUARANTEE IS MADE OR IMPLIED AS TO THE EXACT QUANTITY THAT WILL BE NEEDED.
- (2) IN CASE OF DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL SET FORTH FOR A UNIT BASIS ITEM, THE UNIT PRICE SHALL PREVAIL.
- (3) DO NOT ALTER, MODIFY, OR CHANGE THIS BID PROPOSAL SHEET. ANY ALTERATIONS, MODIFICATIONS, OR CHANGES TO THIS BID PROPOSAL SHEET WILL RESULT IN THE REJECTION OF YOUR BID.
- (4) EACH LINE ITEM MUST BE BID. DO NOT LEAVE ANY UNIT PRICE COLUMN BLANK OR THIS BID PROPOSAL SHEET WILL BE DISQUALIFIED FROM COMPETITION FOR CONTRACT AWARD.

TOTAL THIS SHEET
\$ 219,750.00

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ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per Unit of Measure)	TOTAL (Estimated Quantity x Unit Price)
PHOTOCOPYING OF SUBPOENAED RECORDS (per Exhibit A, Scope of Work, Section 7.A and Item 7.B.12)					
10	30,000	Page	8.5" x 11" B&W Photocopies (Auto-Feed and/or Glasswork)	\$.20	\$ 6,000.00
11	4,000	Page	8.5" x 11" B&W Photocopies (Light Litigation)	\$.20	\$ 800.00
12	8,000	Page	8.5" x 11" B&W Photocopies (Medium Litigation)	\$.20	\$ 1,600.00
13	12,000	Page	8.5" x 11" B&W Photocopies (Heavy Litigation)	\$.20	\$ 2,400.00
14	7,500	Page	8.5" x 11" Color Photocopies (Auto-Feed and/or Glasswork)	\$.20	\$ 1,500.00
15	1,000	Page	8.5" x 11" Color Photocopies (Light Litigation)	\$.20	\$ 200.00
16	2,000	Page	8.5" x 11" Color Photocopies (Medium Litigation)	\$.20	\$ 400.00
17	3,000	Page	8.5" x 11" Color Photocopies (Heavy Litigation)	\$.20	\$ 600.00
18	2,000	Page	8.5" x 14" or 11" x 17" B&W Photocopies (Auto-Feed and/or Glasswork)	\$.20	\$ 400.00
19	2,000	Page	8.5" x 14" or 11" x 17" B&W Photocopies (Light Litigation)	\$.20	\$ 400.00
20	2,000	Page	8.5" x 14" or 11" x 17" B&W Photocopies (Medium Litigation)	\$.20	\$ 400.00
21	2,000	Page	8.5" x 14" or 11" x 17" B&W Photocopies (Heavy Litigation)	\$.20	\$ 400.00
22	500	Page	8.5" x 14" or 11" x 17" Color Photocopies (Auto-Feed and/or Glasswork)	\$.20	\$ 100.00

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- (4) EACH LINE ITEM MUST BE BID. DO NOT LEAVE ANY UNIT PRICE COLUMN BLANK OR THIS BID PROPOSAL SHEET WILL BE DISQUALIFIED FROM COMPETITION FOR CONTRACT AWARD.

TOTAL THIS SHEET	\$ 15,200.00
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ATTACHMENT 1

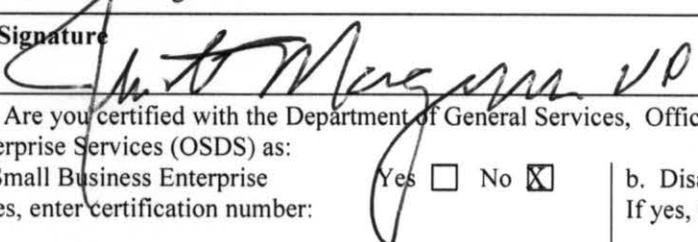
CONTRACTOR'S NAME (Please Print): Knox Attorney Service, Inc.				CONTRACT NO. 42B0614	
ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per Unit of Measure)	TOTAL (Estimated Quantity x Unit Price)
23	500	Page	8.5" x 14" or 11" x 17" Color Photocopies (Light Litigation)	\$.20	\$ 100.00
24	500	Page	8.5" x 14" or 11" x 17" Color Photocopies (Medium Litigation)	\$.20	\$ 100.00
25	500	Page	8.5" x 14" or 11" x 17" Color Photocopies (Heavy Litigation)	\$.20	\$ 100.00
26	600	Per task location	Move-in, setup, and dismantling of portable photocopy equipment	\$ 25.00	\$ 15,000.00
27	600	EA	Endorsing (Bates Stamp)	\$.03	\$ 18.00
ADVANCED FILING FEES & CONTRACTOR TRAVEL					
28	Maximum Expenditure for Contractor reimbursement of advance filing fees in accordance with Exhibit A, Scope of Work, Item 7.B.6.				\$ 20,000.00
29	Maximum Expenditure for Contractor travel reimbursement in accordance with Exhibit A, Scope of Work, Section 8.				\$ 10,000.00
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				TOTAL THIS PROPOSAL	\$ 280,268.00

ATTACHMENT 3
BID/BIDDER CERTIFICATION SHEET

Only an individual who is authorized to bind the bidding firm contractually shall sign the Bid/Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. This Bid/Bidder Certification Sheet must be signed and returned along with all "required attachments" as an entire package with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. Our all-inclusive bid is submitted in a sealed envelope marked "Bid Submittal - Do Not Open".
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- D. The signature and date affixed hereon certifies that this bid is a firm offer for a 90-day period.

An Unsigned Bid/Bidder Certification Sheet May Be Cause for Bid Rejection

1. Company Name Knox Attorney Service, Inc.	2. Telephone Number (619) 685-4249	2a. Fax Number (619) 685-4291
2b. Email Address jmaguire@knoxservices.com		
3. Address 2250 Fourth Avenue, San Diego, CA 92101		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input checked="" type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN) 95-3057541	8. California Corporation No. C777781	
Indicate applicable license and/or certification information:		
9. Contractor's State Licensing Board Number N/A	10. PUC License Number CAL-T- N/A	
11. Bidder' Name (Print) John E. Maguire	12. Title Vice President	
13. Signature 	14. Date 7/27/15	
15. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:		
a. Small Business Enterprise If yes, enter certification number: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	b. Disabled Veteran Business Enterprise If yes, enter your service code below: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes".		
Date application was submitted to OSDS, if an application is pending: _____		