IFB-ISD-042015-AA Shipping instructions for Dell OptiPlex Small Form Factor (210-AATO), with monitor. Req. # 15527 Total of 126 each

(Ship 20 each to)

Supreme Court of California 350 McAllister Street San Francisco, CA 94102-4797

Attn: Gil Ebreo/Alex Escalante

Gil Ebreo 415-865-7019

Alex Escalante 415-305-5623

Fax 415-865-7183

Delivery Instructions:

• Loading dock on Larkin Street (Height 13 feet), no “lowboy” trailer

• Maximum truck length is limited to 24 feet (cannot block the outside sidewalk at any time)

• Delivery hours: 8:30 a.m.-5:00 p.m., Monday – Friday, excluding state holidays

• Call 415-355-5403 at least 72 hours in advance to schedule a loading dock reservation with Loading Dock Security Officers (Kathy and Shyquera)

• Inside Delivery, McAllister side of the Building.

• Driver and all materials will be screened at the loading dock before being permitted into the facility

• Pallets ok

• If pallets are used, delivery company must remove them from facility when finished

(Ship 22 each to)

 Court of Appeal, First Appellate District 350 McAllister Street San Francisco, California 94102-4217

Attn: Ed Camacho

Ed Camacho 415-865-7277

Charles Johnson 415-865-7389

Fax 415-865-7309

Delivery Instructions:

• Loading dock on Larkin Street (Height 13 feet), no “lowboy” trailer

• Maximum truck length is limited to 24 feet (cannot block the outside sidewalk at any time)

• Delivery hours: 8:30 a.m.-5:00 p.m., Monday – Friday, excluding state holidays

• Call 415-355-5403 at least 72 hours in advance to schedule a loading dock reservation with Loading Dock Security Officers (Kathy and Shyquera)

• Inside Delivery, McAllister side of the Building. Long push to Room 2212.

• Driver and all materials will be screened at the loading dock before being permitted into the facility

• Pallets ok

• If pallets are used, delivery company must remove them from facility when finished

(Ship 6 each to)

Court of Appeal, Second Appellate District Division 6 200 East Santa Clara Street Ventura, CA 93001

Attn: Marc Thompson

Marc Thompson 805-641-4716

Fax 805-643-8344

Delivery Instructions:

• Inside Delivery

• No loading dock.

• If delivered on pallets, the drivers will need a pallet jack to move items from the parking lot to

Our Garage.

(Ship 10 each to)

Court of Appeal, Sixth Appellate District 333 West Santa Clara Street, Suite 1060 San Jose, CA 95113

Attn: Sylvia Sanchez

Sylvia Sanchez 408-494-2528

Fax 408-277-9916

Delivery Instructions:

• Inside Delivery

• No loading dock

• Use freight elevator (regular elevator with padding on walls next to all the elevators)

(Ship 50 each to)

Judicial Council of CA 455 Golden Gate Avenue San Francisco, CA 94102-4797

Attn: Eric Egner

Eric Egner 415-865-4906

Delivery Instructions:

• Loading dock on Larkin Street (Height 13 feet), no “lowboy” trailer

• Maximum truck length is limited to 24 feet (cannot block the outside sidewalk at any time)

• Delivery hours: 8:30 a.m.-5:00 p.m., Monday – Friday, excluding state holidays

• Call 415-355-5403 at least 72 hours in advance to schedule a loading dock reservation with Loading Dock Security Officers (Kathy or Shyquera)

• Inside Delivery, Golden Gate side of the Building.

• Driver and all materials will be screened at the loading dock before being permitted into the facility

• Pallets ok

• If pallets are used, delivery company must remove them from facility when finished

(Ship 14 each to)

Judicial Council of CA 2860 Gateway Oaks Drive, Suite 400 Sacramento, California 95833

Attn: Jose Merino

Jose Merino 916-263-1694

Delivery Instructions:

• No loading dock

• No freight elevators available

• Delivery hours: Monday- Friday 8:00 a.m. – 5:00 p.m.

• Inside Delivery

• No pallets allowed inside building or elevators

Special Instructions: Bring handcart/dollies

(Ship 2 each to)

Judicial Council of CA 2255 North Ontario Street, Suite 220

Burbank, CA 91504-3188

Attn: Roni Magallon

Roni Magallon 818-558-5331

Colette Bates 818-558-5584

Delivery Instructions:

• Certificate of insurance required for delivery

• No loading dock

• Loading area in back of complex. Enter from Avon Street.

• Inside Delivery

• Freight elevator available

• Delivery Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Special Instructions: Bring handcart/dollies

(Ship 2 each to)

Judicial Center Law Library

 350 McAllister Street

San Francisco Ca. 94102-4797

ATTN. Fran Jones 415-865-7170

Delivery Instructions:

• Loading dock on Larkin Street (Height 13 feet), no “lowboy” trailer

• Maximum truck length is limited to 24 feet (cannot block the outside sidewalk at any time)

• Delivery hours: 8:30 a.m.-5:00 p.m., Monday – Friday, excluding state holidays

• Call 415-355-5403 at least 72 hours in advance to schedule a loading dock reservation with Loading Dock Security Officers (Kathy and Shyquera)

• Inside Delivery, McAllister side of the Building.

• Driver and all materials will be screened at the loading dock before being permitted into the facility

• Pallets ok

• If pallets are used, delivery company must remove them from facility when finished

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IFB-ISD-042015-AA Shipping Instructions for Dell OptiPlex 9020 Small Form Factor (210-AATO), no monitor. Req. #15526 Total of 85 each

(Ship 40 each to)

 Court of Appeal, Second Appellate District 300 South Spring Street

2nd Floor, North Tower Los Angeles, CA 90013

Attn: Dino Camba/James Tran

Dino Camba 213-830-7171

James Tran 213-830-7173

Fax 213-897-5811

Delivery Instructions:

1. Truck height should be no taller than 12’ 6”

2. Delivery time between 8:00 a.m. – 5:00 p.m.

3. Inside delivery

4. No pallets in elevator

5. One day notice of delivery so we can inform the building

(Ship 2 each to)

 Court of Appeal, Fourth Appellate District

Division One

750 B Street, Suite 300

San Diego, CA 92101-8196

Attn: James Chavez

James Chavez 619-744-0789

Ken Grenowich 619-744-0788

Fax 619-645-2495

Delivery Instructions:

• Inside Delivery

• Deliveries accepted between 8:00 a.m. – 2:30 p.m., Monday – Friday (mornings preferred).

• San Diego loading dock is on the ground floor hotel side of the building.

• Vendors must enter the loading dock from 6th Street, take the service elevators to the 7th floor, cross the parking garage, enter the business tower service elevators, go down to either the 3rd floor or 5th floor depending on where the deliveries need to go.

(Ship 12 each to)

Court of Appeal, Fourth Appellate District

Division Two

3389 Twelfth Street

Riverside, CA 92501

Attn: Tim Thornton or Debbie Cannan

Tim Thornton 951-782-2489

Debbie Cannan 951-782-2488

Fax 951-248-0235

Delivery Instructions:

• Call first, so site can prep for inside delivery

• No loading dock.

• No Trailers or trucks longer than 25 feet allowed in parking lot.

• If you have a trailer or long truck: Park on 12th Street in the loading zone across the street from parking lot gate.

• No Pallets inside building

• Hand-truck needed for inside delivery.

(Ship 13 each to)

Court of Appeal, Fourth Appellate District

Division Three 601 W. Santa Ana Blvd. Santa Ana, CA 92701 Attn: Rory Aitken/Kevin Trainor

Rory Aitken 714-571-2666

Kevin Trainor 714-571-2667

Fax 714-571-2629

Delivery Instructions:

• Inside Delivery

• No loading dock.

• Deliveries are to be made to the Ross Street parking area.

• Deliveries are accepted 8-5, Mon-Fri.

• No freight elevator.

• If delivery is on pallets, it will need to be broken down outside.

(Ship 18 each to)

Court of Appeal, Fifth Appellate District 2424 Ventura Street Fresno, CA 93721 Attn: Information Technology Department

Jeremy Menefee 559-445-5520

Ernest Arriaga 559-442-6942

Delivery Instructions:

• Inside delivery with a hand truck is required.

• Call ahead to schedule delivery

• No loading dock

• Trucks should park in loading zone

• No stairs and no curbs to traverse. Distance from truck to door is less than 50 feet.

• Pallets will be broken down to move everything in on a hand cart.