

Q&A for OCA/CP-174: Case File and Motion Jackets

Q&A Deadline: Friday, July 2, 2010 - 4 p.m.

Mandatory Pre-Bid Conference: Friday, July 9, 2010 - 11 a.m.

Bid Opening: Tuesday, July 20, 2010 - 2 p.m.

1. Can you tell me if sample jackets will be provided to vendors at the pre-bid meeting, or only available to view?

A. Samples of the jackets will be available for inspection only at the mandatory pre-bid conference on July 9th.

2. If a company does not go to the pre-bid conference will they still be able to bid on this contract?

A. No. If a company does not attend the pre-bid conference, they will not be allowed to bid for this contract.

3. I would like to be able to photograph the sample products, is that acceptable?

A. Yes, bidders may take photographs of the jacket samples provided by the courts.

4. Q. Group I - Flat Jackets:

Are front flaps die cut with a thumb cut?

Are top tabs on items without flaps reinforced? (Items A, A1, C, C1, F, H & H1)

Item C – May we substitute 32# Golden Kraft? Where is the opening on the jacket, on the 15” or 9-1/2” side?

Item C1 – May we substitute 32# Gray Kraft? Where is the opening on the jacket, on the 15” or 9-1/2” side?

Item D – Is the fastener you describe as a ‘REM’ clip an embedded fastener (passes through the paper) or a bonded fastener (permanently affixed with glue)? Is the clip 1” or 2” capacity? Is the tab described as 2/5 L-R a two-fifths cut tab in alternating positions Far Left (position 1) and Far Right (position 5)? If the tab alternates, do the fasteners also alternate with the tabs – for only one fastener per folder? If they do alternate and the print, if any, also alternates, that will be double the expense of printing. Also, if alternating, will these be collated or packed like tab together?

Items A1, B1 and H1 – May we use White paper tinted in the required colors? If print is required on the Black (New York County) folders – will that be White print?

5. Q. Group II - Expansion Jackets

Item I: Quantities what are they exactly? Single or 2- ply TAB? What is height of front panel and does it have a thumb cut or straight across? Eyelets do they need to be exactly the

same and if what position are they on gusset? Are the closed corners we provide on the Smead stock item like the #4950 OK?

Item J: Quantities what are they exactly? Eyelets do they need to be exactly the same and if what position are they on gusset? Are the closed corners we provide on the Smead stock item like the #4950 OK? In what increments is the flap scored? Is there a closure, Velcro or elastic loop?

Item K: Quantities what are they exactly? Single or 2- ply TAB? What is height of front panel and does it have a thumb cut or straight across? Eyelets do they need to be exactly the same and if what position are they on gusset? Are the closed corners we provide on the Smead stock item like the #4950 OK?

Item L: Quantities what are they exactly? Single or 2- ply? What is meant by “no back cut”, flush cut front and back? Or what is height of front panel and does it have a thumb cut or straight across? Eyelets do they need to be exactly the same and if what position are they on gusset? Are the closed corners we provide on the Smead stock item like the #4950 OK? Description has the phrase ‘no back cut’, does that mean the top tab is full cut?

Item M: Quantities what are they exactly? Does this item have a redrope outside front and back and manila inside liners? Is this an end tab 15 ¼” wide overall and how high is the tab, full height or start 1 1/8” up from bottom? Is the gusset paper redrope material and how high up each side? Piece construction? May we substitute 18pt Kraft with 17pt Kraft?

Item O: Quantities what are they exactly? Wallet with divider, 2 each secured inside? Are they tabbed? Styles like the #C1076GL except material and dividers? Any eyelets at the gusset top (front or back)

6. Q. Group III - Special NYC Civil Court Jackets

Item CC1: Confirm print only outside front and outside back. Confirm quantity of labels and locations. Is there any print in a white square? If so, will a label be acceptable?

Item CC2: Confirm print only outside front and outside back. Confirm quantity of labels and locations. Is there any print in a white square? If so, will a label be acceptable?

Item CC3: Confirm print only outside front and outside back. Confirm quantity of labels and locations. Is there any print in a white square? If so, will a label be acceptable?

Item CC4: Is correct quantity 5,000 as listed on page 20 or 8,400 as listed on page 16 in specs? 2” white bar – is this printed or a label affixed to the folder? What is the location of the 2” white bar? If it is a white square printed, will a label be an acceptable substitute?

Item CC5: What is correct quantity? 2” white bar – is this printed or a label affixed to the folder? What is the location of the 2” white bar? If it is a white square printed, will a label be an acceptable substitute?

7. Q. Will all bar codes be part of a numerical sequence label applied to a tab, or will some be on a separate bar code only label applied in a different location on the folder or jacket?

8. Q. Will all numerical sequences be on labels or will some be printed directly on the folder or jacket?

A. 4 - 8. Samples of the case file and motion jackets that the courts and court-related office require will be provided at the mandatory pre-bid conference on Friday, July 9, 2010 at 11 a.m. All vendors who wish to submit bid packages for this solicitation must be present. After the jackets are examined, all remaining questions about them will be addressed then or, if further clarification is needed, after consultation with the specific court that provided the samples in question.

9. Q. Is there a cost sheet available indicating the prices the state is paying for these products based on the contract that is currently in place? What are the name(s) of the vendors currently providing these products?

A. The current vendor under contract is Custom Manufacturing Industries, LLC d/b/a NECI. The current contract extension pricing is attached.

10. Q. The bid response form (pages 19 and 20) asks for "Unit Price/M" then multiplies that number by an "Estimated Quantity" resulting in an "Estimated Item Total". QUESTION: What is the unit of measure for the "Estimated Quantity" you have listed ...eaches or thousands?

A. The Estimated Quantity refers to the number of case files (each) estimated to be ordered for the next calendar year based on a survey of the courts and court-related offices conducted this past winter. However, are asking for the pricing to be per thousand jackets, so the formula to obtain the Estimated Item Total will be by the thousand, not each.

For example, Group I - Flat Jackets, Item A: a bidder gives a Unit Price/M of 110.00. The Estimated Quantity given on the RFB is 521,000. The formula would be: 110.00 x 521. The Estimated Item Total would be 57,310.00.

**2008 - 2010 UCS CASE FILE & MOTION JACKETS
PRICING SCHEDULE**

RFB# OCA/CPA-326

PRICE PER 1,000 JACKETS

GROUP I FLAT JACKETS		GROUP II EXPANSION JACKETS		GROUP III CIVIL COURT JACKETS	
ITEM A	\$111.83	ITEM I	\$489.72	ITEM CC1	\$307.40
ITEM A1	\$141.56	ITEM J	\$667.80	ITEM CC2	\$344.50
ITEM B	\$130.86	ITEM K	\$489.72	ITEM CC3	\$344.50
ITEM B1	\$214.12	ITEM L	\$489.72	ITEM CC4	\$1,049.40
ITEM C	\$104.94	ITEM M	\$1,537.00	ITEM CC5	\$1,104.52
ITEM C1	\$189.74	ITEM N	\$1,696.00		
ITEM D	\$286.20	ITEM P	\$1,325.00		
ITEM D1	\$286.20				
ITEM D2	\$286.20				
ITEM E	\$143.10				
ITEM F	\$153.91				
ITEM H	\$156.88				
ITEM H1	\$178.08				

PRINTING PER 1,000 JACKETS	GROUP I	GROUP II
1 COLOR, 1 FACE	\$35.00	\$90.00
1 COLOR, 2 FACES	\$35.00	\$90.00
1 COLOR, 2 FACES AND SIDES	N/A	\$110.00
1 COLOR, 2 FACES, SIDES AND TOP REAR INSIDE EDGE	N/A	\$110.00
1 COLOR, 2 FACES, SIDES AND TOP OF FLAP	N/A	\$110.00
1 COLOR, FACE AND TOP REAR INSIDE EDGE	\$50.00	\$110.00
2 COLORS, 1 FACE	\$50.00	\$110.00
2 COLORS, 2 FACES	\$50.00	\$110.00
2 COLORS, 2 FACES AND SIDES	N/A	\$110.00
2 COLORS, 2 FACES, SIDES AND TOP REAR INSIDE EDGE	N/A	\$122.00
2 COLORS, 2 FACES, SIDES AND TOP OF FLAP	N/A	\$122.00
2 COLORS, 1 FACE AND TOP REAR INSIDE EDGE	\$100.00	\$110.00

PRICING SCHEDULE

OPTIONS COST PER 1,000 JACKETS	
SEQUENTIAL NUMBERING	\$125.00
CLOTH/TYVEK REINFORCEMENT	\$200.00
TIE STRINGS WITH CIRCULAR TABS OR ELASTIC TIES	\$200.00
BAR CODING	\$150.00
STRIP LABELS WITHOUT BAR CODING	\$120.00
STRIP LABELS WITH BAR CODING	\$125.00

PLEASE NOTE: 6% price increase in base portion of jackets, not printing nor options.

Estimated contract value: \$2,000,000.00