

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
 CONTRACT & PROCUREMENT ADMINISTRATION
 42 KARNER ROAD
 ALBANY, NY 12205

Direct Inquiries to: Gabrielle Tanski, Senior Court Analyst
 Telephone No.: (518) 285-5011
 E-mail: gtanski@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED SPECIFICATIONS

Bid Number: OCA/CP-174	Commodity Group:
Opening Date: July 20, 2010 Time: 2:00 PM	Commodity Name: CASE FILE & MOTION JACKETS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p><u>UCS ATTACHMENTS I, III, AND IV ARE MADE A PART AND INCORPORATED HEREIN</u></p> <p>ESTIMATED QUANTITY TERM CONTRACT(S) FOR PRODUCTION OF CASE FILE & MOTION JACKETS USED BY COURTS STATEWIDE.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFB/RFP SPECIFICATIONS.</p>
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail Address	

DOCUMENT ENCLOSURE CHECKLIST

____ Fully executed Pricing Sheet: **The Bid Response Form must be included in bidder's response or it will be disqualified.**

The following documents must be fully executed and included in bidder's response. Failure to do so (including failure to provide the requested number of copies) may disqualify bidder's response:

____ UCS Request for Bid Form with original signature

____ Attachment I - Standard Request for Bid Clauses & Forms

- p.3 - Non-Collusive Bidding Certificate
- p.4 - Corporate Acknowledgment
- p.5 - Bidder's Certificate of Work (Printing)
- p.6 - Bidder's Certificate of Recycled Product(s)
- p.7 - Manufacturer's Affidavit of Recycled Content

____ Attachment III - Vendor Responsibility Questionnaire

- paper questionnaire
- questionnaire file online via OSC VendRep System

____ Attachment IV - Procurement Lobbying Forms

- Disclosure of Prior Non-Responsibility Determination (UCS 420)
- Affirmation of Understanding and Agreement (UCS 421)
- Termination Clause (UCS 423)

____ Certificate of NYS Workers' Compensation Form (C-105.2) and Certificate of NYS Disability Benefits Insurance Form (DB-120), or the appropriate form showing proof of exemption. See the Workers' Compensation website for further information in obtaining these documents from your insurance carrier: www.wcb.state.ny.us.

____ ACORD Certificate of Commercial General Liability Insurance.

____ Proof of at least three (3) years of experience providing similar service as required by the bid specifications (see - Qualification of Bidders).

____ List of at least three (3) government references (names, contacts, addresses, phone numbers, emails)

____ Original bid response + three (3) complete copies

____ Signed Document Enclosure Checklist

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents. This RFB/RFP Form must be submitted, executed where indicated below. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name: _____

Authorized Officer's Name and Title:

Signature: _____ Date: _____

GENERAL SPECIFICATIONS

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at (866) 370-4672 or (518) 408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. If bidder files the Vendor Responsibility Questionnaire online, a paper copy is not required to be submitted with the bid. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the Internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3, 4, 5, 6 and 7 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may not submit their bid/proposal responses online.

Bids/Proposals must be clearly addressed and submitted to:

Gabrielle Tanski
Senior Court Analyst
Office of Court Administration
Contracts & Procurement Unit
42 Karner Road
Albany, NY 12205

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Gabrielle Tanski"
"Sealed bid - Do not open"
"OCA/CP-174 due July 20, 2010 at 2:00 p.m."

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by July 20, 2010 at 2 p.m. at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Gabrielle Tanski, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/CP-174.

Pre-bid conference:

There will be a **mandatory** pre-bid conference at the NYS Office of Court Administration, Contract & Procurement Unit, 42 Karner Road, Albany, NY 12205 at 11:00 a.m. sharp on July 9, 2010. Sample jackets will only be available at the OCA offices at 42 Karner Road during this pre-bid conference and will not be mailed to the participating vendors by either OCA or the individual court locations. Please advise of planned attendance

by 4:00 pm on July 8, 2010.

Questions:

Any and all questions bidders may have in connection with this solicitation are to be directed **by email only** to the attention of

Gabrielle Tanski
Email: GTANSKI@courts.state.ny.us

Please indicate in "Subject" field: OCA/CP-174 Question(s)

The deadline to submit questions is July 2, 2010 before 4:00 pm. No questions will be entertained after this deadline. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be provided at the pre-bid conference. A revised Q&A listing all the questions received and their answers, including new questions and answers handled at the pre-bid conference, will be posted on the UCS website at www.nycourts.gov/admin/bids in the addenda column for the appropriate solicitation, after the pre-bid conference. **No questions will be entertained after the pre-bid conference.**

IMPORTANT: All questions regarding this solicitation must be **in writing** and directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

References

Bidders must submit with their bid response the names of at least three (3) client references (private, or governmental entities other than UCS) for whom bidder delivered similar services in the past **three** (3) years, including contact persons, telephone and fax numbers, and email addresses .

Rejected and Unacceptable Bids/Proposals

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bid/proposal from any bidder who is in arrears to the State of New York upon any debt or in the performance of any contract; or who has previously defaulted on any contractual obligation, (as vendor, surety or otherwise), or other obligation to the State of New York; or who has been declared not responsible or disqualified by any agency of the State of New York; or who has any proceeding pending against

them relating to the responsibility or qualification to receive or perform public contracts; or whose proposal is incomplete in any material respect .

OCA also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

Implied requirements:

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Compliance with Laws

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP

Responsible Bidder

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Termination

In the event of the termination of the contract, the UCS shall be obligated only for orders placed up to and including the effective date of termination. Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available at law to UCS and New York State, the awarded contractor both being declared non- responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller’s guidelines on vendor responsibility and in the contractor’s removal from the

UCS/OCA's bidders list for future solicitations.

Independent Contractor Status:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Financial Stability

Upon request by OCA, bidder shall provide its audited financial statements prepared in accordance with Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Insurance Requirements :

Awarded contractor(s) shall be required to maintain during the term of the contract, at their own cost and expense, workers' compensation and disability benefits insurance coverage as required under NYS law. Each bidder must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption. Bidder must obtain the appropriate Workers' Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. A manual listing required forms and procedures may be obtained on the Workers' Compensation Board website at: <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>. Bidders without web access may contact the Workers' Compensation Advocate for Business office at (800) 628-3331 for additional information. Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Only the proper forms as prescribed by the NYS Workers' Compensation Board shall be acceptable.

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2 million, aggregate
Personal Injury and Advertising:	\$1 million aggregate

Contractual and Products/ Completed Operations Liability	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers licensed to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Confidentiality

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA and may subject the bidder to further penalties.

Subcontracting

If Bidder intends to subcontract any of the services or portion thereof required by the RFB/RFP, all subcontractors must be identified in bidder's proposal with a description of the services to be performed by the particular subcontractor.

Any changes in subcontractors by awarded contractor, will be subject to the prior written approval of OCA. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by UCS/OCA without causing delay in the services required by this contract.

The awarded contractor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives.

Estimated Quantities

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied. The UCS does not guarantee that any specific number of components shall be serviced nor that any specific number of courts and administrative offices will participate.

II. RFB # OCA/CP-174

Purpose and Scope:

The New York State Office of Court Administration (hereafter OCA), Contract and Procurement Unit (hereafter CP) is soliciting sealed bids for the purpose of establishing one or more estimated quantity term contracts to provide case file and motion jackets for the courts and court-related offices of the Unified Court System (hereafter UCS).

Term of Award:

Awarded contract(s) will be for an initial three (3) years commencing on or about October 1, 2010 to September 30, 2013, with the option to renew for an additional two (2) one-year periods. OCA reserves the right to extend the contract(s) for a maximum period of 180 days following either the initial term or the first renewal period. The initial contract(s), and any renewal(s) or extension shall be subject to the approval of the New York State Comptroller

Pricing:

All pricing noted for case file and motion jackets in Group I and II on the Bid Response Form must be net per thousand (1,000) jackets and include all costs associated with their production and delivery. Any additional chargeable printing and options per thousand (1,000) jackets are requested separately on the Bid Response Form. All pricing for Group III is to be presented as a rate per thousand (1,000) jackets and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels, etc.). All bid prices shall be firm for the initial three (3) year contract period.

Price Adjustment:

All pricing shall remain firm throughout the initial three (3) year term of the contract(s). Price adjustments applicable to the renewal period(s) will be considered upon presentation of reasonable, necessary and documented cost increases for supplies, materials and equipment factors beyond the contractor's control. The price increases must not exceed the change in CPI (NSA) All-U from the twelve (12) months preceding the renewal period starting date. Increase(s) will be considered for labor based solely on any increase(s) required pursuant to the prevailing wage rates as established by the NYS Department of Labor. Contractor must present any request for increases to OCA no later than ninety (90) days prior to the expiration of the initial contract term.

Method of Award:

Award will be to the lowest cost, responsible bidder for each group in its entirety. Partial group awards will not be made:

Group I - Flat Jackets: Items - A, A1, B, B1, C, C1, D, D1, D2, E, F, H, H1

Group II - Expansion Jackets: Items - I, J, K, L, M, N, O, P

Group III - NYC Civil Court Jackets: Items - CC1, CC2, CC3, CC4, CC5

For each group, "lowest cost" shall be determined by the following formula:

Unit Price/M x Estimated Quantity = Item Total.

The Sum of all Item Totals within a Group will determine the Lowest Cost bidder for each Group.

Qualification of Bidders:

Bidders must submit with their bid response information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation. Vendor must have a minimum of three (3) years experience in providing printing of similar services and scope.

Purchase Orders

UCS courts and agencies must submit Purchase Orders to the awarded contractor to place orders under the resulting contract(s). Awarded contractor(s) must notify ordering locations in writing within seven (7) business days of receipt of Purchase Orders. In no event is contractor to perform any work prior to receipt of Purchase Order(s) and sample(s) where required.

Any and all communications between the ordering locations and the awarded contractor regarding placing orders for case file and motion jackets must be in writing. This includes any and all Purchase Orders, samples and proofs and any corrections, changes or clarifications to them.

Printing Requirements:

Court and court-related offices will submit their specific printing requirements on their Purchase Orders or accompanying samples when ordering. In all cases, the printing will be black line copy, however, there are variations on the printing styles and formats required by the courts throughout the UCS (see Jacket Samples from UCS Available for Inspection). Where available, negatives will be furnished to the awarded contractor(s).

Proofs

Ordering locations will provide camera ready copy, where required. Awarded contractor(s) must check proofs with respective court or office. It is the responsibility of the contractor(s) to clarify any discrepancies in writing. Courts will be allowed to make necessary changes (including compliance with statutory requirements) to the original proof without additional charge. Any subsequent changes to text or layout required by the court may

be subject to reasonable and necessary additional charges upon approval of the OCA/C&PA.

Ordering Deadline for UCS:

Timely ordering and delivery of case file and motion jackets is critical to the function of the UCS. This requires, in most instances, the courts and court-related offices to order their jackets for any given calendar year, several months to a year in advance. Because of this, it is necessary to establish an ordering and delivery time frame to ensure that the courts and court-related offices have a current supply of jackets on-hand to handle case flow.

All case file and motion jackets ordered by July 10 in any given calendar year, must be delivered by December 1, of that same calendar year. Due to space constraints in some court buildings, some locations may request split-deliveries (see Delivery Schedule). In those cases, orders placed by July 10 in any given calendar year may be delivered after the December 1 deadline, if pre-arranged in writing by the ordering location.

All pricing shall remain firm for each respective period and courts shall have the right of order and re-order with each respective period.

Delivery Schedule:

Delivery to all UCS ordering locations throughout New York State shall be Net F.O.B. Destination and include full inside delivery to the exact location indicated on the court/agency purchase orders.

UCS courts and agencies placing orders under the resulting contract(s) may request split deliveries, meaning that a Purchase Order will be placed for an entire calendar year, but delivery will be scheduled in shipments throughout the year to accommodate locations where storage space is at a premium. Payments will be processed as items are delivered and accepted. Pricing for the case file and motion jackets in which a split delivery is requested, will remain firm to the date when the Purchase Order was placed, rather than the date in which the delivery is made.

Delivery of all orders postmarked by the primary order period ending July 10th of any given year, must be completed by December 1st of that same given year, unless previously arranged by an ordering location requesting a split delivery.

Late Deliveries for Orders Placed by Ordering Deadline:

Important: Any orders placed by the court and court-related offices on or before the July 10th deadline of any given year, that are not received by December 1st of that same year, without a previously arranged split-delivery schedule, will be considered late and may be subject to the following penalty at the discretion of the UCS: For every business day that the delivery is delayed after the December 1 deadline, one percent (1%) of the gross invoice for that shipment will be subtracted from the total amount due to the awarded contractor, until the

delivery is made.

While contractor is expected to make all reasonable effort to deliver orders postmarked after July 10th by the December 1st deadline, the one percent (1%) adjustment penalty shall not apply for any lateness in these cases.

Timely delivery of these jackets are essential for the UCS court operations.

Delivery Access:

Deliveries to the exact location(s) noted on the Purchase Order(s) is based upon normal and reasonable access to court facilities. An awarded contractor's reasonable and necessary additional costs due to factors within the court's control (i.e., lengthy "wait time", obstructions to court facility) will be considered on a case-by-case basis.

Note: Bidders are advised that increased security measures are in effect in most court facilities and no special arrangements will be made, including, but not limited to, parking, loading, clearance with respect thereto. Accordingly, contractor shall be solely responsible for familiarity and compliance with any such special security or access measures.

Jacket Samples Provided to the Courts by Bidders:

Bidders responding to this proposal must enclose six (6) sample jackets of each style (item) in each group for which a bid is being offered. All jacket samples must be clearly labeled or marked with respective style (item) designation. Where colored stock is referenced, it is sufficient to provide sample jacket style(s) in only one (1) color with a listing or samples of additional colors available. Failure to enclose samples may result in bid rejection.

C&PA may require additional samples of the product(s) offered for examination or testing purposes, at no charge. Such request may be made of the bidder prior to the award and/or of the contractor subsequent to the award and samples retained throughout the contract period. Samples shall be provided in a timely manner and will not be returned to bidder or contractor.

Jacket Samples Provided to Bidders by the Courts:

It is the responsibility of the bidders prior to submitting their bid response package to inspect the sample case file jackets provided by the courts and court-related offices. They will be available for examination during the mandatory pre-bid conference on July 9, 2010 at 11 a.m. at the Office of Court Administration, 42 Karner Road, Albany, NY 12205. Bidders must call (518) 285-5011 or email gtanski@courts.state.ny.us to r.s.v.p. by July 8, 2010.

Sample jackets will only be available at the OCA offices at 42 Karner Road and will not be mailed to the participating vendors by either OCA or the individual court locations.

Bidder's/Contractor's Facility:

For purposes of evaluation, bidder(s) proposed facilities shall be available for inspection. Subsequent to the award, contractor(s) facilities shall be made available for periodic inspection upon request.

Estimated Quantities

Any requirements specified in this solicitation constitutes estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. The UCS does not guarantee that any specific number of case file and motion jackets shall be ordered nor that any specific number of courts and administrative offices will participate in any awarded contract(s).

Contractor Reporting:

Upon request, awarded contractor(s) may be required to submit a post-production report by January 31, of any given year covered under any awarded contract(s) which shall indicate ordering location, PO number, order date, style(s) and quantity(s) ordered and ship dates for any orders placed for the previous year's orders.

Color Coding

Color coding (any color) may be required per samples. Contractors will prepare necessary copy for color coding as designated by ordering courts/agencies.

Sequential Numbering:

Courts and court-related offices may require sequential numbering on the case file jackets and will indicate so on the individual purchase orders. Numbers will be minimum one-half inch (1/2") to maximum one-inch (1") high black ink. Charges are to be stated as cost per thousand. "Sequential" is defined as; one number following another without interruption.

Bar Coding:

Awarded contractor(s) will be required to provide bar coding of the type identified as **Code 39 - Full ASCII, Medium Resolution** upon any style jacket described in this solicitation. Such bar coding may be accomplished by printing directly on the jacket or by application of a pressure-sensitive label (to be performed by contractor) in black ink and in a uniform location either on the face of the jacket or gusset as noted on the purchase order(s).

NOTE: See special bar coding/label requirements for NYC Civil Court, pages 16 - 18 of "Detailed Specs".

Other Options:

Charges for options such as cloth/Tyvek reinforcements and/or tie strings shall also be stated as cost per thousand.

*** * * DETAILED SPECIFICATIONS * * ***

Construction:

All seams and corners on all Group I and Group II jackets must be fully gum sealed, thoroughly and evenly with no visible openings whatsoever.

Item Descriptions:

Group I - Flat Jackets:

- Item A. Flat Jacket - No Flap, 150 Lb. 11 Pt. Manila, Size 9-1/2" X 15", Manila with Full, Top Tab Cut .
- Item A1. Same as "A" in Assorted Colors.
- Item B. Flat Jacket - with Min. 4" Flap - Otherwise, Same as " A."
- Item B1. Same as "B" in Assorted Colors.
- Item C. Flat Jacket - No Flap, Sub. 40 Kraft, Size 9-1/2" X 15" with Full, Top Tab Cut.
- Item C1. Same as "C" Except in Grey.
- Item D. Legal Size File Folder, 9-1/2" X 14-3/4" (Including Reinforced Tab) with "Rem" Clip(s), 2/5 L-R Tab Cut, 150 Lb., 11 Pt. Stock.
- Item D1. Same as "D" except size is 9 1/2" X 14".
- Item D2. Same as "D" except size is 9 1/2" X 15 1/4" with Left or Right tab.
- Item E. 10" X 15" Flat with Min. 4" /Flap - All Other Specs. As per "A".
- Item F. Legal Size File Folder, 9-1/2" X 14-3/4" (Including Reinforced Tab), 2/5 L-r Tab Cut, 150 Lb., 11 Pt. Colored Stock.
- Item H. Flat Jacket 9 -1/2" X 15-1/2" 150 Lb. 11 Point Manila with 14-3/4" Top Tab Cut and 8-1/2" Vertical, Reinforced Left or Right Tab.
- Item H1. Same as "H" except Colored Stock.

Group II - Expansion Jackets:

- Item I. Expanding Jacket - No Flap, 2" Expansion, 200 Lb. 15 Pt. Manila, Size 10" X 15" X 2" with Reinforced Eyelets, Full Top Tab Cut, Fully Closed and Sealed Corners.

- Item J. 10" X 15" X 2" Expansion with Min. 4" Flap, 200 Lb. 15 Point Manila, Reinforced Eyelets, Fully Closed/sealed Corners.
- Item K. 9" X 15" X 2" Expansion for Special Size File Cabinets. All Other Specifications as per "I".
- Item L. 9½" X 15" X 2" Expansion with Reinforced Eyelets, No Back Cut, 200 Lb. 15 Pt. Manila, Fully Closed/sealed Corners.
- Item M. Legal Size , 9-1/2" X 14-3/4" X 2" Red Rope, Manilla-lined with Gusset, 3/4" Full Back Cut and ½" Side Tab, Fully Closed/sealed Corners
- Item N. Legal-size Two (2) Tab Classifier Partition Folder, 9-1/2" X 14-3/4" Excluding ½" Tabs (Top-right/right Side). Twenty-five (25) Point Red Press Board Type 3 with One (1) Eighteen (18) Point Kraft, Accordion Tape Reinforced at Top and Bottom and "Rem" Clips Front, Back and One (1) "Duo Tang" Style Clip on Divider/partition.
- Item O. (IDV Parts) 10" X 15" X 5-1/4" with 8" Flap, 200 Lb. 15 Pt. Manila, Tyvek Reinforced Double Gusset with 2 Dividers, Fully Closed/Sealed Corners & Grommet Secured Center Elastic Tie/Rope.
- Item P. 9-1/2" X 12-1/4" 150 Lb. 11 Point Manila Open Sided with Bottom Tyvek Or Cloth 2" Expansion, Reinforced Top and Right-side 8-1/2" Vertical Tab, 11-1/4" X 9-1/4" Center Divider with 1/3 Top Centered Cut and Rem Clips on Left Sides of Front, Divider and Back.

Group III - New York City Civil Court Jackets:

Important: All pricing for Group III - NYC Civil Court jackets is to be presented as a rate per thousand and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels. etc.)

Flat Jackets (Items CC1, CC2, CC3):

11 pt. manila, blue or grey stock, sealed on three sides with no visible openings. Dimensions to be 9 -1/2" (back) 8-3/4" (front) x 15-1/4" wide plus two (2) 1" side seams. Printing to be black ink on front & back - artwork supplied by the court. Jackets to be labeled per "labels" below. Numbering series will be provided by the court.

Expansion Jackets - Item CC4:

15 pt. manila or blue stock, sealed on three sides with no visible openings. Dimensions to be 9-1/2" (back) 8-3/4" (front) x 14-3/4" wide with 2" expansion. 9-1/2" x 15-1/4" self tab glued on back to hold strip label. Printing to be black ink - one face with artwork supplied by court. Estimated 8,400 quantity to be pe-numbered with letters "TS" on front side of 2" white bar with number series to be provided by court.

Expansion Jackets - Item CC5:

All Specifications per "CC4", **Except 4" Expansion.**

Labels for NYC Civil Court:

Labels to include the following from top to bottom (**subject to change**):

1. A 1/2" white bar measured vertically containing a six digit number printed horizontally, at the top of this bar, example 212680. This number to be printed on both sides.
2. A 3/8" two digit year indicator bar measured vertically printed on both sides. The color of this bar to change annually. The year to be printed horizontally (eg. 08).
3. A 3/8" county indicator bar measured vertically with the name of the county printed horizontally on both sides. The color of this bar will vary from county to county.
4. A 2" white bar measured vertically, with a bar code printed vertically on the back side under which is vertically printed the following indicators: Case Type, Case Number, Dash, Year and County.

NYC Civil Court Case Jackets:

County Type Indicators:

New York	NY
Bronx	BX
Kings	KI
Queens	QU
Richmond	RI
Harlem	HM

Case Type Indicators:

Civil	CV
Name Change	NC
Transfer from Supreme	TS

Examples:	CV000001-08NY	(New York County, Civil Case Type)
	NC000001-08QU	(Queens County, Name Change)
	TS000001-08KI	(Kings County, Transfer from Supreme)

Additionally, on the front side of the jackets and printed vertically in this box:

Blue Jacket (Civil) with the letters "CV"

Blue Jacket Expandable (Transfer from Supreme) with the letters "TS"

Gray Jacket (Name Change) with the letters "NC"

Housing Case Jackets:

A 2" white bar measured vertically, with a bar code printed vertically on the back side under which is vertically printed the following indicators: Case Type, Case Number, Dash, Year and County.

County Type Indicators:

New York NY
Bronx BX
Kings KI
Queens QU
Richmond RI
Harlem HM

Case Type Indicators:

Landlord and Tenant LT
Housing Part HP

Examples: LT000001-08QU (Queens County, Landlord and Tenant)
HP000001-08RI (Richmond County, Housing Part)

Additionally, on the front side of the jackets and printed vertically in this box:

Manila Jacket (Landlord and Tenant) with the letters "LT"

Manila Jacket (Housing Part) with the letters "HP"

5. Five 1" boxes with the first four boxes containing one digit and the last box containing two digits printed vertically. Each digit from 0-9 will be assigned a color. The two digit box will be assigned the color of the top number (digit in the tens place).
6. 2" horizontal x 1" vertical white bar label with case # printed in black on the front top center of back flap of Jacket, (eg. 212680-08).

ANTICIPATED FILE FOLDER COLOR SCHEME for COUNTIES

4. Bronx County Pink
5. Kings County Brown
6. New York County Black

**RFB #OCA/CP-174
CASE FILE AND MOTION JACKETS**

BID OPENING: July 20, 2010, 2:00 P.M.

- | | | |
|-----|-------------------------|------------|
| 7. | Queens County | Yellow |
| 8. | Richmond County | Orange |
| 9. | Red Hook Justice Center | Gray |
| 10. | Harlem Justice Center | Lime Green |

ANTICIPATED FILE FOLDER COLOR SCHEME NUMBERS for EACH FILE

- | | | | |
|---|--------|---|--------|
| 0 | Gray | 5 | Pink |
| 1 | Purple | 6 | Blue |
| 2 | Green | 7 | Red |
| 3 | Yellow | 8 | Orange |
| 4 | Brown | 9 | Black |

Note: Each County will have a sequence of numbers preprinted on the folders as per the attached samples. These numbers will be printed on the jackets as per items # 1, 2, 3, 4, 5, & 6 in the label section.

Actual year bar for "2012"

*****All initial mock-ups of the case file jackets must be submitted to the ordering location for approval before printing can begin*****

Bid Response Form:

Bidders shall quote their pricing only on, and in the format prescribed on the Bid Response Form. In case of bidders errors in computation, the Unit Price / M will prevail. Bidders must quote a price for all items requested within a Group or indicate "No Charge" or "N/C". UCS will consider any blank spaces on the Equipment Profile/Bid Form where pricing is requested, to indicate no charge for that specific component.

All pricing noted for case file and motion jackets in Group I and II on the Bid Response Form must be net per thousand (1,000) jackets and include all costs associated with their production and delivery. Any additional chargeable printing and options per thousand (1,000) jackets are requested separately on the Bid Response Form. All pricing for Group III is to be presented as a rate per thousand (1,000) jackets and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels, etc.). All bid prices shall be firm for the initial three (3) year contract period.

BID RESPONSE FORM (Page 1 OF 3)

Company Name: _____

Group I - Flat Jackets

Estimated Annual Quantities

Item	Unit Price / M	Multiplied By	Estimated Quantity	Estimated Item Total
A	\$	X	521,000	\$
A1	\$	X	73,000	\$
B	\$	X	239,000	\$
B1	\$	X	29,000	\$
C	\$	X	47,000	\$
C1	\$	X	4,000	\$
D	\$	X	9,000	\$
D1	\$	X	10,000	\$
D2	\$	X	1,000	\$
E	\$	X	68,000	\$
F	\$	X	37,000	\$
H	\$	X	13,000	\$
H1	\$	X	25,000	\$
Total	Est. Group I	-	-	\$

Group II - Expansion Jackets:

Estimated Annual Quantities

Item	Unit Price / M	Multiplied By	Estimated Quantity	Estimated Item Total
I	\$	X	111,000	\$
J	\$	X	44,000	\$
K	\$	X	45,000	\$
L	\$	X	15,000	\$
M	\$	X	7,000	\$
N	\$	X	55,000	\$
O	\$	X	1,000	\$
P	\$	X	50,000	\$
Total	Est. Group II	-	-	\$

**RFB #OCA/CP-174
CASE FILE AND MOTION JACKETS**

BID OPENING: July 20, 2010, 2:00 P.M.

BID RESPONSE FORM (Page 2 OF 3)

Company Name: _____

Group III - Special NYC Civil Court Jackets

Estimated Annual Quantities

(See special pricing format, "Bid Response Form", page 19)

Item	Unit Price / M	Multiplied By	Estimated Quantity	Estimated Item Total
CC1	\$	X	326,000	\$
CC2	\$	X	520,000	\$
CC3	\$	X	7,000	\$
CC4	\$	X	5,000	\$
CC5	\$	X	1,000	\$
Total	Est. Group III	-	-	\$

Printing Costs per 1,000 Jackets:

For uniformity of responses, a completed file jacket will be used as the reference point in counting the number of sides and faces to be printed. A face is the front or back of the jacket after construction. The sides are the expanded portion of the expanding jackets only.

The cost of printing should include the cost of color coding by means of a printed border.

Example: An expansion jacket printed on the front face, color coded with a border in the same color as the text on the front face only, will be considered 1 Color - 1 Face.

Description	Group I	Group II
1 Color, 1 Face	\$	\$
1 Color, 2 Faces	\$	\$
1 Color, 2 Faces and Sides	-	\$
1 Color, 2 Faces, Sides and Top Rear Inside Edge	-	\$
1 Color, 2 Faces, Sides and Top of Flap	-	\$
1 Color, 1 Face and Top Rear Inside Edge	\$	\$
2 Colors, 1 Face	\$	\$
2 Colors, 2 Faces	\$	\$
2 Colors, 2 Faces and Sides	-	\$
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	-	\$
2 Colors, 2 Faces, Sides and Top of Flap	-	\$
2 Colors, 1 Face and Top Rear Inside Edge	\$	\$

BID RESPONSE FORM (Page 3 OF 3)

Company Name: _____

Option Costs per 1,000 Jackets:

Description	Price / M
Sequential Numbering	\$
Cloth / Tyvek Tape Reinforcement	\$
Tie Strings with Circular Tabs or Elastic Ties	\$
Bar Coding	\$
Strip Labels with Bar Coding	\$
Strip Labels without Bar Coding	\$

Name of Company

Authorized Signature

Print Name & Title

Date