

AMENDMENT #1

The General Specifications of the RFB# OCA/JM-184: Juror Mailers for use with Laser Printers are hereby amended to delete the following information regarding **ISO Printing Certification**:

DOCUMENTS ENCLOSURE CHECKLIST

___ Bid Response Form must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ___ UCS Request for Bid FRM with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ 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)
- ___ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.
Please note: For proof of workers' compensation and disability benefits insurance coverage, ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.
- ___ ACORD Certificate of Liability Insurance
- ___ List complete addresses of manufacturing facilities (see: **Bidders Qualifications**)
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Original bid response + five (5) complete copies
- ___ Documents Enclosure Checklist

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents.

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.

OCA/JM-184
Juror Mailers for use with Laser Printers

Bid Opening Date: March 2, 2011
Bid Opening Time: 3:00 p.m.

Bidders Qualifications

Vendor must have a minimum of three (3) years experience in providing similar printing services and must provide 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.

Bidder must provide the complete addresses of its manufacturing facilities with their bid response.

For purposes of bid evaluation, **bidder's** proposed facilities shall be available for inspection.

All other terms and conditions of the Document Enclosure Checklist, General and Detailed Specifications remain the same.