

Q&A for OCA/JM-184: Juror Mailers for use with Laser Printers
Deadline: Wednesday, February 16th, 5 p.m.

1. Please send any and all spec information regarding the Juror Mailers.

A: All bid information (including RFB and required attachments and forms) is available at the following website for downloading or printing: www.nycourts.gov/admin/bids under RFB# OCA/JM-184.

2. Is this (RFB) asking for quotes on just the form (pressure seal documents) or on the equipment to pressure seal the documents as well? Has the Court Administration ever considered using automatic folder inserters to automate sending out these forms?

A: This RFB is for the Juror Mailers only. Currently, the court system is using existing equipment that is only a few years old, so we will continue utilizing the juror mailers for the foreseeable future.

3. (Please provide) list of items, schedule of requirements, scope of work, terms of reference, bill of materials required.

A: Answer: All relevant information is provided in the bid. No additional information will be provided.

4. (Please provide) soft copy of the tendered document through email.

A: Answer: On-line bid can be downloaded: www.nycourts.gov/admin/bids under "Current Solicitations", RFB#OCA/JM-184.

5. Names of countries that will be eligible to participate in this tender?

A. There is no geographic limit.

6. (Please provide) information about the tendering procedure and guidelines.

A: All information is in the bid.

7. Estimated budget for this purchase?

A: Budget information is never included in a bid.

8. Any extension of bidding deadline?

A: No.

9. Any addendum or pre-bid meeting minutes?

A: If any, they are posted on our website after a pre-bid conference.