

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID/PROPOSAL—**

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

Marie-Claude Ceppi  
 NYS Office of Court Administration  
 25 Beaver Street, R-840  
 New York, NY 10004  
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi  
 Telephone No.: 212-428-2727  
 Email: Mceppi@courts.state.ny.us

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

Per attached RFB/RFP Specifications

<b>Bid Number:</b> OCA/DOT-128	<b>Commodity Group:</b>
<b>Issue Date:</b> 8/28/2006	
<b>Opening Date:</b> JULY 26, 2007 <b>Time:</b> 3:00 PM	<b>Commodity Name:</b> T-1 SERVICES

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p><b>UCS ATTACHMENTS I, III AND IV ATTACHED &amp; INCORPORATED HEREIN.</b></p> <p>T-1Services</p>	<p>Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.</p>

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, 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 response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

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

5. Mail the bid/proposal response to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES 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.

**RESPONSES 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 <b>Email Address</b>	

**DOCUMENTS ENCLOSURE CHECKLIST**

**The following documents must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response:**

- \_\_\_ UCS Request for Bid Form with original signature
- \_\_\_ Attachment I, p.3 - Non-Collusive Bidding Certificate
- \_\_\_ Attachment I, p.4 - Corporate Acknowledgment
- \_\_\_ Description of bidder's corporate history and resources
- \_\_\_ Description of bidder's experience in installing T-1 services for NYS agencies and/or the Unified Court System as well as for corporate clients, including a list of both government and corporate clients
- \_\_\_ Description of bidder's network design, and how it will deliver T-1 services from its existing infrastructure
- \_\_\_ Exhibit #1: List of locations and pricing sheet
- \_\_\_ Service Level Agreement (SLA)

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

- \_\_\_ Attachment III - Vendor Responsibility Questionnaire with attachment(s)
- \_\_\_ Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420)
  - \_\_\_ - Affirmation of Understanding and Agreement (UCS 421)
  - \_\_\_ - Termination Clause (UCS 423)
- \_\_\_ Organizational Chart
- \_\_\_ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- \_\_\_ Five (5) complete copies of the original bid response
- \_\_\_ Signed Documents Enclosure Checklist

**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.**

Company Name: \_\_\_\_\_

Authorized Officer's Name and Title:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**Note to Bidders:**

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, Attachment III - Vendor Responsibility Questionnaire and its Attachment A, and Attachment IV - Disclosure of Prior Non-Responsibility Determination UCS 420, 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 hereof.

**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](http://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.

**Questions:**

Questions may be addressed **in writing** only by e-mail to:

Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
Email: [mceppi@courts.state.ny.us](mailto:mceppi@courts.state.ny.us)

The **deadline** to submit questions is **July 13, 2007 at 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered individually in writing and a Questions & Answers (Q&A) with all the questions received and their answers will be posted on the UCS website.

**IMPORTANT: All questions regarding this solicitation must be 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 including the Division of Technology (hereafter “DOT”) 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.**

**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 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire with its Attachment A; Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 and Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder’s response.

**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.

**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:

**Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
25 Beaver Street, R-840  
New York, NY 10004**

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

“Deliver immediately to Marie-Claude Ceppi R-840”  
“Sealed bid - Do not open”  
”OCA/DOT-128 due July 26, 2007 at 3:00 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 26, 2007 at 3:00 pm 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: Marie-Claude Ceppi, 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/DOT-128.

**Rejected and Unacceptable Bids/Proposals:**

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

**References:**

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

**II. RFP # OCA/DOT-128**

**Purpose and Scope:**

The UCS/OCA, on behalf of the DOT, is soliciting sealed bids/proposals to provide full 1.536 Mbps T1 point-to-point data communications circuits to multiple locations across New York State on a 7x24 basis.

The UCS has completed a statewide WAN backbone connecting seven hub sites in New York State. In order to take advantage of this high-speed optical backbone, we plan to aggregate the T1 traffic from remote locations to appropriate hub sites (a hub and spoke architecture). In other words, each site listed on Exhibit #1 represents one end of a T1 circuit while the other end of the circuit could be any one of the following hub sites as specified in Exhibit #1:

<u>Notation:</u>	<u>Address:</u>
Beaver	25 Beaver Street, New York, NY 10004
RTP	125 Jordan Road, Troy, NY 12180
Buffalo	25 Delaware Avenue, Buffalo, NY
Rochester	99 Exchange Street, Rochester, NY
Binghamton	44 Hawley Street, Binghamton, NY
Syracuse	401 Montgomery Street, Syracuse, NY
Poughkeepsie	50 Market Street, Poughkeepsie, NY

The current site locations are provided below (Exhibit #1).

#### **Estimated Quantities and Locations:**

Although the UCS, OCA/DOT intends to install T1 services for the locations listed in Exhibit #1 within the initial contract term of 3 years, or within the total 5-year term of the contract, any quantity, number of locations, etc., specified in this RFB constitute **estimates only** and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an estimated quantity term contract.

The list (Exhibit #1) should not be interpreted as a commitment by the UCS, OCA/DOT to install T1 services for **all** the locations, nor be interpreted as an exhaustive list. The schedule and number of sites per installation may vary; installations may therefore be staggered and begin on different dates at different sites. Since courthouse construction or renovation is an on-going process, it is almost certain that T1 services will be needed in locations not listed on Exhibit #1.

#### **Term of Award:**

A single contract will be awarded for an initial term of three (3) years commencing on or about October 1, 2007. The UCS, OCA/DOT reserves the right to renew the contract for an additional two (2) one (1)-year periods, upon the same terms, conditions and pricing. The contract and its renewals are subject to the approval of the NYS Office of the Attorney General and the Office of the State Comptroller.

**Pricing:**

Bidder shall quote:

1. A flat rate per circuit that will include the monthly cost of service;
2. Its one-time charges, such as the installation charge and/or other charges;
3. Its expedite rate per circuit for rapid installation, and
4. Its cancellation or termination fee per circuit for circuits cancelled by the UCS before 12 months of service installation. NO cancellation or termination fee will be allowed for any circuit terminated after one year of service.

Bidder shall compute the total for all the above charges and its total cost for 36 months. Please see Method of Award under "Cost".

The UCS/DOT estimates that during the initial 3-year (36 months) term of the contract 5% of the circuits could be formally expedited for rapid installation and 4% of the circuits could be cancelled before the end of the first year of service.

Bidder shall describe in detail its rate (s) and pricing model for possible locations that are not listed at the time of issue of this solicitation.

Bidder shall also clearly specify how the pricing model would change if the UCS were to decide to deploy Channelized DS3 physical termination at any or all of the hub locations.

Pricing shall include all services described in these specifications. No other charges will be allowed. Pricing shall remain firm throughout the initial term of the contract and its renewals.

All pricing submitted and awarded pursuant to this solicitation shall remain firm throughout the initial term of the contract and its renewals.

Vendors must specify termination liability (i.e. additional cost), if any, on the following periods:

- (1) termination occurring before the end of one year service
- (2) No termination liability will be in effect for any circuit terminated after one year of service.

Termination liabilities must be clearly explained. Cancellation penalties will be part of the evaluation process.

**Method of Award:**

A single contract will be awarded to the bidder scoring the highest point total (maximum 100 points) based on the criteria set forth below:

1. **COST** **50 points**
- Lowest dollar cost shall be the sum, over 36 months, of the monthly cost/flat fee for all circuits, as well as the expedite and cancellation fees : 3-year grand total cost equals the (total monthly cost x36) + (total one-time charges) + (total expedite fees x 0.05) + (total termination less than 12-mos cost x 0.04). The lowest dollar bidder shall receive 50 points. The points awarded to bidders other than the lowest dollar bidder will be a fraction of the maximum points to be calculated according to the following formula:

Lowest \$ cost divided by second/third/etc. cost multiplied by max. points of 50 equal the number of points for the second, third, etc. bidders.

Example: Lowest \$ cost = 4,000 = 50 points (maximum)  
Second lowest \$ cost = \$5,000  
\$4,000 divided by \$5,000 times 50 points = 40 points

2. **VENDOR QUALIFICATIONS** **20 points**
- a. Experience in installing T-1 services for New York State agencies and/or the Unified Court System, reflected through extensive references and client agencies list 5 points
  - b. Experience in installing T-1 services for corporate clients, reflected through extensive references and client companies list 5 points
  - c. Total years of experience 5 points
  - d. Overall financial resources 5 points
3. **SERVICE LEVEL AGREEMENT (SLA)** **30 points**
- a. Demonstrate potential to install additional circuits 5 points
  - b. Ability to monitor, report, respond and repair network failures 5 points
  - c. Extensiveness of bidder's existing network 5 points
  - d. Guaranteed availability of services 5 points
  - e. Standard time frame (in # of weeks) to bring a T-1 circuit online from the circuit order date 5 points
  - f. Expedited time frame (in # of weeks) to bring a T-1 circuit online from the circuit order date 5 points

**The award shall be made to the bidder totaling the highest point total and determined by the evaluation committee to be responsible as defined below.** In case the DOT determines that the lowest bidder is not responsible, it reserves the right to award to the next lowest and responsible bidder.

In addition to the evaluation criteria set forth above, bidder shall be defined as “responsible” in accordance with, but not limited to, compliance with this RFP’s specifications, references, past performance history, financial stability and any other criteria necessary and reasonable to establish the bidder’s responsibility.

**Supporting Presentation:**

The OCA/DOT reserves the right to request any additional information it deems necessary to analyze bidder’s response and it may request bidder to make an oral and visual presentation(s), on an individual basis, in support of its proposal.

**Changes:**

Under no circumstances should the awarded contractor act on any verbal communications of judicial and non-judicial personnel. Any and all communications must be in writing. The awarded contractor assumes all risks in acting otherwise.

**Qualifications:**

Bidder shall provide an **organizational chart** identifying the names and titles of the Account Manager and team members responsible for the Unified Court System’s account. The Account Manager’s business address, phone and fax numbers as well as e-mail address should be provided. Bidder shall provide a **description of its company history and resources** and of its **experience in installing T-1 services for NYS agencies and/or the UCS as well as for other government and corporate clients (provide list of clients - see Document Check-List).**

**Bidder’s response must document its ongoing current experience in providing the full range of services contained in this RFP’s specifications or bidder’s response may be rejected (See Document Check-List)**

**Subcontracting:**

The contractor shall not subcontract any portion of his/her work without the knowledge and written approval of The Office of Court Administration / Division of Technology designated Project Manager.

Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as UCS considers reasonable and necessary.

2. All proposed subcontractors shall be subject to the approval of OCA/DOT prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.

3. The UCS, OCA/DOT will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives.

The awarded contractor will be the prime contractor and is ultimately responsible for the completion and delivery of all aspects of this RFB's Specifications.

**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.

**Liability Insurance:**

The awarded contractor, at its sole cost and expense, shall obtain and maintain in force throughout the term of the Agreement, from an insurance company licensed to do business in New York State, insurance policies of the kinds and amounts not less than the greater of the amounts listed below or the amounts required by applicable law:

Worker's Compensation insurance in accordance with the Worker's Compensation Laws of the State of New York;

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

Bodily injury to any one person	\$1,000,000
Bodily injury aggregate per occurrence	\$1,000,000
Property damage in any one accident	\$ 500,000
Property damages aggregate pe occurrence	\$1,000,000

Contractor's commercial general liability shall name UCS as an additional insured and shall be primary insurance with respect to UCS. Contractor shall furnish to UCS certificates of insurance evidencing all coverages required and shall furnish complete copies of policies promptly upon UCS request.

**Compliance with Laws:**

Awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP.

**Financial Stability:**

Upon request by OCA, each bidder shall provide a copy of its financial filings as audited by a certified auditing firm for the past three consecutive years, as well as copies of the bidder's last three (3) annual reports.

**\*\*\* D E T A I L E D   S P E C I F I C A T I O N S \*\*\***

The vendor must be able to deliver the operational full T1 services to requested locations within six weeks from the time an order is placed.

- ? The T1 circuits must be terminated in the floor number and room number we specify.
- ? The T1 services must comply with industry standards, and be compatible with the Nortel routers currently in use by the UCS.
- ? The vendor must provide a web based component to allow for Circuit Ordering, Circuit Status checking, Circuit Listing, Checking Billing Information, and Interactive testing of active circuits.

- ? The vendor must have a 7X24 operation, including the monitoring of the T1 services, and the ability to respond to and resolve network failures promptly. A Service Level Agreement must be submitted.
- ? The monthly recurring cost for each point-to-point circuit and the one-time installation charge, if any, must be tabulated for a 3-year term, with two individual one-year renewal options.
- The vendor must have a solid infrastructure to support the delivery of T1 services in a timely manner, and a proven track record that demonstrates reliable services to large enterprises.

**EXHIBIT #1**  
**T1 List of Locations and Price Sheet**

Company Name: \_\_\_\_\_

Bidder must perform all calculations, providing totals figures in the last row (i.e. four totals)

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
305-Cohoes City Court	97 Mohawk St. PO Box 678, Cohoes	12047	518-233	RTP				
306-Rensselaer City Court	Rensselaer City Hall, 505 Broadway, Rensselaer	12144	518-462	RTP				
307-Schoharie County Courthouse	290 Main Street, Schoharie	12157	518-295	RTP				
311-Renss. Cnty. Courthouse	72 second street, Troy	12180	518-272	RTP				
312-Watervliet City Court	15th St. and Broadway, Watervliet	12189	518-270	RTP				
313-Albany City Court	Morton Ave and Broad St, Albany	12202	518-462	RTP				
317-Albany County Family Court	1 Von Trump Street, Albany	12207	518-427	RTP				
319-Kingston City Court	1 Garraghan Drive, Kingston	12401	845-338	Poughkeepsie				
322-Ulster County Surrogate Court	240 Fair Street, Kingston	12401	845-340	Poughkeepsie				
323-Greene County Courth.	320 Main Street, Catskill	12414	518-943	RTP				
325-Hudson City Civil	427 Warren St, Hudson	12534	518-828	RTP				
326-Columbia County Fam. Court	401 Union Street, Hudson	12534	518-828	RTP				
327-Sullivan County Courthouse	100 North Street, Monticello	12701	914-794	Poughkeepsie				
328-Sullivan County Family Court	100 North Street, Monticello	12701	914-794	Poughkeepsie				
331-Cohoes Audit	98 Nivers Street, Cohoes	12047	518-283	RTP				
333-Renss. Cnty. Family Court	1504 5th Street, Troy	12180	518-270	RTP				
335-Mental Hygiene Legal Svcs	75 New Scotland Ave, Albany	12208	518-433	RTP				
348-Commission on Judicial Conduct-Albany Site	38-40 State St., Albany	12207	518-474	RTP				
401-City Court	42 Ridge Street, Glens Falls	12001	518-798	RTP				
402-City Court	1 Guy Park Ave, Amsterdam	12010	518-842	RTP				
407-Montgomery County Family Court	58 Broadway, Fonda	12068	518-853	RTP				

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
408-City Court	8 Frontage Road, Gloversville	12078	518-773	RTP				
409-Fulton Cnty. Multi-Court Bldg.	223 West Main Street, Johnstown	12095	518-762	RTP				
410-City Court	83-41 East Main St, Johnstown	12095	518-762	RTP				
412-City Court	36 North Main Street, Mechanicville	12118	518-664	RTP				
417-Hamilton County Family Court	White Birch Lane, Indian Lake	12842	518-648	RTP				
418-Warren County Supreme	1340 State Route 9, Lake George	12845	518-668	RTP				
421-Saratoga City Court	474 Broadway, Saratoga Springs	12866	518-587	RTP				
423-Plattsburg City Court	City Hall Place, Plattsburg	12903	518-324	RTP				
425-Clinton Cnty. Gov't & Family	137 Margaret Street, Plattsburg	12901	518-587	RTP				
426-Essex County Building	Court Street, Elizabethtown	12932	518-873	RTP				
428-Franklin County Courthouse	355 West Main Street, Malone	12953	518-483	RTP				
429-Washington Cnty Multibenck	383 Broadway, Ft. Edward	12983	518-747	RTP				
430-Franklin County Family Court	30 Main Street, Saranac Lake	12983	518-891	RTP				
431-St. Lawrence Cnty Courthouse	48 Court Street, Canton	13617	315-379	Syracuse				
432-Ogdensburg City Court	330 Ford St., Ogdensburg	13669	315-393	Syracuse				
501-Fulton City Court	141 South 1st St, Fulton	13069	315-593	Syracuse				
502-Oswego City Court	Conway Municipal Ctr, 20 W. Oneida St., Oswego	13126	315-342	Syracuse				
503-Oswego County Combined Courts	25 E. Oneida St, Oswego	13126	315-349	RTP				
504-Oswego Cnty. Family Court	39 Churchill Rd, Public Safety Center, Oswego	13126	315-349	Syracuse				
508-Herkimer County Family Court	109-111 Mary Street, Herkimer	11350	315-866	Syracuse				
508-Herkimer County Family Court	301 N. Washington St., Herkimer	11350	315-867	Syracuse				
511-Lewis County Courthouse	7660 State Street, Lowville	13367	315-376	Syracuse				
512-Rome City Court	100 West Court St., Rome	13440	315-337	Syracuse				
513-Oneida Cnty Cthouse (FamCt)	302 North James Street, Rome	13440	315-337	Syracuse				
515-Oneida Cnty Cthouse (FamCt)	321 Main Street, Utica	13502	315-798	Syracuse				
516-Utica City Court	411 Oriskany St. West, Utica	13502	315-797	Syracuse				

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
518-Jefferson Cnty Family Court	163 Arsenal St., Watertown	13601	315-788	Syracuse				
519-Watertown City Court	245 Washington St., Watertown	13601	315-785	Syracuse				
522-NY State Office Bldg	207 Genesee Street, Utica	13501	315-793	Syracuse				
529-Court of Claims, Chambers	205-213 South Salina St, Syracuse	13202	315-475	Syracuse				
530-Oneida County Family Court	301 West Dominick Street, Rome	13440	315-337	Syracuse				
601-Cortland County Court	46 Greenbush Street, Cortland	13045	607-753	Syracuse				
602-Cortland City Court	25 Court St, Cortland	13045	607-753	Syracuse				
603-Madison County Family Court	North Court Street, Wampsville	13163	315-363	Syracuse				
604-Otsego County Family Court	197 Main Street, Cooperstown	13326	607-547	Binghamton				
605-Oneida City Court	104 N. Main St., Oneida	13421	315-363	Syracuse				
606-Delaware County Courthouse	3 Court St., Delhi	13753	607-746	Binghamton				
608-Chenango County Multi-Bench	5 Court St., Norwich	13815	607-335	Binghamton				
610-Norwich City Court	1 Court Plaza, Norwich	13815	607-335	Binghamton				
612-Oneonta City Court	31 Main St., Oneonta	13045	607-432	Binghamton				
614-Tioga County Family Court	16 & 20 Court Street, Owego	13827	607-689	Binghamton				
619-Tomkins Family Court	320 North Tioga St., Ithaca	14850	607-255	Syracuse				
620-Ithaca City Court	118 East Clinton Street, Ithaca	14850	607-254	Syracuse				
621-Schuyler Cnty Courthouse	105 Ninth Street, Unit 35, Watkins Glen	14891	607-535	Binghamton				
622-Supreme & County Court	203 Lake Street, Elmira	14902	607-732	Binghamton				
701-Cayuga County Family Court	154 Genesee Street, Auburn	13021	315-255	Syracuse				
703-Seneca County Family Court	48 West William Street, Waterloo	13165	315-539	Syracuse				
704-Ontario Family Court	27 North Main Steet, Canandaigua	14424	585-396	Rochester				
706-Livingston Family Court	2 Court Street, Geneseo	14454	585-243	Rochester				
707-Geneva City Court	Public Safety Bldg 255 Exchange, Geneva	14456	315-789	Syracuse				
708-Wayne County Family Court	54 Broad Street, Lyons	14489	315-946	Syracuse				
709-Yates County Courthouse	108 Court St., Penn Yan	14527	315-536	Syracuse				
709-Yates County Office Bldg. Annex	108 Court St., Penn Yan	14527	315-536	Syracuse				
711-Steuben Cnty. Crthouse (Fam.)	3 East Pulteney Square, Bath	14810	607-776	Binghamton				

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
713-Corning City Court	Civic Center Plaza #12 Dennison Pkwy, Corning	14830	607-936	Binghamton				
714-Hornell City Court	82 Main St., Hornell	14456	607-324	Binghamton				
720-Commission on Judicial Conduct-Rochester Site	400 Andrew St., Suite 700, Rochester	14604	585-232	Rochester				
802-Genesee County Family Court	1 West Main Street, Batavia	14020	716-344	Buffalo				
803-Chautauqua County Fam. Ct.	323-325 Central Ave, Dunkirk	14058	716-366	Buffalo				
804-Dunkirk City Court	342 Central Ave, Dunkirk	14048	716-366	Buffalo				
805-Lockport City Court	1 Locks Plaza, Lockport	14094	716-433	Buffalo				
806-Niagara County Family Court	175 Hawley Street, Lockport	14094	716-433	Buffalo				
807-North Tonawanda City Court	216 Payne Ave, North Tonawanda	14120	716-443	Buffalo				
808-Tonawanda City Court	200 Niagara St., Tonawanda	14150	716-443	Buffalo				
813-Lackawanna City Court	714 Ridge Road, Lackawanna	14218	716-826	Buffalo				
814-Niagara Falls City Court	520 Hyde Park Blvd, Niagara Falls	14302	716-286	Buffalo				
815-Niagara County Family Court	775 3rd Street, Niagara Falls	14302	716-284	Buffalo				
816-Orleans County Courthouse	3 South Main St., Albion	14411	585-589	Buffalo				
817-Wyoming County Family Court	147 North Main Street, Warsaw	14569	716-786	Rochester				
818-Chautauqua County Fam. Ct.	110 East 4th Street, Jamestown	14701	716-484	Buffalo				
819-Jamestown City Court	24 East 2nd St., Jamestown	14701	716-483	Buffalo				
820-Cattaraugus Supreme & Cnty. Ct.	303 Court Street, Little Valley	14755	716-938	Buffalo				
821-Chautauqua County Fam. Ct.	1 North Erie Street, Mayville	14757	716-753	Buffalo				
822-Cattaraugus Cnty. Fam. Court	1701 Lincoln Ave, Olean	14760	716-375	Buffalo				
823-Olean City Court	101 East State St, Olean	14760	716-372	Buffalo				
824-Salamanca City Court	235 Wildwood Ave, Salamanca	14779	716-945	Buffalo				
825-Alleghany County Office Bldg.	7 Court Street, Belmont	14813	716-268	Buffalo				
826-Niagara County Family Court	500 Wheatfield, N.Tonawanda	14120	716-693	Buffalo				
829-Appellate Div., 4th Dept.	1036 Ellicot Square, Buffalo	14203	716-855	Buffalo				
835-Erie County Family Justice Center	237 Main Street, Buffalo	14203	716-856	Buffalo				
838-Chautauqua County Family	2 Academy Street, Mayville	14757	716-753	Buffalo				

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
902-Supreme & County Court	40 Gleneida Ave, Carmel	10512	845-225	Beaver				
903-Mt. Vernon City Court	Roosevelt Square, Mt. Vernon	10550	914-665	Beaver				
904-Peekskill City Court	2 Nelson Ave., Peekskill	10566	914-737	Beaver				
905-Rye City Court	21 McCollough Place, Rye	10580	914-967	Beaver				
909-Yonkers Family Court	53 South Broadway, Yonkers	10701	914-966	Beaver				
910-Yonkers City Court	100 S. Broadway, Yonkers	10701	914-377	Beaver				
911-New Rochelle Family Court	420 North Broadway, New Rochelle	10801	914-632	Beaver				
912-New Rochelle City Court	475 North Ave, New Rochelle	10801	914-633	Beaver				
915-Orange County Surrogate Court	30 Park Place, Goshen	10924	845-291	Poughkeepsie				
916-Middletown City Court	2 James St, Middletown	10940	845-346	Poughkeepsie				
918-Rockland County Courthouse	1 South Main St, New City	10956	845-639	Beaver				
919-Beacon City Court	1 Municipal Plaza, Beacon	12508	845-838	Poughkeepsie				
920-Newburgh City Court	57 Broadway, Newburgh	12550	845-569	Poughkeepsie				
924-Port Jervis City Court	20 Hammond St, Port Jervis	12771	845-858	Poughkeepsie				
929-Rockland Psychiatric Ctr	140 Old Orangeburg Road, Orangeburg	10962	845-359	Poughkeepsie				
930-Letchworth Developmental Ctr	3 Wilbur Road, Thiells	10984	845-947	Poughkeepsie				
931-Hudson River Psych Ctr	3 Cheney Drive, Poughkeepsie	12601	845-454	Poughkeepsie				
932-Wassaic MHLS	30 H Center Circle Street, Wassaic	12592	845-877	Poughkeepsie				
937-Mental Hygiene Legal Services	100 Clearbrook Road, Elmsford	10523	845-592	Beaver				
936-NYS Grievance Committee	399 Knollwood Road, White Plains	10603	914-949	Beaver				
942-MHLS AP2	5 Coates Drive, Goshen	10924	845-294	Poughkeepsie				
A08-Midtown Community Court	314 W. 54th Street, Suite 326, New York	10019	646-264	Beaver				
A09-Harlem Community Justice Bldg.	170 East 121st Street, New York	10027	212-373	Beaver				
A11-Appellate 1st Division	40 Madison Ave., New York	10010	212-371	Beaver				
A11-Appellate Court 1st Dept	27 Madison Ave., New York	10010	212-340	Beaver				
A19-Center for Court Innovation	520 8th Avenue, New York	10018	212-397	Beaver				
A18-Assoc. Judge Smith	51 Broadway, New York	10006	212-374	Beaver				

SiteLocation	SiteAddress	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
A18-Commission on Judicial Conduct-NYC Site	61 Broadway, 12th Floor, New York	10006	212-809	Beaver				
A20-Chief Judge Kay	230 park ave suite 826, New York	10169	212-661	Beaver				
A21-Assoc. Judge Ciparick	122 E 42nd street, New York	10168	212-661	Beaver				
A23-Court of Appeals	780 3rd Avenue, New York	10017	212-371	Beaver				
B02-King's County Supreme Court	111 Livingston Street, Brooklyn	11201	718-643	Beaver				
B07-Appellate Div., 2nd Dept.	45 Monroe Place, Brooklyn	11201	718-722	Beaver				
B09-Red Hook Community Justice Ctr	88 Visitation Place, Brooklyn	11231	718-923	Beaver				
B14-UCS Records Ctr, Brooklyn Army Term.	140 58th Street, Brooklyn	11220	718-630	Beaver				
B17-Brooklyn Development Center	888 Fountain Ave, Bldg 1, Rm 19, Brooklyn	11208	718-277	Beaver				
D01-Long Island City Courthouse	25-10 Court Sq., Long Island City	11101	718-472	Beaver				
D08-Creedmoor Psychiatric Center	80-45 Winchester Ave, Bldg 73, 2nd Flr, Queens Village	11427	718-264	Beaver				
E02-Richmond Supreme Court	18 Richmond Terrace, Staten Island	10301	718-520	Beaver				
E03-Richmond Family Court	100 Richmond Terrace, Staten Island	10301	718-390	Beaver				
E04-Richmond Criminal Court	67 Targee Street, Staten Island	10304	718-643	Beaver				
E05-Richmond Civil Court	927 Castleton Ave, Staten Island	10310	718-876	Beaver				
E06-Richmond Supreme	130 Stuyvesant Place, Staten Island	10301	718-390	Beaver				
E07-Richmond Supreme Court	355 Front Street, Staten Island	10304	718-390	Beaver				
N04-Glen Cove City Court	13 Glen Street, Glen Cove	11542	516-676	Beaver				
N05-Long Beach City Court	1 West Chester St, Long Beach	11561	516-431	Beaver				
N07-3rd District Court	435 Middle Neck Road, Great Neck	11023	516-482	Beaver				
S01-10th District Admin. Judge's Office	400 Carleton Ave, Central Islip	11722	631-853	Beaver				
S01-10th District Admin. Judge's Office	400 Carleton Ave, Central Islip	11722	631-853	Beaver				
S02-2nd District Court	375 Commack Road, Deerpark	11729	631-854	Beaver				
S02-Suffolk 2nd District Court	80 East Hoffman Avenue, Lindenhurst	11729	631-957	Beaver				
S03-3rd District Court	1850 New York Ave, Huntington Station	11746	631-854	Beaver				

Site Location	Site Address	Zip Code	NpaNxx	Court Hub Site	Monthly Cost (Flat rate for all Circuits)	One-Time Charges	One-Time Expedite Fee	Early Termination Liability
S04-6th District Court	150 W Main St, Patchogue	11772	631-475	Beaver				
S05-4th District Court	North Cnty Complex Bld C#158, Veterans Memorial Hw, Hauppauge	11787	631-361	Beaver				
S06-Suffolk County Court	210 Center Drive, Riverhead	11901	631-727	Beaver				
S09-First District Court	3105 Veterans Memorial Highway, Ronkonkoma	11779	631-585	Beaver				
S12-Suffolk County Family Court	377 East Main St, Riverhead	11901	631-727	Beaver				
S14-Court of Claims	NYS Office Bldg, 250 Veterans Memorial Hway, Hauppauge	11788	631-952	Beaver				
S15-Pilgrim Psychiatric Center	MHLS 998 Crooked Hill Rd, Bld 20, W. Brentwood	11717	631-439	Beaver				
<b>Total</b>	Vendor must complete the calculations for each of the four total cost columns	<b>X</b>	<b>X</b>	<b>X</b>				

3 Year Grand total cost equals the (total monthly cost x36) + (Total one-time charges) + (total expedite fees x 0.05) + (total termination less than 12-mos cost x 0.04):

Total monthly cost x 36	\$
Total one-time charges	\$
Total expedite fees x 0.05	\$
Total termination less than 12-mos. cost x 0.04	\$
<b>= 3 Year Grand Total Cost</b>	<b>\$</b>

**Company Name:** \_\_\_\_\_

**Authorized Officer's Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_