STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF ADMINISTRATIVE SERVICES
CONTRACT & PROCUREMENT ADMINISTRATION UNIT
42 KARNER ROAD
ALBANY, NEW YORK 12205
(518) 869-4732

JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrative Judge

LAURA WEIGLEY ROSS
Assistant Deputy Chief Administrator

*** NOTICE OF AWARD ***

ESTIMATED QUANTITIES

NOTE: CONTRACT NUMBER **PA03386** MUST APPEAR ON ALL PURCHASE AND VOUCHER DOCUMENTS.

RFB#: OCA/CPA-288

COMMODITY: CARBONLESS FORMS

CONTRACT PERIOD: ONE (1) YEAR: JANUARY 1, 2004 - DECEMBER 31, 2004
RENEWAL PERIOD: TWO (2) ADDITIONAL ONE (1) YEAR PERIODS UPON THE SAME TERMS AND CONDITIONS
EXTENSION PERIOD: ONE PERIOD NOT TO EXCEED ONE HUNDRED AND EIGHTY (180) DAYS UPON THE SAME TERMS AND CONDITIONS

PRICING:

FORM UF135: PRICE **$18.40** PER 1,000 FORMS
ESTIMATED QUANTITY PER YEAR: 400,000 FORMS

FORM UCS133: PRICE **$44.35** PER 1,000 FORMS
ESTIMATED QUANTITY PER YEAR: 200,000 FORMS

FORM UCS137: PRICE **$44.17** PER 1,000 FORMS
ESTIMATED QUANTITY PER YEAR: 350,000 FORMS

GUARANTEED DELIVERY: THIRTY (30) DAYS A/R/O

ALL PRICING, TERMS AND CONDITIONS ARE AS SPECIFIED IN THE OCA/CPA-288 BID'S GENERAL AND DETAILED SPECIFICATIONS WHICH ARE ATTACHED HERETO AND MADE A PART HEREOF.

CONTRACTOR: **SUTIN BURGESS PRINTING**
2 HART STREET
COHOES, NY 12047

ATTN: MR. KEVIN WYNNE
518-237-7598

TAX ID# 14-1824918

FOR THE NYS UNIFIED COURT SYSTEM:

GLENN R. HARRISON
CONTRACT & PROCUREMENT ADMINISTRATOR

DATED: 11:28:03

APPROVED

FOR THE STATE COMPTROLLER
Date

APPROVED
DEPT. OF AUDIT & CONTROL
JAN 12 2004
Raymond Kosinski
FOR THE STATE COMPTROLLER

CARBONLESS FORMS

General Specifications

Note: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Standard Request for Bid Clauses & Forms - Attachment I (revised 07/01/03) is attached hereto and made a part hereof.

Purpose and Scope:

The Office of Court Administration, Contract & Procurement Administration (hereafter OCA/CPA), is soliciting sealed bids for the purpose of establishing an estimated quantity term contract covering the procurement of carbonless "NCR" forms .
All UCS orders for the specified commodity during the term of the contract will be placed with the awarded contractor.

Term of Award:

A single contract will be awarded for an initial one-year period, from January 1, 2004 through December 31, 2004. The UCS reserves the right to renew for two (2) one-year periods, **upon the same terms and conditions** .

The UCS further reserves the right to once extend the contract for a period not to exceed one hundred and eighty (180) days upon written notification to the contractor prior to contract termination date, or any renewal period thereof. Any such renewal or extension shall be subject to approval by the Office of the State Comptroller (hereafter OSC).

Method of Award:

Award shall be made to the lowest responsible **single** bidder determined to be in compliance with this RFB's specifications. "Responsible" shall be determined by, but not limited to, the following criteria: bidder's experience, compliance with the specifications contained herein, references, financial stability, performance history and cost.
Lowest total dollar cost shall be determined by 1) computing for each form specified herein the total of the unit price per 1000 forms times yearly estimated quantity, and 2) adding the total cost per form per year together.
Award shall be made to the bidder quoting the lowest total dollar cost per year AND deemed responsible as defined in the paragraph above. In the event of bidder's miscalculation, the unit price per thousand forms for each form will prevail.

Proofs:

Upon receiving the first order only for each form - UCS 135, UCS 133 and UCS 137, awarded contractor shall print proofs of such form and shall, at no cost to UCS, send them to OCA at the following address:

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

Upon written approval by OCA, vendor shall proceed with printing. Any subsequent purchase orders for the forms may be processed without such written approval.

Price:

All prices are to be net f.o.b. destination, include any necessary storage, and include full inside delivery to the exact location indicated on the purchase order
Bidder shall quote rates on a per thousand forms basis for each of the three forms included in this solicitation. **Note: OCA/CPA reserves the right to renegotiate the rate per thousand on any form if actual orders exceed fifteen percent (15%) of estimated quantity, individually or collectively.**

Price increases:

All prices shall remain firm through the initial contract period. Reasonable, necessary and documented cost increases to the contractor for any renewal period will be considered subject to the following:

1. Only those increases applicable to materials and supplies will be reviewed. No increases associated with labor costs will be considered.

2. Contractor must submit written request for allowable increase(s) forty-five (45) days prior to the end of the initial contract period accompanied by any/all supporting documentation to the attention of the UCS Contract & Procurement Administrator.

3. No price increase will be considered for any "extension" period: prior term/renewal pricing shall prevail.

Original and copies of bidder's response should not be submitted in a three-ring binder, or in any other bound fashion. Please secure original and copies of response by rubber bands, spring clips, or other easily removed device.

Bidder must package, seal and mark his/her bid response according to the required format described in the online bid instructions and return it to:

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

by October 20, 2003 at 11:00 a.m. at the latest.

Failure to submit response as prescribed may result in non-delivery or rejection of bid response.

Financial Stability:

Upon request by the OCA/CPA Administrator, bidder shall provide a copy of financial filings as audited by a certified auditing firm for the past year.

Work Products:

Material and documents, records and any other data or information, including plates and mats, developed throughout the contract period (or any renewal or extension thereof) shall become the property of the New York State Unified Court System.

Termination:

If awarded bidder fails to fulfill any term of the contract, OCA/CPA shall have the right to terminate said contract, except that OCA/CPA shall allow awarded bidder a period of thirty (30) days to rectify the problem(s), after which OCA/CPA will notify contractor in writing of contract termination should problem(s) not be rectified to OCA/CPA's satisfaction or performance deemed unsatisfactory. Termination for non performance may subject contractor to further penalties.

RFB # OCA/CPA-288

CARBONLESS FORMS

Detailed Specifications

Form UF 135 "Property Receipt Form", Form UCS 133 "Juror Questionnaire", and Form UCS 137 " Civil Voir Dire Questionnaire" shall be typeset and printed exactly as per attached samples.

Paper, glue, ink and chemicals shall be of the best quality in the industry.

Form UF 135 is a three-part form.
Colors: top copy - white, second copy - yellow, third copy - pink.
Measurements: 8 ½:" x 5 ½".

Form UCS 133 and Form **UCS 137** are four-part forms.
Colors: top copy - white, second copy - yellow, third copy - pink, fourth copy - golden rod.
Measurements: 11" x 8 ½". .

Packaging: bidder shall shrink-wrap boxes.
UF 135: 3,000 forms per box
UCS 133 and UCS 137: 1,000 forms per box