

Q.1 Where are the envelopes going to be delivered to? Does this ship all at once to three different locations? Zip code or codes?

Answer 1. All envelopes are to be delivered to Stone Mgt. in Watervliet, NY 12189: occasionally we will specify a shipment going to the Center for Customer services in Albany, but this is rare.

Q.2. Is it make and hold?

Answer 2. Order quantities are usually placed 3 to 4 times a year for estimated quantities of 2MM for white double window and 1MM for all others. The Court locations placing orders usually request that the envelopes be shipped in 1MM increments by specific dates and then be invoiced when shipped.

Q.3 Is it billed upon completion?

Answer 3. See Answer 2.

Q.4 The specs state all envelopes must be printed on recycled paper – is there a minimum recycled content ? Does this include the color wove envelopes as well?

Answer 4. The minimum recycled content is 30% for both white and blue envelopes.

Q.5 The specs for the Juror Questionnaire blue envelope is 2 side seams, but all the other envelopes are diagonal seam. Any reason ? Can all the envelopes have dual side seam construction?

Answer 5. The seams should be as specified in the RFB specifications on pages 10 and 11, or comparable. Please see also envelope samples.

Q.6 Paper OKO what is this?

Answer 6. Paragraphs “Juror Questionnaire Envelope with Single Window” and “Reply envelope - Division of Jurors/County Clerk”, in I.B. RFB# OCA/JM-193: TECHNICAL SPECIFICATIONS, on page 11, second bullet, is: The sentence “Paper: OKO 24/Sub 24 blue wove and white” is amended to read “Paper: 24/Sub 24 blue wove and white”; the word OKO is deleted. All other technical specifications remain the same.