



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF ADMINISTRATIVE SERVICES
CONTRACT & PROCUREMENT ADMINISTRATION UNIT
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JONATHAN LIPPMAN
Chief Administrative Judge

LAURA WEIGLEY ROSS
Director Division of Administrative Services

ANN T. PFAU
First Deputy Chief Administrative Judge

December 01, 2004

TO: ALL POTENTIAL BIDDERS

FROM: GLENN R. HARRISON

SUBJECT: AMENDMENT #2

RFB#OCA/CPA-303
NYC COUNTY CLERKS - RECORDS PRESERVATION SERVICES

Effective immediately, RFB# OCA/CPA-303 is hereby amended as follows:

I. NEW YORK COUNTY CLERK -

The Bid Response Form for this location notes, "16MM Original (Silver Roll Film - \$ ___ Per Image". **This is deleted and replaced with, "105MM Original (Silver) Microfiche - \$ ___ Per Image"**

"**Diazo**" is **added** to "User Copy Microfiche" on the Bid Response Form.

II. KINGS COUNTY CLERK -

Method of pricing on the Bid Response Form is **changed** as follows:

"16MM Diazo Duplicate Roll - \$ ___ Per Image" is **changed to, "\$ ___ Per Roll"**

"105MM Original (Silver) Microfiche - \$ ___ Per Fiche" is **changed to, "\$ ___ Per Image"**

III. Applicable to all five (5) County Clerk locations and Bid Response Forms:

1. Bidders are to add a pricing line for "CARTONS -ONE CUBIC FOOT

\$_____ Per Bundle of TEN - or other stated quantity” for each County “BRF” they intend to make a proposal. Net delivered price for cartons only.

“Boxing” of the files into cartons provided by bidder (contractor), or those provided by the County Clerk, is to be included in pricing format (see “Detailed Specifications - Preparation of Records”). Unless state otherwise, all bid prices are to be net and inclusive of all services defined in the RFB.

2. “Total Cost” is sufficiently defined in the Specifications under “Method of Award”. It is the sum of all respective items for which bidder notes a price (other than “No Charge”).

All other terms, conditions and provisions of RFB# OCA/CPA-303 remain unchanged and in full force and effect.

Glenn R. Harrison
UCS Contracts & Procurement
Administrator

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