

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**

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

Direct Inquiries to: **Floyd Stewart**
 Telephone No.: **212-428-2519**
 Email: **Fstewart@courts.state.ny.us**

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

Per attached RFB/RFP Specifications

Bid Number: OCA/CA-123	Commodity Group:
Issue Date: 04/02/2007	
Opening Date: 04/23/2007	Commodity Name:
Time: 3:00 PM	Carbonless "NCR" Forms

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><u>UCS ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.</u></p> <p>Rental of an indoor pistol range to provide firearms training for court peace officers.</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 Email Address	

DOCUMENT ENCLOSURE CHECKLIST

All of the following documents and information must be fully executed and returned as specified. Failure to include any of the required documents or information may result in rejection of the bidder's proposal:

1. UCS Request for Bid Form with original signature
2. Non-Collusive Bidding Certificate with original ink signature - Attachment I, p.3
3. Corporate Acknowledgment with original ink signature - Attachment I, p.4
4. Vendor Responsibility Questionnaire - Attachment III
5. Disclosure of Prior Non-Responsibility Determination (UCS 420), Affirmation of Understanding and Agreement (UCS 421), pursuant to the Procurement Lobbying Act - Attachment IV, 6 pages and Termination Clause (UCS 423)
6. List of at least three (3) references (names, contacts, addresses, phone numbers)
7. Bid Response Form (Bid Sheet)
8. Bidder's full and complete original bid response with signature
9. Five (5) complete copies of the original bid response, including all the above

Note: All documents requiring original signature must bear the signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to required documents

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EXHIBITS: Form UF - 135 and UCS - 140

***** 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 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** 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 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 or by fax, to:

Floyd Stewart
Senior Court Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004
Fax: 212-428-2819 Email: Fstewart@courts.state.ny.us

The **deadline** to submit questions is **Friday, 04/13/2007 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 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 Print Shop Department 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; 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.

All bid/proposal submissions must be securely contained in a **sealed package or carton and clearly labeled** on two sides as follows:

"Deliver immediately to Floyd Stewart R-840"
"Sealed bid - Do not open"
"OCA/CA-123 due Monday, 04/23/2007 at 3:00 p.m."

Bids/Proposals must be **clearly addressed and submitted** to:

Floyd Stewart
Senior Court Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

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 Monday, 04/23/2007 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: Floyd Stewart, 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/CA-123.

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.

Communications and Changes:

Contact with any other personnel of the UCS/OCA by bidders in relation to this solicitation may jeopardized respective bidder's standing and result in disqualification or rejection of their bid.

Under no circumstances should awarded vendor act on any verbal communications of the UCS/OCA with regard to purchase orders, samples, or proofs.

Any and all communications or changes are to be in writing only. Bidder/awarded vendor assumes all risk in acting otherwise.

II. RFP # OCA/CA-123**Purpose and Scope:**

The Office of Court Administration (hereafter OCA), 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.

Estimated Quantities:

Any quantity specified in this RFB/RFP constitutes an **estimate 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**.

Term of Award:

A single contract will be awarded for an initial one-year period, from July 01, 2007 through June 30, 2008. 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.

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 two forms included in this solicitation. **Note: OCA 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 above indicated OCA contact.
3. No price increase will be considered for any "extension" period: prior term/renewal pricing shall prevail.

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.

Delivery:

Awarded contractor must be able to accept and produce any order placed within the contract period. The UCS shall place orders on an as-needed basis. Deliveries shall be made to the address indicated on the purchase order within thirty (30) days a/r/o, or sooner as bidder shall indicate on the bid sheet, or deliveries may be rejected.

Proofs:

Upon receiving the first order only for each form - UCS 135 & UCS 140, awarded contractor shall print proofs of such form and shall, at no cost to UCS, send them to OCA at the following address:

Floyd Stewart
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.

Purchase Orders:

Purchase Orders will be issued directly to awarded contractor by the Office of Court Administration. They shall be binding upon the contractor when placed in the mail to the address noted in the award. Under no circumstances is awarded contractor to perform any work prior to the receipt of a purchase order. Contractor accepts all risks in acting otherwise.

Samples:

Bidder must include in his/her bid submission five (5) samples of similar carbonless forms. Samples shall be clearly marked with bidder's name and RFB number (OCA/CA-123). Failure to submit and properly identify samples may result in bid rejection. Samples shall be provided free of charge to OCA and shall not be returned.

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.

Bidder's/Contractor's Facilities:

For purpose of evaluation, bidder's proposed facilities shall be available for inspection. Subsequent to the award, contractor's facilities shall be made available for periodic inspection upon request.

Subcontracting:

Subcontracting shall not be done without the prior written approval of the Office of Court Administration.

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 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 will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, it's employees, agents, consultants or representatives.

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.

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.

Termination:

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

RFB # OCA/CA-123

CARBONLESS FORMS

Detailed Specifications

Form UF 135 "Property Receipt Form", Form UCS 140 "Juror Questionnaire" shall be typeset and printed exactly as per attached samples. Upon written request by fax or e-mail, the Office of Court Administration will provide actual samples of the forms.

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 140 is a four-part form.

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 140: 1,000 forms per box

RFB # OCA/CA-123

BID OPENING: 04/23/2007
3:00PM

BID SHEET

CARBONLESS FORMS

	Rate per One Thousand (1,000) Forms		Estimated Quantity Per Year	=	Total Estimated Cost Per Year
UF 135	\$ _____	X	400,000	=	\$ _____
UCS 140	\$ _____	X	350,000	=	\$ _____
TOTAL ESTIMATED COST PER YEAR				=	\$ _____

GUARANTEED DELIVERY: NUMBER OF DAYS _____ A/R/O
(WITHIN 30 DAYS)

VENDOR NAME:

ADDRESS:

TELEPHONE:

FAX #:

SIGNATURE:

DATE:

PROPERTY RECEIPT FORM



County / Court

Number / Date / Time

Owner of Property

Officer Receiving Property
Print Name

DESCRIPTION OF PROPERTY: _____

ACKNOWLEDGMENT:

I, _____, the owner of the above listed property hereby agree to have my property secured by the Court during the pendency of my stay in the Court facility. I understand that the Court is safeguarding this property as an accommodation to me and that the Court will not be liable for any alleged damage of this property.

Signature of Owner

Property Returned

**NOT RESPONSIBLE FOR PROPERTY
LEFT AFTER 90 DAYS.
NO OTHER NOTICE WILL BE GIVEN.**

Signature of Owner

UF 135

Time Property Returned

JUROR QUESTIONNAIRE

Please answer all questions. Your answers will be used to assist in selecting a jury. If there is anything you prefer to discuss in private, please ask to speak with the judge out of the hearing of other jurors by answering yes to Question 18. **THE QUESTIONNAIRE IS IN FOUR PARTS. PLEASE PRINT FIRMLY.**

1. Name _____
2. Juror # _____
3. Age _____
4. Male Female
5. Town/village or geographical area (neighborhood) where you live?

6. Number of years
 - a. living at current address? _____
 - b. living in this county? _____
7. Where were you born? _____
8. Are you currently:

 Single Married Other
9. What is the highest level of education you completed?

 Less than high school

 High school graduate

 More than high school
 - a. number of years _____
 - b. course of study _____
10. Are you currently employed? No

 Yes – If yes:
 - a. who is your employer? _____
 - b. what is your occupation? _____
11. Occupations and relationship to you of other adults in your household:

12. Gender and age of your children:

13. Did you ever sit on a jury before? No

 Yes – If yes:
 - a. When? _____
 - b. Where? _____
 - c. Type of jury:

 Grand jury Trial Jury Both
 - d. Type of case(s):

 Criminal Civil Both
 - e. Did the jury reach a verdict?

 Yes No Both
14. Have you or someone close to you ever:

(check all that apply)

 Been the victim of a crime

 Been accused of a crime

 Been convicted of a crime

 Been a witness to a crime

 Testified in court

 Sued someone else

 Been sued by someone else.
15. Have you or someone close to you (relative or close friend) ever been employed by: (check all that apply)

 Law Office

 Medical profession

 Law enforcement or criminal justice agency

 Insurance industry

 Local municipality (city/county worker)
16. Are you actively involved in any civic, social, union, professional or other organizations? No

 Yes: _____
17. What are your hobbies or recreational activities?

18. Is there anything relevant to your jury service that you prefer to discuss in private?

 Yes No

I affirm that the statements made on this questionnaire are true and I understand that any false statements made on this questionnaire are punishable under Article 210 of the Penal Law.

Signature of Prospective Juror

Date