

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 Email: Mceppi@courts.state.ny.us

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

Per attached RFB/RFP Specifications

Bid Number: OCA/JM-193	Commodity Group:
Issue Date: 08/14/2013	Commodity Name: Printing of custom and window envelopes
Opening Date: 09/10/2013 Time: 3:00 PM	

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

Agency's Specification of item(s) Required (include quantities) UCS ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.	Bidder's Quotation and Specific Description of Item Offered Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.
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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	
		NYS Vendor ID Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email Address	

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BID RESPONSE FORM (2 pages)

DOCUMENTS ENCLOSURE CHECKLIST

Please do not place a checkmark next to a document until you have verified that it is included in your bid response.

_____ **Bid Response Form must be fully executed and included** in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may 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
- _____ Attachment I, p.5 - Bidder's Certification of Work (Printing)
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 - questionnaire filed online via OSC VendRep System and certified/updated within six (6) months prior to this RFB's bid opening date
 - or paper questionnaire
- _____ Attachment IV - Procurement Lobbying Forms
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- _____ Certificates of NYS Workers' Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption. Please see paragraph "Insurance Requirements" for a list of accepted forms.
- _____ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications
- _____ Bidder's samples: 3 samples of each type of envelope
- _____ Narrative describing bidder's experience (Minimum 3 years)
- _____ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- _____ Original bid response + three (3) complete copies
- _____ Signed Documents Enclosure Checklist

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DOCUMENTS ENCLOSURE CHECKLIST (Cont.)

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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I.A. RFB# OCA/JM-193: DETAILED SPECIFICATIONS

Purpose and Scope

The NYS Unified Court System (UCS), Office of Court Administration (OCA) is soliciting sealed bids for the purpose of awarding a single contract to print and deliver to the OCA Division of Court Operations, Jury and Data Service (OCA/DCO), custom and double window envelopes.

Term of Award

The initial term of the contract shall be two (2) years. It is estimated that the contract will commence on or about January 1, 2014. UCS/OCA shall have the option to renew the awarded contract for three (3) additional 1-year terms (Renewal Terms) upon the same terms and conditions except pricing. The awarded contract and the Renewal Terms are subject to the approval of the NYS Attorney General and the Office of the New York State Comptroller.

Method of Award

A single contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with this RFB and specifications. Lowest dollar cost is defined as the lowest total cost of all estimated services to be performed for the initial two (2)-year term of the contract, as indicated by bidders in the Bid Response Form.

Questions

Any and all questions bidders may have in connection with this solicitation are to be directed by **email only** to the attention of

Marie-Claude Ceppi
mceppi@courts.state.ny.us

Please indicate in "Subject" field: OCA/JM-193 Question(s)

The deadline to submit questions is **August 26, 2013, at 5:00 pm**. No questions will be entertained after this deadline. A written Questions & Answers (Q&A) listing all the questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the Addenda column for the appropriate solicitation and mailed to the bidders list a couple of

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days after this deadline.

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 OCA/DCO 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.

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
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/JM-193 due September 10, 2013, 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 September 10, 2013 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/JM-193.

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Qualifications of Bidders

Bidders must submit with their bid response a narrative providing information pertaining to the organization which demonstrates their experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation. Vendors must have a minimum of three (3) years experience in providing such services.

Bidders must be capable of manufacturing, printing and delivering large numbers of orders on an as-needed basis.

Inspection of Bidder's/Contractor's Facilities

The UCS/OCA reserves the right to inspect bidder's proposed facilities, as part of the bid evaluation. Subsequent to award, contractor's printing facilities shall be made available for periodic inspection. In all instances, advance notification will be communicated by appropriate court personnel.

Pricing/Compensation

All pricing submitted pursuant to the solicitation shall be net and include all costs for the performance of all services required under this solicitation, including all costs associated with the printing process (set-up charges, artwork, corrections to proofs, etc.) No additional charges will be allowed. Pricing shall be submitted only on, and in the format prescribed by, the Bid Response Form. Bidder must quote pricing on a cost per unit basis and compute all price extensions listed in the Bid Response Form. In the event of a bidder's miscalculation, the unit price will prevail and UCS reserves the right to make mathematical corrections based on unit price(s.)

Pricing will remain unchanged for the initial two (2)-year term of the contract. Prices may be increased for each Renewal Term. Any such Renewal Term price increase (I) shall not exceed the percentage increase in the Consumer Price Index for all Urban Consumers - New York-Northern NJ-Long Island (Index 1982-1984 = 100)-NSA (Not Seasonally Adjusted) ("CPI") over the CPI as of the commencement date of the immediately preceding contract term, and (ii) shall be subject to a maximum increase of five percent (5%) per Renewal Term. Prices shall thereafter remain unchanged for the balance of such Renewal Term.

Contractor shall deliver written notice containing proper documentation supporting any proposed price increase to UCS at least ninety (90) days prior to the scheduled commencement date of any of the Renewal Terms. If the request for a price increase is not received by OCA at least ninety (90) days prior to the scheduled commencement date of any of the Renewal Terms, the request

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may be denied.

Proofs

Within three (3) days of receiving a purchase order, the awarded vendor shall submit a proof of each type of envelopes ordered by email to:

Anthony Manisero
Chief Management Analyst
AMANISER@courts.state.ny.us

Corrections to Proofs

OCA/DCO may make corrections to an initial proof as well as alterations to approved proofs when the UCS makes modifications to the existing text.

The awarded contractor shall then be required to produce as many additional proofs as needed until OCA/DCO signs off on the proof.

Batch of 100 envelopes

After proof sign-off by OCA/DCO and before printing any orders as specified on a purchase order, the awarded vendor must submit a batch of one hundred (100) envelopes of each type of envelope ordered to:

Anthony Manisero
Chief Management Analyst
Office of Court Administration
Jury and Data Service
25 Beaver Street, Room 975
New York, NY 10004

Additional batches of 100 envelopes may be requested by OCA/DCO until OCA is satisfied with the printed product and gives the awarded contractor its written approval to proceed with printing.

Transmission of the UCS Seal, Text and Graphics

The UCS Seal as well as all text and graphics to be printed on the envelopes will be transmitted electronically to the awarded vendor.

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Artwork, Negatives and Electronic File(s)

All artwork, negatives and electronic file(s) created by the awarded vendor for the performance of the contract are the property of UCS/OCA. Vendor shall not use the UCS Seal, artwork, negatives, text and graphics [collectively, the UCS Artwork] for any purpose other than providing the services to UCS that are the subject of this RFB and the resulting contract. All tangible copies of the UCS Artwork shall, at the direction of UCS, either be destroyed or returned to UCS, and electronic copies of the UCS Artwork shall be deleted from awarded contractor's computers, within thirty (30) days after the termination of the contract.

Printing and Delivery

The awarded contractor must be able to, and shall be required to, accept and produce any orders placed within the contract period (see also "Qualifications of Bidders.") Orders will be placed on an as-needed basis. The awarded contractor will print and deliver the quantities specified on each purchase order.

Deliveries will be made to the specific locations noted on purchase orders.

After OCA/DCO signs off on the proof(s) and gives its final approval in writing to the batch(es) of 100 printed envelopes submitted to OCA/DCO for its review, the awarded vendor shall proceed with printing and delivering the order. The delivery of the order shall take place no later than fifteen (15) days after the awarded contractor's receipt of OCA/DCO's final approval in writing, or the delivery may be refused by the UCS locations.

Samples

Hard-copy samples of all envelopes specified in this solicitation, with the UCS Seal, text and graphics, will be available upon request by email to mceppi@courts.state.ny.us.

Bidder shall include in its response three (3) samples of each type of envelope described in the Detailed Specifications. Samples shall be clearly marked with Bidder's name and RFB # OCA/JM-193. Samples shall be provided at no cost to OCA and they will not be returned.

Recycled Paper

All envelopes are to be printed on recycled paper. Please see Attachment I, pp.2, 5, 6 and 7 of 10 for more information.

Contractor Identification

The awarded contractor's logo, trademark, or any other identifying information (except union logo, if applicable) must not appear on any portion of the completed product.

Subcontracting

Subcontracting and any other transfer of any duties or obligations to be performed hereunder will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

The awarded contractor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives.

I.B. RFB# OCA/JM-193: TECHNICAL SPECIFICATIONS

All envelopes:

- Awarded contractor will be provided with the UCS seal solely for printing these envelopes.
- All envelopes to be printed on recycled paper.
- UCS seal and copy must be printed in black as per attached, scanned samples.
- UCS seal and copy must be printed in black ink - flexo, as per attached, scanned samples.
- Packed one thousand (1,000) envelopes per carton, in boxes on pallets.
- Material, construction, placement of windows and UCS seal as per attached, scanned samples.
- The UCS seal, all text, graphics and windows must be printed from the electronic file which will be sent to the awarded vendor, and they must match OCA's attached, scanned samples.

Custom Double Window Envelope:

- # 10 4 1/8" x 9 1/2"
- Paper: offset white, 24 lb, gummed flaps, diagonal seams. UCS seal to be printed below the left side window.
- "OFFICIAL BUSINESS - OPEN IMMEDIATELY" shall be printed above right side window.
- Window dimensions:
Left side window: 1 1/8" x 3 1/4" Right side window: 1 1/4" x 3 1/2"

Juror Questionnaire Envelope with Single Window:

- # 9 3 7/8" x 8 7/8"
- Paper: OKO 24/Sub 24 blue wove and "white"
- Open side blue wove: 2 side seams, 1 1/4" square flap, gummed flaps, folded
- Open side: white - gummed flaps, diagonal seams
- Single, poly window on face: 1 1/8" x 3 9/16"
2 15/16" from left and 12/16" from bottom
- Return address: top left, 3 lines
- UCS seal to be printed below return address
- "JUROR QUESTIONNAIRE" printed in bold capital letters below UCS seal

Reply Envelope - Division of Jurors/County Clerk

- # 9 3 7/8" x 8 7/8"
- Paper: OKO 24/Sub 24 blue wove and white
- Open side (both colors): gummed flaps, diagonal seams
- Return Address: "From" printed in top left corner; 4 lines printed below "From"
- "No Postage Necessary if Mailed in the United States" printed in box in top right corner, with bar codes printed to the left and below box
- "BUSINESS REPLY MAIL" printed in box, center of envelope (see sample)
- Address for Division of Jurors printed below "business reply mail" box (see sample)

Estimated Quantities

The total estimated quantity per year is twenty four (24) million, split as follows:

- Custom double window envelopes: approximately eight (8) million envelopes, or eight thousand (8,000) cartons of one thousand (1,000) envelopes each
- Juror questionnaire envelopes: Total eight (8) million envelopes; white and blue, each color approximately four (4) million envelopes, or four thousand (4,000) cartons of one thousand (1,000) envelopes each
- Reply envelopes - division of jurors: Total eight (8) million; white and blue, each color approximately four (4) million envelopes, or four thousand (4,000) cartons of one thousand (1,000) envelopes each

II. The RFB/RFP PROCESS: GENERAL SPECIFICATIONS

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

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 , and Attachment IV - Disclosure of Prior Non-

Responsibility Determination (UCS 420) as well as 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 of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor’s responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor’s legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete a paper questionnaire and submit it with their proposal.

Online Questionnaire: To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller’s Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFB/RFP. Bidders’ authorized signature of the RFB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder’s submission.

Paper Questionnaire: Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the UCS or the Office of the State Comptroller’s Help Desk for a copy of the paper form.

3. New York State Vendor File Registration

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the OSC. This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor

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ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

If the bidder is already registered in the Vendor File, the vendor must enter the vendor's ten-digit Vendor ID on the first page of this bid document.

If the bidder is not currently registered in the Vendor File, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (http://www.osc.state.ny.us/vendors/forms/ac3237_fe.pdf) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the awarded contractor. Once the process is initiated, awarded contractor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website:
http://www.osc.state.ny.us/vendor_management/.

Online RFB/RFP Package : Disclaimer

Bidders accessing any 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.

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, 4, 5, 6 and 7 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; proof of Workers' Compensation and Disability Benefits insurance coverage (See "Insurance Requirements" on page 7); and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents and 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 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.

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Estimated Quantities

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Compliance with Laws

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP.

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.

Rejected and Unacceptable Bids/Proposals

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, 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, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

UCS also reserves the right to reject any bidder: (I) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

Responsible Bidder

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Clarification/Correction of Bids/Proposals

In addition to any rights articulated elsewhere in this solicitation, UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder’s proposal and/or to determine a bidder’s compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS’s request for clarification, shall be included as a formal part of the bidder’s proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder’s proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

References

Each bidder must provide at least three (3) references, other than UCS, 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.

Indemnity

Awarded contractor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney’s fees and the cost of legal defense) which UCS may incur by reason of: (I) awarded contractor’s breach of any term, provision, covenant, representation or warranty contained in the contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of awarded contractor or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; (iii) awarded contractor’s performance or failure to perform under the contract; and (iv) enforcement by UCS of the awarded contract or any provisions thereof.

Insurance Requirements

Awarded contractor shall be required to maintain during the term of the contract, including any renewal terms, at their own cost and expense:

1. Workers' compensation and disability benefit insurance coverage as required under NYS law. **Each vendor must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption.** Vendor must obtain the appropriate Workers Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. See Workers' Compensation Board website at <http://www.wcb.ny.gov> under "Forms" for a manual listing required forms and procedures. Any questions regarding workers' compensation coverage requirements or debarments should be directed to:

Workers' Compensation Board
Bureau of Compliance
(518) 462-8882
(866) 298-7830

Only the following forms will be accepted:

Proof of Workers' Compensation Coverage

- **Form C-105.2** - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance, or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms that have a space for a certificate holder to be listed, the carrier must enter:

NYS Unified Court System
Office of Court Administration
25 Beaver Street, Room 840
New York, NY 10004

The insurance carrier will notify the certificate holder if a policy is canceled.

Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

For additional information regarding worker’s compensation and disability benefits requirements, please refer to the New York State Workers’ Compensation Board website at: <http://www.wcb.ny.gov> under “Employers/Businesses.”

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

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Contractual and Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Confidentiality

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of UCS. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by UCS and may subject the bidder to further penalties.

Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records.

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BID OPENING: SEPTEMBER 10, 2013
TIME: 3:00 PM

Confidential/Proprietary Information:

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

Financial Stability

Upon request by UCS, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Termination

Early termination of the contract for cause may result in, among other consequences, all remedies available to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

Implied Requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of the Specifications

The apparent silence of the specifications contained as part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Exhibit 1: Sample envelopes (pdf)

BID RESPONSE FORM (p.1)

Do not retype or amend the Bid Response Form. Bidders must bid on all envelopes.

A. Custom Double Window Envelopes, #10 (1,000 per carton)

	Price per carton	Estimated annual quantity of cartons	Estimated annual price	Estimated price for initial contract term (2 yrs)
A.	\$ _____	x 8,000	= \$ _____	x 2 = \$ _____

B. Juror Questionnaire Envelopes with Single Window, #9 (1,000 per carton)

	Price per carton	Estimated annual quantity of cartons	Estimated annual price	Estimated price for initial contract term (2 yrs)
B1 - White	\$ _____	x 4,000	= \$ _____	x 2 = \$ _____
B2 - Blue	\$ _____	x 4,000	= \$ _____	x 2 = \$ _____
			Total Price B1 + B2	= \$ _____

C. Reply Envelopes - Division of Jurors/County Clerk, #9 (1,000 per carton)

	Price per carton	Estimated annual quantity of cartons	Estimated annual price	Estimated price for initial contract term (2 yrs)
C1 - White	\$ _____	x4,000	= \$ _____	x 2 = \$ _____
C2 - Blue	\$ _____	x 4,000	= \$ _____	x 2 = \$ _____

Grand Total Price for Initial 2-Year Term (A+B+C) = \$ _____

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BID OPENING: SEPTEMBER 10, 2013
TIME: 3:00 PM

BID RESPONSE FORM (p.2)

Company Name:

Authorized Officer's Name and Title:

Signature and Date:

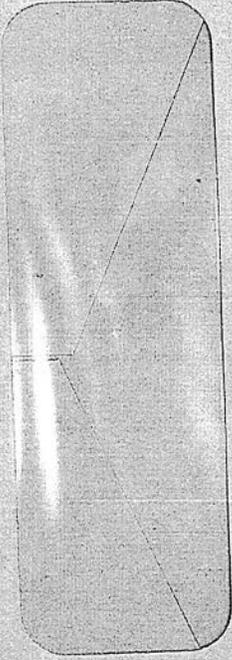
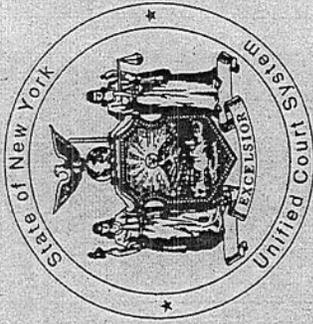
PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID ONE OUNCE
N.Y.S. U.C.S.

OFFICIAL BUSINESS-OPEN IMMEDIATELY





JUROR QUESTIONNAIRE



JUROR QUESTIONNAIRE

FROM:



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

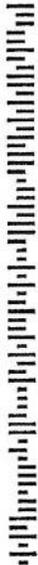


BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 6390 NEW YORK, NY

POSTAGE WILL BE PAID BY ADDRESSEE

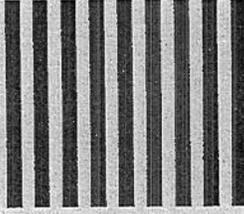
ATTN: DIVISION OF JURORS
COUNTY CLERK, NEW YORK COUNTY
60 CENTRE ST
NEW YORK NY 10277-0038



FROM:



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 6390 NEW YORK, NY

POSTAGE WILL BE PAID BY ADDRESSEE

ATTN: DIVISION OF JURORS
COUNTY CLERK, NEW YORK COUNTY
60 CENTRE ST
NEW YORK NY 10277-0038





Printed on
Recycled Paper