STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED

Bid Number: **OCA/CPA-328**	**Commodity Group:**
Opening Date: 06/03/08 **Time: 11:00 AM**	**Commodity Name:** **DIGITAL PHOTOCOPYING EQUIPMENT & SERVICES**

NEW YORK STATE
OFFICE OF COURT ADMINISTRATION
CONTRACT & PROCUREMENT ADMINISTRATION
42 KARNER ROAD, ALBANY, NY 12205

(Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER
SENIOR COURT ANALYST
Telephone No.: (518) 285-5011

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

PER ATTACHED RFP/RFB SPECIFICATIONS

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
UCS ATTACHMENT I, ATTACHMENT III AND ATTACHMENT IV ARE ATTACHED & INCORPORATED HEREIN. ESTIMATED QUANTITY TERM CONTRACT FOR THE RENTAL OF PHOTOCOPYING EQUIPMENT, ACCESSORIES AND RELATED SERVICES THROUGHOUT NEW YORK STATE. PRE-BID CONFERENCE: APRIL 15, 2008 **TERM:** APRIL 01, 2009 - MARCH 31, 2012 WITH OPTION	BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFB/RFP SPECIFICATIONS.

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, 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 bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS 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.

BIDS 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

DOCUMENT ENCLOSURE CHECKLIST

All of the following documents and information, must be **fully executed** as indicated **(Notarized where required)** and returned as specified. Failure to include **any** of the required documents or information may result in rejection of the bidder's proposal.

- ☐ Document Enclosure Checklist
- ☐ Request for Bid Form
- ☐ Attachment I, all pages applicable to this solicitation
- ☐ Attachment III - Vendor Responsibility Questionnaire
  - ☐ Paper questionnaire
  - ☐ Questionnaire filed on line via OSC VendRep System (see NOTE, page 3 Checklist)
- ☐ Attachment IV - Procurement Lobbying Forms
  - ☐ Disclosure of Prior Non-responsibility Determination (UCS 420)
  - ☐ Affirmation of Understanding and Agreement (UCS 421)
  - ☐ Termination Clause (UCS 423)
- ☐ Appendix C - List of references
- ☐ Appendix D - Additional information
- ☐ Appendix E - Optional Accessories (forms included with Bid Response Forms)
- ☐ Appendix F - Applicable
- ☐ Appendix F - Not Applicable

DOCUMENT ENCLOSURE CHECKLIST

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☐ Appendix G - List of servicing locations, areas serviced by each location and number of technicians **certified to service models bid** in each location, broken down by qualifications per model.

☐ Bid Response Form(s). Must be completed for **every** category (Attach accessories available for models proposed including pricing).

☐ One (1) original and four (4) **complete sets** of bids/proposals and documentation as required

Note: All documents which require signatures must bear the original signature of the **same authorized individual** and signatory notarizations **must** be that of the person whose signature is affixed to required documents.

Name of Firm: _____ **Date:** _____

Authorized Signature: _____

Name in Print: _____ **Title:** _____

Email Address: _____

DOCUMENT ENCLOSURE CHECKLIST

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NOTE

ATTACHMENT III
STATE OF NEW YORK
UNIFIED COURT SYSTEM

VENDOR RESPONSIBILITY QUESTIONNAIRE: INSTRUCTIONS
(This page is **not** the 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 Vendor Responsibility Questionnaire, a required component of all UCS solicitations, 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).

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at https://portal.osc.state.ny.us. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Office of the State Comptroller or the Unified Court System at (518) 285-5011 for a hard copy of the paper form.

Vendors who elect to file the questionnaire online **must check the appropriate box on the Document Enclosure Checklist** and complete the information requested below. The signature is only an acknowledgment by the vendor that the questionnaire has been completed and certified directly on the Office of the State comptroller's VendRep system.

Sign below if the Vendor Responsibility Questionnaire was filed online via the OSC VendRep System:

Solicitation Number or Procurement Name:_____

Company Name:_____

Name and Title:_____

Signature :_____ Date:_____

Please include this page **or** the downloaded paper questionnaire with original blue ink signature with your bid response.

GENERAL SPECIFICATIONS

PHOTOCOPIERS AND RELATED SERVICES **BID OPENING: June 1, 2008**
OCA/CPA-328 **11:00 AM**

The RFB/RFP Process

NOTE: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Standard Request for Bid Clauses & Forms - Attachment I, Attachment III, Vendor Responsibility Questionnaire and Attachment IV Lobbying Legislation must be downloaded from the Contract & Procurement web site under addenda for the appropriate solicitation and are incorporated and made a part hereof.

Failure to return any required forms or documents referenced in this solicitation may result in the rejection of bidder's response.

Online RFB/RFP Package Disclaimer

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website http://www.nycourts.gov/admin/bids shall remain solely and wholly responsible for reviewing the respective solicitation and 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.

Submission of Documents

Bidders may **not** submit their bid/proposal responses online.

All documents must be submitted in English and shall be quoted in United States currency. Please pay careful attention to "Bid Instructions - General Requirements" on the "Bid Instructions" page of the Procurement & Contract Opportunities site.

All bids must be submitted in a **sealed** envelope, package or carton and marked in large block letters on two (2) sides

"DELIVER IMMEDIATELY TO BETTY FALTERMEIER- SEALED BID" The lower left corner must be marked:

"BID - DO NOT OPEN
OCA/CPA-328
DUE DATE: JUNE 3, 2008
TIME: 11:00AM"

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

Betty Faltermeier
Senior Court Analyst
NYS Office of Court Administration
42 Karner Road
Albany, NY 12205

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 Tuesday June 3, 2008 on or before 11:00 a.m. or the bid will be declared a late bid and may be disqualified. It is recommended that bidders allow several extra days for receipt of documents in order to meet the deadline.

Please read "Bid Instructions - General Requirements" on the Bid Instruction page of the Procurement & contract Opportunities site (http://www.nycourts.gov/admin/bids) carefully.

Bidders are cautioned to check the web site often for any changes or amendments to the solicitation. (See On-Line Package Disclaimer)

All times indicated are E.S.T. or E.D.S.T. (Eastern Standard Time or Eastern Daylight Savings Time)

Pre-Bid Conference:

A pre-bid conference will be conducted **promptly at 11:00 a.m.** on April 15, 2008 at OCA C&PA, 42 Karner Road, Albany, NY 12205. Although attendance is not mandatory, **bidders are strongly encouraged to attend and must notify Betty Faltermeier** at (518) 285-5011 or via email or fax (information indicated below) by April 11, 2008.

Questions

All questions must be addressed **in writing** only, by e-mail or by fax, to:

Betty Faltermeier
Senior Court Analyst
NYS Office of Court Administration
42 Karner Road
Albany, NY 12205
Fax: 518-869-4735 Email: Bfalterm@courts.state.ny.us

The **deadline** to submit questions is April 7, 2008 at 4:00 pm.**.** Questions may not be entertained after this deadline. Responses will be provided at the pre-bid conference. A Questions & Answers (Q&A), listing all the questions received with the responses will be posted on the UCS website at www.nycourts.gov/admin/bids.

A preliminary "Q&A" handout will be provided at the conference. Audio/video recording of the pre-bid conference and subsequent bid opening is permitted, **provided** a true and complete copy of the recording is delivered to OCA-CPA within 5 business days thereafter.

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 in connection with this RFB/RFP may violate the Procurement Lobbying Act (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

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.

Bidder's/Contractor's Facility

For purposes 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.

Required Original Forms & Copies

See "Document Enclosure Checklist" for requirements.

In addition to the return of all required **original** ink signed bid documents (stamps or electronic signatures are not acceptable), bidders must include four (4) copies of **complete package** including, but not limited to attachments, appendices, brochures, etc.

Copies are **not** to be submitted in binders or other bound fashion. They are to bound by rubber bands, clips or stapled only.

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Bidders are not to retype or reconfigure, in whole or in part, any documents issued in connection with this RFB/specifications.** Failure to comply may result in disqualification.

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.

Implied Requirements

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

Compliance with Laws

Contractor(s) shall be compliant with all applicable Federal, State and Local laws, rules and regulations.

Termination

In the event of the termination of the contract, the UCS shall be obligated only for orders placed up to and including the effective date of termination. Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available at law 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.

Silence of the Specifications:

The apparent silence of the specifications contained herein 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 shall prevail. All interpretations of these specifications shall be made on the basis of the statement.

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.

RFB # OCA/CPA-328

Purpose and Scope

The New York State Office of Court Administration (OCA) - Contracts & Procurement Administration Unit (C&PA) is soliciting sealed bids for the purpose of establishing a **single, estimated quantity term contract** covering the rental of new, digital photocopying equipment and services for participating courts and related offices throughout the New York State Unified Court System (UCS). The scope of this solicitation shall include: the rental of photocopying equipment, accessories, delivery, installation, operator instruction, removal, full service maintenance and all necessary

operating chemicals. Approximately 1400 units are installed under the current agreement, **but this is not to be construed as the number to be awarded pursuant to this bid,** which is an **estimated quantity** term contract. Bids submitted in response to this solicitation shall constitute agreement to contract by the respective bidder(s) and to abide by the terms and conditions of the contract.

Estimated Quantities

The appearance of any quantities herein is based on estimates submitted by individual courts and past awards expressly for the purpose of providing bidders with a sense of program scope and is intended for informational purposes only. Any requirements specified in this solicitation constitute estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is expressed or implied. Accordingly, the award shall be for an **estimated quantity term contract.** Contract shall be for actual amounts shipped. Locations may add or remove copiers at any time throughout the contract term.

Qualification of Bidder

Bids will be accepted only from established manufacturers or their authorized dealers. In the event a bid is submitted by a dealer, the dealer hereby guarantees that they are an authorized dealer of the manufacturer and that the quantities of items to be ordered by the dealer pursuant to, and throughout the duration thereof, any resulting contract with the UCS and further agrees to provide OCA with a certificate from the manufacturer acknowledging same, if requested. Additionally, no bid will be considered unless the bidder can demonstrate and confirm statewide service resources with trained personnel qualified to service the equipment offered. See additional requirements: "Service Capability"

Eligibility

Vendor must have a minimum of three (3) years experience in providing similar services and scope and must provide information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation. (Appendix D)

References

The manufacturer, or authorized dealer **must provide with their response**, the names of four (4) private or governmental single entities (including agency or company name, complete address contact name, title, phone numbers and email addresses) for which a large-scale installation (minimum 500 units) has been completed, inclusive of full maintenance services, within the prior two (2) year period. The contact must be familiar with the quality of service provided by the bidder.(Appendix C)

Information to be Furnished with Bid

The bidder must submit with their bid, detailed specifications, brochures and all necessary data on

the models and accessories to be furnished. If any equipment offered deviates from the specifications listed herein, **such differences must be explained in detail on a separate piece of the bidder's letterhead and headed "Appendix F".** Any qualifications to the specifications must also be noted on "Appendix F" (See paragraph below). Failure to do so may disqualify the vendor.

Bidders must, without exception, clearly and comprehensively note any and all instances where the equipment being offered deviates from the specifications and requirements noted herein. Bidder shall not make the presumption as to whether such deviation is of a "minor" or inconsequential nature. That determination is the sole province of the Office of Court Administration. Bidder must indicate the equipment configuration, inclusive of any/all accessories offered, necessary to be compliant with categorical specifications at pricing offered.

Note: Failure to submit any of the data requested in this RFB in a timely manner may result in rejection of the bid.

Term of Contract

The term of this contract(s) shall be from April 1, 2009 - March 31, 2012, a period of three (3) years.

Extension

Awarded contract(s) may be extended for a period of up to six (6) months upon expiration of the contract term and upon the same pricing, terms and conditions. Pricing in effect a the time of the contract expiration shall remain in force for such extension period and subject to the approval of the NYS Office of the Attorney General and the Office of the State Comptroller.

Judiciary Use

Awarded contract shall be for use by the NYS courts and related offices, which may include certain not-for-profit organizations receiving funding from the UCS.

Pricing Terms

All bid prices noted on the Bid Response Form shall remain firm for any period which the contract is in force (except for any decreases) and shall be net F.O.B. destination, inside delivery, including un-crating, removing the debris, installing and operational instruction of court personnel anywhere in New York State.

Price Decrease

In the event of a price decrease of an item covered by these specifications and contract award (equipment, accessories, full service maintenance, chemicals) taking effect during any period covered by the contract, the UCS shall receive full benefit of such price reduction(s). The OCA designated person must be notified in writing of any price reductions within five (5) business days of the effective date of the price decrease.

Method of Award

OCA will award any resulting contract to a **single contractor.** Specifically, all volume categories indicated herein shall be awarded to one (1) contractor. **There will be no split awards.**

Awarded contract will be to the **lowest cost responsible** bidder.

"**Lowest cost**" shall be determined by the following formula:

> Base monthly fees, copy allowance, meter charges, specified accessories, chemical(s) and any other charges noted in bidder's offer (except such items presented and priced pursuant to "**Note"** below or specified otherwise herein) based on the current, estimated number of selected configurations in all categories projected over the 36 month term of the contract.
>
> **Please note** the addition of a **Category V** . Category V has been created for a number of the copiers in Category IV, due to the greater average monthly volume for these units. These copiers have been removed from the estimated quantities indicated for Category IV and moved to the new category which will be part of the cost analysis. Category V analysis shall be based upon a straight **cost per copy rental program** which **will include all supplies, with the exception of paper and staples** with a minimum billing of 60,000 copies per month**.** A RADF and Finisher must be included in the Category V cost per copy pricing. The cost evaluation for this category will be **based upon 60,000 copies per month**. Accessory pricing shall be based upon a monthly rental cost.
>
> **NOTE: In addition to the options indicated in the pricing schedule, bidders are to list all other options available for each model offered, including respective monthly pricing. These shall be indicated on a separate attachment (Appendix E). As with the other categories, a list of optional available accessories, including monthly accessory rental pricing, must be attached for Category V.**

Responsible shall be defined to include, but not be limited to, compliance with these specifications, model testing and evaluation, bidder's current New York State installation population, service network resources and capabilities, contract performance history, references, financial stability, resources, cost factors, experience with comparable awards/contracts, bidder's marketing and manufacturing support of the model(s) offered and any other criteria necessary and reasonable to establish the bidder's responsibility. OCA reserves the right to require any and all information or documentation deemed necessary to determine the "responsibility" of bidder. Failure to provide such information or documentation may result in rejection of bidder's submission. Sufficient resources to ensure the ability to adhere to the contract requirements shall be a factor in the determination of the award.

Pricing Structure

Pricing shall be submitted only on, and in the format prescribed by the Bid Response Form. Bidder must enter a price or "No Charge" or "N/C" for each category of pricing presented on the form. The submission of an inaccurate or incomplete Bid Response Form **may result in rejection of the bid**. Proposers are cautioned to be thorough and accurate. In the event of a miscalculation, the unit pricing will prevail.

Mandatory Reserve Pool:

Awarded contractor, or designee, **must** maintain a reserve pool of two (2) units of each model awarded (or appropriate substitutes) for priority installation situations as determined by the OCA designated person. One (1) unit of each model shall be a base model and one (1) unit of each model shall be accessory equipped as determined by the OCS designated person. **Such units must be reserved for the exclusive use of the UCS, be shipped within 24 hours of notification, delivered and made operational at user location no later than 96 hours from notification.**

Equipment Performance

Copy equipment must perform to the installed location's satisfaction. Paper jams and minor malfunctions must be easily corrected at the operating location by personnel assigned by the location. Contractor shall be accorded a reasonable opportunity to correct the malfunction, however equipment failing to perform satisfactorily shall be promptly removed or replaced upon notification of the OCA designated person (see "Model Replacement")

Equipment Deliveries

All photocopiers must be delivered, operational and users instructed on the operation of the equipment within thirty (30) calendar days, or sooner, upon written notification from the OCA designated person.

Delivery Access:

Note: Bidders are advised that increased security measures are in effect in most court facilities and no special arrangements will be made, including, but not limited to, parking, loading, clearance with respect thereto. Accordingly, contractor shall be solely responsible for familiarity and compliance with any such special security or access measures.

OCA Coordinator

OCA shall determine a coordinator, to be named at a later date, for the photocopier contract who will be the primary liaison between OCA and the contract Coordinator. **No changes** may be made without the express written permission of the OCA Coordinator.

Contractor Primary Contact

Awarded contractor will be required to appoint an individual to act as primary contact and UCS account coordinator throughout the contract term. The account coordinator will be expected to work closely with the OCA designated coordinator and other UCS personnel with respect to all phases of the program. Contractor will establish a toll-free number for this purpose.

Model Demonstrations

The evaluation of bids shall include field testing of models and accessories offered at a number of selected sites statewide. Therefore, bidder agrees to ship, install and make operational (including full instruction of designated court personnel) up to three (3) units each of the copier systems offered for testing/evaluation purposes at no charge within five (5) business days of notification of the OCA coordinator. Specific locations will be communicated at the time of notification. Removal at the conclusion of testing/evaluation period, if necessary, shall be wholly at the bidder's expense.

For testing purposes, the bidder shall also provide at no charge, sufficient chemicals to produce the equivalent of two (2) times the categorical average monthly volume at each selected test location. Site-specific volume will also be provided at the time of notification.

Guarantee

The bidder guarantees that the equipment offered is standard **new** copiers, in excellent working condition of regular in-line **current** (stock) model(s) and equipped with all parts regularly used or inherent with such equipment. **New shall be defined as:** equipment that has not been previously, in part or in whole, sold; used as a demonstration model at vendor's home location, remote location or prospective customer's location; sold or rented,. Also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practice. Any modifications or improvements (i.e., retrofits/software updates) made by the manufacturer will be incorporated on all installed-to-date and subsequently delivered equipment at no cost to the UCS. The provision of copiers which have been out as demonstration models is acceptable only in the case of the UCS demonstrations models should the locations desire to keep them.

If any awarded model is discontinued, or becomes unavailable during any period the contract is in force, contractor will be required to substitute a comparable or superior model for new or service replacements at no increase in costs upon approval by the OCA coordinator. Under no circumstances may a model substitution occur without the prior express written consent of the OCS designated person. Up to three (3) of each proposed substitute model(s) may be subject to a 30 day field test at the discretion of the OCS designated person.

Supply Deliveries - Initial

Contractor will be required to ship billable operating chemicals commensurate with the initial delivery and installation of two toners, unless otherwise instructed. The captive supply of toner and developer used in the copier set-up shall not be chargeable.

Supply Deliveries - Subsequent

Throughout the term of the contract, contractor will be required to ship operating supplies (chemicals) on an "as needed" basis. Orders for supplies may be communicated verbally directly by the court/office or their respective district administrative office without a purchase document. There shall be **no shipping charges** for these supply deliveries. **Accordingly, contractor is required to provide a designated toll-free phone number for this purpose.**

Contract Expiration/Termination - Supplies

Upon expiration or termination of the awarded contract, any chemicals on hand **equal to full carton quantities as specified in the bid response** shall be returnable at contractor's expense for full credit.

Equipment/Accessory Placements

Installations of copiers or accessories will be subject to the prior review and approval of the appropriate district/administrative office and the OCA Coordinator. **Authorization for any changes to contract base including, but not limited to, new installations, accessory additions, terminations, service replacements, accessory removals, copier relocations, shall be in writing solely from the OCA Coordinator** and shall be binding when posted or electronically communicated to contractor's, or designee's, address.

Centralized Billing Procedure

Awarded contractor will be required to comply with a district-based summary billing procedure currently in place for the invoicing of copier payments (specifics available upon request). There are approximately twenty-five (25) billing locations in the five boroughs of New York and Nassau and Suffolk counties and an approximate total of forty-five (45) individual billing locations throughout the state.

Status Reporting:

Contractor shall provide the OCA coordinator with such status reports as may be reasonably and occasionally requested.

Service Capability

Bidders must be capable of assuring and maintaining statewide service support for awarded installations through the New York State Unified Court System. Therefore, bidder **must include with their response** a complete listing of those branch or dealership locations which will render service, their geographic areas of responsibility and present number of service personnel qualified/certified on each model being offered for bid (Appendix G). "Service Capability" shall, as a minimum, be capable of complying with the requirements set forth in "Response Time" below.

Response Time

Service calls reported in the **forenoon** of any working day, will be serviced on the **same day**. Service calls reported in the **afternoon** of any working day will be serviced not later than noon of **the next working day.** Contractor shall establish a toll-free number for this purpose.

Note: Failure to respond within the stated time periods may result in a reduction of

invoiced charges as follows; 10% of total invoiced monthly amount applicable to the respective unit for each business day that service is delayed.

Service Calls

If the unit cannot be made fully functional, or it becomes necessary to remove the unit for proper servicing, contractor **must** provide an immediate **comparable** model for temporary use, including chemicals if such model is other than an awarded model, at no charge until the return or replacement of the original unit.

Unit Replacement

If a specific machine is not performing to the satisfaction of the user location after contractor's reasonable attempts to correct the service issues, an immediate, like for like, replacement will be performed upon written notification of the OCA Coordinator and at the sole discretion of the OCA.

* * * Detailed and Technical Specifications * * *

Important!

Bidders are advised that digital technology is required for all categories specified herein. "Digital" is herein defined as a system with the ability and function of scanning and digitizing originals into memory before reproducing them, providing unlimited duplexing capabilities and which can be optionally configured as multi functional devices to achieve faxing, printing and scanning.

There are currently approximately 1400 copier installations at court locations throughout the UCS. The judicial map, Appendix H, with a listing of models installed by district reflects the general distribution of the units statewide. Installations consist of either a base model possessing certain inherent features or, the base model equipped with one or more options; RADF, Finisher and automatic duplexing (all current copier/printers have the automatic duplexing feature). This is included for informational purposes only. You will note that there are discrepancies in the estimated quantity of copiers. The estimated quantities indicated on the Bid Response Forms are to be used for calculations. The quantity and model of the copiers is often subject to change and the information used in the Bid Response Form was current at the time.

Should what is normally an optional accessory be required to conform to the categorical specifications, that accessory must be listed and indicated as **"included"** on the Bid Response Form.

Electrical Requirements:

Machines shall be designed for maximum lamp life, be suitably regulated to ensure consistent copy quality (heat and voltage), be protected against electrical overload and overheat, including installation of regulator device, if necessary. Units shall be furnished with heavy duty, three wire power cord and plug. Machine must be capable of obtaining power from the electrical service currently available at the required location(s) (predominately 110-120V). Power modifications necessary to accommodate models offered shall be wholly at the expense of the bidder/contractor. Necessary reconfiguration of receptacles only shall be the responsibility of the receiving court/office location.

Requirements for ALL Categories:

Basic Requirements:

- Models that are current in the manufacturer's line.
- Digital equipment capable of black and white copies.
- Automatic Duplexing Unit.
- Minimum finisher capacity - 1,000 sheets except as indicated otherwise herein.
- Minimum engaged capacity for paper size 8 ½" x 14" - 250 sheets on line except as indicated otherwise herein.
- Paper size 11" x 17" may be accommodated via by-pass door/access except as indicated otherwise herein.
- Capable of **reliably** producing the monthly copy volume range specified for the awarded categories.

- Free standing on floor area
- Capable of copying single sheets, open books and three (3) dimensional objects
- Contain captive supply of chemicals and papers, the latter as noted in category requirements
- Designed for continuous duty at copy speed and volume specified.
- Minimum copy speed shall be “off the glass” void of accessories and based upon 8 ½ X 11 inch as specified in each category.
- Copy quantity selector must provide 1-99 minimum and automatically reset to “0" or “1"
- Be capable of having engaged paper cassettes as specified in each category.
- Have as a minimum the following controls and indicators: on-off, light-dark ranges, copy cycle start, low chemical supply indicator(s), paper size engaged and copy format selected, trouble indicators (misfeed, paper jam location, etc.)
- Magnification and reduction modes as specified in category requirements.
- Incremental reduction and enlargement.
- Bypass unit
- Must copy on plain non-coated copying paper, thick paper, transparencies and labels. Labels, thick paper and transparencies may require use of a bypass unit
- Must be “Energy Star” compliant.

Available accessories, whether chargeable or included at no charge:

- Automatic Reversing Document Feeding
- Minimum stack loading capacity of twenty (20) originals for category I; fifty (50) originals for categories II, III and IV.
- Automatic on line stapler/finisher with a minimum of 1,000 sheet capacity finishing capabilities
- Automatic stapling capabilities
- Networking capabilities
- Additional paper capacity. Adjustable for size in Categories II, III and IV.
- Hard Drive, if required for “scan to file”
- Pricing must be provided for **all** available options/accessories for each model offered.

Requirements for networked copiers:

- Must include all hardware, software and support necessary for connection
- Scan to file - “push scanning”, without utilizing the UCS email servers.
- Hard drives must have the ability to be completely erased when the copier is removed or prior, if requested by the location. There must be **no charge** for fully erasing the hard drive when required.
- Must be fully supported with contractor personnel to interface with UCS staff to make system functional , including any UCS initiated upgrades, changes or modifications to the operating environment.
- If connectivity is **not** included in the base cost, it must be noted as an “option” with respective cost. If it is included, it must be indicated as “No Charge”.
- Have service support and be included in base charge, including calls necessitated by software problems. **There shall be no separate or additional service call charges allowed.**
- Must operate in any of the following computing environments:
  - Linux
  - Windows 2000
  - Windows XP
  - Windows Server 2003

Ethernet or Fast Ethernet (100/1000 MBS)

- Must operate on any of the following network operating systems:
  - Unix (Solaris)
  - Windows 2000
  - Windows XP
  - Netware 6.X
  - Linux
- Must support TCP/IP protocol
- Must be flexible enough to accommodate changes in the UCS technical environment

NOTE: The "General" and Technical" specifications contained herein are intended as minimum requirements. Bidders may offer any number of models, or combinations) thereof in any category(s) and/or optional pricing plans, features, guarantees, etc. which exceed these specifications.

Bidders may offer any number of models per volume category which meet the categorical specifications but, must complete a **separate Bid Response Form** for each model and pricing plan offered.

In the event of a discrepancy regarding model specifications or capabilities, the most current issue of **Buyer's Laboratory, Inc., Electronic Copier Selection Guide** shall be the source document for the resolution of such discrepancy. OCA/CPA reserves the right to waive minor discrepancies and technicalities

Information and Requirements Specific to Category:

Category I Estimated Average Volume - 3,000 copies per month

Approx. number of base units	25
Approx. number with RADF	451
Approx. number with RADF/Finisher	295
Approx. number with RADF/LCT	9
Approx. number with Platen/PFU	3
Approx. number with RADF/LCT/Finisher	33
Approx. number with RADF/PFU/Finisher	39
Approx. number with RADF/PFU	6
Approx. total current installs	**861**
Approx. number networked	4

Category I Requirements:

20 +/- copies per minute
Minimum 500 sheets on line 8 ½ X 11 inch

Category II Estimated Average Volume - 7,500 copies per month

Approx. number with Platen/PFU	1
Approx. number with RADF/PFU	34
Approx. number with RADF/LCT	108

Approx. number with RADF/PFU/Finisher 125
Approx. number with RADF/LCT/Finisher 138
Approx. total current installs 406
Approx. number networked 19

Category II Requirements:

30 +/- copies per minute
Minimum 1,000 sheets on line 8 ½ X 11 inch

Category III LV Estimated Average Volume - 10,000 copies per month
Approx. number of base units* 57
*Base Units in this category included RADF and Finisher.
LCT/PFU was included to meet paper capacity specifications.
Approx. total current installs 57
Approx. number networked 10

Category III HV Estimated Average Volume 15,000 copies per month
Approx. number of base units* 56
*Base Units in this category included RADF and Finisher.
LCT/PFU was included to meet paper capacity specifications.
Approx. total current installs 56
Approx. number networked 14

Category III High Volume and Low Volume Requirements:

40 +/- copies per minute
Minimum 2,000 sheets on line 8 ½ X 11 inch

Category IV Estimated Average Volume - 30,000 copies per month
Approx. number of base units* 20
*Base Units in this category included RADF and Finisher
Approx. total current installs 20
Approx. number networked 8

Category IV Requirements:

50 +/- copies per minute
Minimum 2,500 sheets on line 8 ½ X 11 inch

Category V* Estimated Average Volume - 30,001 to 65,000 copies per month
Approx. number of base units* 7
*Base Units in this category are to **include** RADF and Finisher
Approx. total anticipated installs 7
Approx. number networked 4

Cost evaluation will be based upon **60,000 copies**

Category V Requirements:

Minimum of 60 copies per minute
Minimum 2,500 sheets on line 8 ½ X 11 inch
Rental pricing shall be based upon a straight cost per copy program which includes all supplies except for paper and staples
Optional accessories shall be billed at a monthly rental price

***NOTE:** The number of copiers indicated in Category V were removed from the current category IV due to estimated copy volume.
Please see "Lowest Cost Formula", page 7

Estimated Monthly Volumes:

The estimated monthly volume information pertains to the estimated volume of all of the copiers with information available and does not imply that these copiers are currently part of a specific Category band.

Monthly volume of	0 - 2500 copies:	553 copiers
Monthly volume of	2501 - 5000 copies:	375 copiers
Monthly volume of	5001 - 10000 copies:	285 copiers
Monthly volume of	10001 - 20000 copies:	128 copiers
Monthly volume of	20001 - 30000 copies:	25 copiers
Monthly volume of	45000 - 65000 copies:	7 copiers

Please note: Although the categories reflect specific estimated volumes, the ordering location will determine the category band required, notwithstanding the actual estimated copy volume anticipated. Locations are permitted to change category bands selected. The **categorical** estimated quantities and categorical average volume will be used to determine the low dollar bidder. The above quantities are provided only to indicate estimated volumes irregardless of the categorical band. Average monthly volume was not available for a minimal quantity of copiers.

BID RESPONSE FORMS

AND

APPENDIX E

****BID RESPONSE FORM****

CATEGORY I ONLY - PAGE 1

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A" .

Monthly Rental Rates	Model/Manufacturer	Cost/Mo or No Charge
Copier/Printer		$
Copies Included in Base Rate		
Overage Rate		$
RADF		$
ADU		$
PFU		$
LCT		$
Stapler/Finisher		$
Networking		$

Chemical	Cost/Carton	Qty/Carton	Yield/Carton	Cost Per Copy*
Total Cost/Copy*				
Staples				

Bidders are to indicate all chemicals, i.e., Toner, Developer, etc. required for the specified model (*rounded to four (4) decimal places). Staples are **not** to be included in the total Cost Per Copy total.

Chemical Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY I ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Mo. Chem Cost/est. Copies (D)	Mo. Unit Cost w/ Access. (E)	Mo. Est. Total Overage (F)	Total Mo. Cost/Unit incl. Ovg. (G)	Total Mo. Cost X # Units (H)=(G)X(B)	Total Mo. Cost X 36 Months (I)= (H) X 36
Platen	25	3000						
RADF	451	3000						
RADF/Fin	295	3000						
RADF/LCT	9	3000						
Platen/PFU	3	3000						
RADF/LCT/Fin	33	3000						
RADF/PFU/Fin	39	3000						
RADF/PFU	6	3000						
Networked	4	N/A						

Grand Total: _____

APPENDIX E

CATEGORY I ONLY

AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

******BID RESPONSE FORM******

CATEGORY II ONLY - PAGE 1

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A".

Monthly Rental Rates	Model/Manufacturer	Cost or No Charge
Copier/Printer		$
Copies Included in Base Rate		
Overage Rate		$
RADF		$
ADU		$
PFU		$
LCT		$
Stapler/Finisher		$
Networking		$

Chemical	Cost/Carton	Packed/Carton	Yield/Carton	Cost Per Copy*
Total Cost/Copy*				
Staples				

Bidders are to indicate all chemicals, i.e., Toner, Developer, etc. required for the specified model (*rounded to four (4) decimal places). Staples are **not** to be included in the total Cost Per Copy total.

Chemical Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY II ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Mo. Chem Cost/est. Copies (D)	Mo. Unit Cost w/ Access. (E)	Mo. Est. Total Overage (F)	Total Mo. Cost/Unit incl. Ovg. (G)	Total Mo. Cost X # Units (H)=(G)X(B)	Total Mo. Cost X 36 Months (I)= (H) X 36
Platen/PFU	1	7500						
RADF/PFU	34	7500						
RADF/LCT	108	7500						
RADF/PFU/Fin	125	7500						
RADF/LCT/Fin	138	7500						
Networked	19	N/A						

Grand Total: _____

APPENDIX E

CATEGORY II ONLY

AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

******BID RESPONSE FORM******

CATEGORY III LV ONLY

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A".

Monthly Rental Rates	Model/Manufacturer	Cost or No Charge
Copier/Printer		$
Copies Included in Base Rate		
Overage Rate		$
RADF		$
ADU		$
PFU		$
LCT		$
Stapler/Finisher		$
Networking		$

Chemical	Cost/Carton	Packed/Carton	Yield/Carton	Cost Per Copy*
Total Cost/Copy*				
Staples				

Bidders are to indicate all chemicals, i.e., Toner, Developer, etc. required for the specified model (*rounded to four (4) decimal places). Staples are **not** to be included in the total Cost Per Copy total.

Chemical Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY III LV ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Mo. Chem Cost/est. Copies (D)	Mo. Unit Cost w/ Access. (E)	Mo. Est. Total Overage (F)	Total Mo. Cost/Unit incl. Ovg. (G)	Total Mo. Cost X # Units (H)=(G)X(B)	Total Mo. Cost X 36 Months (I)= (H) X 36
RADF/PFU OR LCT/Fin	57	10000						
Networked	10	N/A						

Grand Total: _____

APPENDIX E

CATEGORY III LV ONLY

AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

******BID RESPONSE FORM******

CATEGORY III HV ONLY

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A".

Monthly Rental Rates	Model/Manufacturer	Cost or No Charge
Copier/Printer		$
Copies Included in Base Rate		
Overage Rate		$
RADF		$
ADU		$
PFU		$
LCT		$
Stapler/Finisher		$
Networking		$

Chemical	Cost/Carton	Packed/Carton	Yield/Carton	Cost Per Copy*
Total Cost/Copy*				
Staples				

Bidders are to indicate all chemicals, i.e., Toner, Developer, etc. required for the specified model (*rounded to four (4) decimal places). Staples are **not** to be included in the total Cost Per Copy total.

Chemical Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY III HV ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Mo. Chem Cost/est. Copies (D)	Mo. Unit Cost w/ Access. (E)	Mo. Est. Total Overage (F)	Total Mo. Cost/Unit incl. Ovg. (G)	Total Mo. Cost X # Units (H)=(G)X(B)	Total Mo. Cost X 36 Months (I)= (H) X 36
RADF/PFU OR LCT/Fin	56	15000						
Networked	14	N/A						

Grand Total: _____

APPENDIX E

CATEGORY IV HV ONLY

AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

******BID RESPONSE FORM******

CATEGORY IV ONLY

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A".

Monthly Rental Rates	Model/Manufacturer	Cost or No Charge
Copier/Printer		$
Copies Included in Base Rate		
Overage Rate		$
RADF		$
ADU		$
PFU		$
LCT		$
Stapler/Finisher		$
Networking		$

Chemical	Cost/Carton	Packed/Carton	Yield/Carton	Cost Per Copy*
Total Cost/Copy*				
Staples				

Bidders are to indicate all chemicals, i.e., Toner, Developer, etc. required for the specified model (*rounded to four (4) decimal places). Staples are **not** to be included in the total Cost Per Copy total.

Chemical Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY IV ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Mo. Chem Cost/est. Copies (D)	Mo. Unit Cost w/ Access. (E)	Mo. Est. Total Overage (F)	Total Mo. Cost/Unit incl. Ovg. (G)	Total Mo. Cost X # Units (H)=(G)X(B)	Total Mo. Cost X 36 Months (I)= (H) X 36
RADF/Fin	20	30000						
Networked	20	N/A						

Grand Total: _____

APPENDIX E

CATEGORY IV ONLY

AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

******BID RESPONSE FORM******

CATEGORY V ONLY

NOTE: A separate Bid Response Form must be completed in its entirety for each categorical model. A Bid Response Form must be completed and returned for **all** of the categories. Attach a sheet for additional accessories available for model including pricing.

Bidder must clearly enter "No Charge" or "Included" for any item which bidder does not otherwise enter a dollar amount and clarify items indicated "N/A".

Category V is a solely cost per copy category. The cost evaluation will be based upon 60,000 copies.

Model		Cost per Copy
Manufacturer		
Cost per copy for up to 60,000 copies/month		
Cost per copy for over 60,000 copies/month		

Item	Cost/Carton	Packed/Carton	Yield/Carton	Cost Per Copy*
Staples				

(*rounded to four (4) decimal places)

ITEM	PRICE/MONTH
Networking	

Staple Manufacturer/supplier: _____

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

****BID RESPONSE FORM****

CATEGORY V ONLY - PAGE 2

Complete the calculations for the total price per category:

Cat I (A)	Est. Units (B)	Est. Volume (C)	Cost per Copy including supplies (D)	Total Mo. Cost/Unit (E)	Total Mo. Cost X # Units - (B)X(E) (F)	Total Mo. Cost X 36 Months (F)X 36 (G)
RADF/Fin	7	60000				
Networked	4	N/A				

Grand Total: _____

APPENDIX E

CATEGORY V ONLY

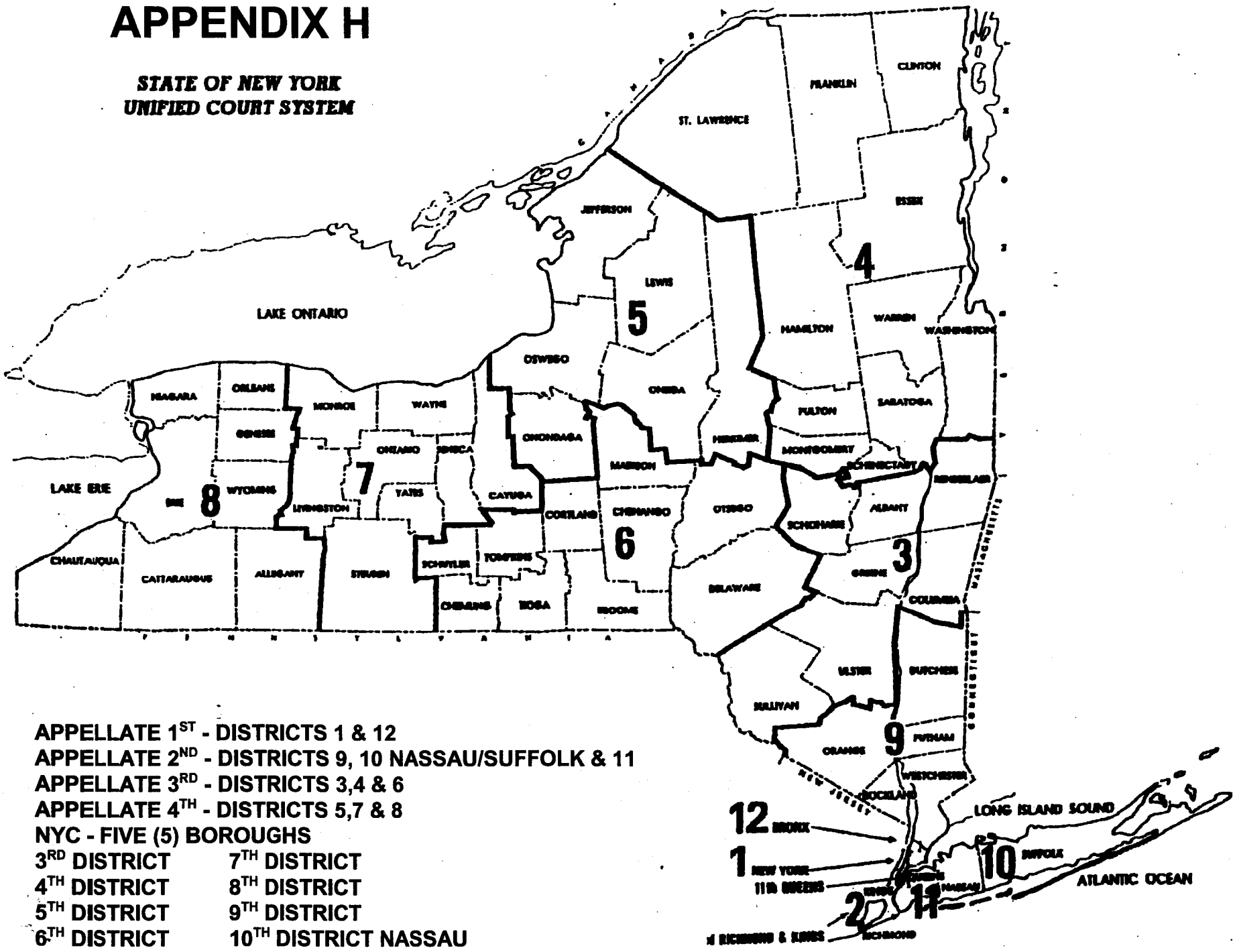
AVAILABLE ACCESSORY	PRICE

Please add additional pages if necessary.

APPENDIX H

APPENDIX H

STATE OF NEW YORK
UNIFIED COURT SYSTEM



APPELLATE 1ST - DISTRICTS 1 & 12
APPELLATE 2ND - DISTRICTS 9, 10 NASSAU/SUFFOLK & 11
APPELLATE 3RD - DISTRICTS 3,4 & 6
APPELLATE 4TH - DISTRICTS 5,7 & 8
NYC - FIVE (5) BOROUGHS

3RD DISTRICT	7TH DISTRICT
4TH DISTRICT	8TH DISTRICT
5TH DISTRICT	9TH DISTRICT
6TH DISTRICT	10TH DISTRICT NASSAU
	10TH DISTRICT SUFFOLK

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
10TH JUDICIAL DISTRICT-NAS	59	
7022		18
7130		4
7222		1
7228		1
Biz Hub 200		8
Biz Hub 350		16
Biz Hub 420 HV		7
Biz Hub 420 LV		3
Biz Hub 420HV		1
10TH JUDICIAL DISTRICT-SUF	75	
7022		49
7130		3
7145 LV		3
7222		3
7228		1
Biz Hub 200		1
Biz Hub 350		10
Biz Hub 420 HV		1
Biz Hub 420 LV		1
Biz Hub 600		2
BizHub 250(200 price)		1
APPELLATE DIV-1ST DEPT	21	
7022		16
7130		2
7155		1
7228		1
Biz Hub 200		1
APPELLATE DIV-2ND DEPT	27	
7022		18
7222		3
7228		3
Biz Hub 200		2
Biz Hub 420 HV		1
APPELLATE DIV-3RD DEPT	5	
7022		1
7130		2
7155		1
Biz Hub 600		1
APPELLATE DIV-4TH DEPT	4	
7022		1
7222		1
Biz Hub 200		1
Biz Hub 350		1
BRONX COUNTY CLERK	10	
7022		5
7130		1
7222		2
7228		1
Biz Hub 200		1

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
BRONX SUPREME COURT	32	
7145 HV		1
Biz Hub 200		14
Biz Hub 420 HV		7
Biz Hub 420 LV		10
BRONX SURROGATES COURT	4	
Biz Hub 200		1
Biz Hub 350		3
COMMISSION ON JUDICIAL C	3	
Biz Hub 350		1
Biz Hub 420 HV		1
Biz Hub 600		1
COMMON GROUND DISPUTE	1	
7130		1
COURT OF APPEALS	1	
Biz Hub 350		1
COURT OF CLAIMS	21	
7022		13
7130		4
7145 HV		1
7145 LV		1
7222		1
Biz Hub 420 HV		1
EIGHTH JUDICIAL DISTRICT	95	
7022		19
7130		54
7145 HV		2
7145 LV		1
7222		3
7228		6
7255		1
Biz Hub 200		2
Biz Hub 350		5
Biz Hub 420 HV		1
Biz Hub 600		1
FIFTH JUDICIAL DISTRICT	111	
7022		78
7130		12
7145 HV		3
7155		1
7222		4
Biz Hub 200		8
Biz Hub 420 HV		4
Biz Hub 600		1
FOURTH JUDICIAL DISTRICT	117	
7022		68
7130		21
7145 HV		1
7222		10
7228		1

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
Biz Hub 200		13
Biz Hub 350		3
GRIEVANCE COMM-4TH DEPT	4	
7022		3
7130		1
KINGS COUNTY CLERK	10	
7130		2
7145 LV		2
Biz Hub 200		1
Biz Hub 350		1
Biz Hub 420 HV		3
Biz Hub 420 LV		1
KINGS SUPREME COURT	48	
7022		18
7222		16
7228		1
Biz Hub 200		8
Biz Hub 350		4
Biz Hub 420 HV		1
KINGS SURROGATES COURT	8	
7022		6
7222		1
Biz Hub 200		1
LAW GUARDIAN	1	
7022		1
MEDIATION MATTERS	1	
Biz Hub 200		1
MHLS-1ST DEPT	10	
7022		2
7130		7
7145 HV		1
MHLS-2ND DEPT	24	
7022		15
7222		6
Biz Hub 200		1
Biz Hub 420 HV		2
MHLS-3RD DEPT	6	
7022		4
7130		1
Biz Hub 200		1
MHLS-4TH DEPT	4	
7022		2
7130		1
Biz Hub 350		1
NEW JUSTICE CONFLICT RES	2	
7022		2
NINTH JUDICIAL DISTRICT	107	
7022		68
7130		4
7145 HV		5

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
7145 LV		12
7222		9
7228		3
Biz Hub 200		5
Biz Hub 420 LV		1
NY CIVIL COURT (CITYWIDE)	66	
7022		1
7130		1
7145 LV		2
7155		1
7228		2
7255		1
Biz Hub 350		54
Biz Hub 420 HV		2
Biz Hub 600		2
NY COUNTY CLERK	12	
7022		5
7130		1
7145 HV		1
7145 LV		2
Biz Hub 420 HV		1
Biz Hub 420 LV		2
NY FAMILY COURT (CITYWIDE	111	
7022		54
7130		14
7222		15
Biz Hub 200		17
Biz Hub 350		11
NY SUPREME COURT LIBRAR	2	
7145 LV		1
7155		1
NY SUPREME COURT-CIVIL	19	
7022		3
7130		7
7145 HV		7
Biz Hub 350		1
Biz Hub 420 HV		1
NY SUPREME COURT-CRIMIN	14	
7022		7
7130		1
7222		1
7255		1
Biz Hub 350		2
Biz Hub 420 HV		1
Biz Hub 600		1
NY SURROGATES COURT	6	
7022		5
7130		1
NYC CRIMINAL COURT (CITY	57	
7130		3

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
Biz Hub 200		18
Biz Hub 350		24
Biz Hub 420 HV		3
Biz Hub 420 LV		8
Biz Hub 600		1
OFFICE OF COURT ADMINIST	60	
7022		13
7130		18
7145 HV		1
7145 LV		2
7155		2
7228		2
Biz Hub 200		2
Biz Hub 350		17
Biz Hub 600		3
QUEENS COUNTY CLERK	8	
7022		4
7130		4
QUEENS SUPREME COURT	39	
7022		9
7130		13
Biz Hub 200		6
Biz Hub 350		7
Biz Hub 420 HV		1
Biz Hub 600		2
BizHub 250(200 price)		1
QUEENS SURROGATES COUR	2	
Biz Hub 350		2
RICHMOND COUNTY CLERK	5	
7022		2
7130		2
Biz Hub 200		1
RICHMOND SUPREME COURT	15	
7022		8
7130		2
7222		3
Biz Hub 200		2
RICHMOND SURROGATES CO	4	
7130		3
Biz Hub 200		1
SEVENTH JUDICIAL DISTRICT	9	
7022		8
7130		1
SIXTH JUDICIAL DISTRICT	83	
7022		58
7130		14
7222		1
7255		1
Biz Hub 200		5
Biz Hub 350		4

MODELS BY DISTRICT - APPENDIX H

	Count of BILLING_DI	
THIRD JUDICIAL DISTRICT	107	
7022		22
7130		8
7145 HV		2
7145 LV		13
7155		1
7222		9
Biz Hub 200		46
Biz Hub 350		3
Biz Hub 420 HV		1
Biz Hub 420 LV		2
		1430