

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

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

NYS OFFICE OF COURT ADMINISTRATION  
 25 BEAVER STREET  
 NEW YORK, NY 10004  
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi  
 Telephone No.: 212-428-2727  
 Email: Mceppi@courts.state.ny.us

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

PER RFB SPECIFICATIONS

<b>Bid Number:</b> OCA/JM-141	<b>Commodity Group:</b> PRINTING
<b>Opening Date:</b> JUNE 17, 2008 <b>Time: 3:00 P.M.</b>	<b>Commodity Name:</b> CUSTOM AND WINDOW ENVELOPES

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required                  (include quantities)</p> <p><b>UCS ATTACHMENT I, III and IV ATTACHED &amp; INCORPORATED HEREIN.</b></p>	<p>Bidder's Quotation and Specific Description                  of Item Offered</p> <p><b>ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b></p>
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**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:	

Printed or Typed Copy of Signature

Area Code/  
Telephone Number  
Email:

**DOCUMENT ENCLOSURE CHECKLIST**

**\_\_\_\_\_ Pricing sheet - the pricing sheet must be 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
  - Q p.3 - Non-Collusive Bidding Certificate
  - Q p.4 - Corporate Acknowledgment
  - Q p.5 - Bidder's Certification of Work (Printing)
  - Q p.6 - Bidder's Certification of Recycled Product(s)
  - Q p.7 - Manufacturer's Affidavit of Recycled Content
- \_\_\_\_\_ Attachment III - Vendor Responsibility Questionnaire
  - ? paper questionnaire or
  - ? questionnaire file online via OSC VendRep System
- \_\_\_\_\_ Attachment IV - Procurement Lobbying Forms
  - ? Disclosure of Prior Non-Responsibility Determination (UCS 420)
  - ? Affirmation of Understanding and Agreement (UCS 421)
  - ? Termination Clause (UCS 423)
- \_\_\_\_\_ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- \_\_\_\_\_ Three (3) sample envelopes of similar printed envelopes
- \_\_\_\_\_ Original bid response + five (5) complete copies
- \_\_\_\_\_ Signed Documents Enclosure Checklist

**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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**PRICING SHEET**

**Double window envelopes - 1000 per carton:**

Price per carton \$ \_\_\_\_\_ X 8,000 cartons = \$ \_\_\_\_\_ per year

**Juror Questionnaire Envelope with Single Window:**

Price per carton (white) \$ \_\_\_\_\_ X 4,000 cartons = \$ \_\_\_\_\_ per year

Price per carton (blue) \$ \_\_\_\_\_ X 4,000 cartons = \$ \_\_\_\_\_ per year

**Reply Envelope - Division of Jurors/County Clerk:**

Price per carton (white) \$ \_\_\_\_\_ X 4,000 cartons = \$ \_\_\_\_\_ per year

Price per carton (blue) \$ \_\_\_\_\_ X 4,000 cartons = \$ \_\_\_\_\_ per year

**Total Cost per Year (sum of all the above) \$ \_\_\_\_\_ per year**

**Guaranteed Delivery \_\_\_\_\_ business days after proof sign-off**

Company Name \_\_\_\_\_

Authorized Officer's Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**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).

Bidders 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](http://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](mailto: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](http://www.osc.state.ny.us/vendrep) or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to check the appropriate box on the Document Enclosure Checklist, fill out their company's information and sign the checklist. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online.

**RFB# OCA/JM-141**  
**Custom Printed and Window Envelopes**

**Bid Opening Date: June 17, 2008 at 3:00 p.m.**

**Online RFB/RFP Package - Disclaimer:**

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

**Questions:**

Questions may be addressed **in writing** only, by e-mail or by fax, to:

Marie-Claude Ceppi  
Management Analyst  
[Mceppi@courts.state.ny.us](mailto:Mceppi@courts.state.ny.us)  
Fax: (212) 428-2819

The **deadline** to submit questions is **June 10, 2008 at 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered individually in writing and a Questions & Answers (Q&A) sheet with all the questions received and their answers will be posted on the UCS website.

**IMPORTANT:** All communications and 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 of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

**Bid Response/Proposal: Original and Copies:**

Bidders shall submit all the following required **original RFB/RFP documents:** Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3,4,5,6,7); Attachment III - Vendor Responsibility Questionnaire (check the appropriate box for paper questionnaire or online submission in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423); and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist.

In addition to the original documents, bidder must **include five (5) copies of their complete bid response.**

**RFB# OCA/JM-141  
Custom Printed and Window Envelopes**

**Bid Opening Date: June 17, 2008 at 3:00 p.m.**

**Please note:** original and copies of the solicitation should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the original and copies bound only by rubber bands, clips or similar devices.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

**Binding Nature of Bid/Proposal on Bidders:**

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

**Packaging, Identifying and Delivering of Bids/Proposals:**

Bidders may **not** submit their bid/proposal responses online.  
All bid/proposal submissions must be securely contained in a **sealed package or carton** and **clearly addressed and submitted** to:

**Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
25 Beaver Street, R-840  
New York, NY 10004**

In addition, the sealed package or carton must be labeled on two sides as follows:

**"Deliver immediately to Marie-Claude Ceppi R-840"  
"Sealed bid - Do not open"  
"OCA/JM-141 due June 17, 2008 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 June 17, 2008 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-141.

**RFB# OCA/JM-141**  
**Custom Printed and Window Envelopes**

**Bid Opening Date: June 17, 2008 at 3:00 p.m.**

**Rejected and Unacceptable Bids/Proposals:**

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

**References:**

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar products/services at any time during the past three (3) years.

**Communications and Changes between UCS and Awarded Vendor:**

Under no circumstances should the awarded vendor act on any verbal communications of the UCS/OCA with regard to orders. **Any and all communications or changes are to be in writing only. The awarded vendor assumes all risk in acting otherwise.**

**Independent Contractor Status:**

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

**Compliance with laws:**

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations.

**Financial Stability:**

Upon request by OCA, each bidder shall provide a copy of its financial filings as audited by a certified auditing firm for the past three consecutive years, as well as copies of the bidder's last three (3) annual reports.

**Termination:**

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

**Liability - personal injury:**

Awarded contractor shall indemnify the New York State Unified Court System for liability to third parties (including but not limited to contractor's employees) for damages, costs and expenses (including reasonable attorneys' fees) related to the agreement between contractor and OCA to the extent the damages are caused by contractor, its employees, agents and subcontractors.

**II. RFB # OCA/JM-141**

**Purpose and scope:**

The Office of Court Administration (hereafter "OCA") is soliciting sealed to establish an estimated quantity term contract to print and deliver to the OCA Division of Court Operations, Jury & Data Service (hereafter "OCA/DCO") of the New York State Unified Court System (hereafter "UCS") the following envelopes:

- Custom double window envelopes (white)
- Juror Questionnaire envelopes with a single window (blue and white)
- Reply envelopes for the County Clerk's Division of Jurors (blue and white)

All UCS orders for the specified commodity during the term of this contract will be placed with the awarded contractor.

**Estimated quantities:**

Any requirements specified in this solicitation constitute estimates **only**, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an **estimated quantity term contract**.

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: 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: white and blue, each color approximately four (4) million envelopes or four thousand (4,000) cartons of one thousand (1,000) envelopes each.

**Term of award:**

A single contract will be awarded for the period commencing July 1, 2008 through June 30, 2011. The UCS reserves the right to renew such contract for two (2) additional one (1) year periods **upon the same terms and conditions**.

**Price:**

All prices are to be net f.o.b. destination, include any necessary storage, and include full inside delivery to the exact location indicated on the purchase order. **Prices shall remain firm for the initial twelve (12) months and for each subsequent twelve (12)-month periods.** Price increases may be requested at the end of each twelve (12) month-period and are subject to OCA's approval (see paragraph below).

**Price increases:**

Reasonable, necessary and documented cost increases to the contractor for any twelve (12) month-period will be considered subject to the following:

1. Only those increases applicable to materials and supplies, as the result of increases levied by the manufacturers, will be reviewed. No increases associated with labor costs will be considered.
2. The price increase must not exceed the change in the national CPI-U (NSA) from the twelve (12) months preceding the price increase request date, as available on the Bureau of Labor Statistics website at [www.bls.gov/CPI](http://www.bls.gov/CPI) under "Latest Numbers."

3. The awarded contractor must submit written request for allowable increase(s) forty-five (45) days prior to the end of each twelve (12)-month period accompanied by any/all supporting documentation showing price increases at the manufacturers level including manufacturers invoices at the time of the beginning of the twelve (12)-month period and at the time of the awarded contractor's request for a price increase.

The awarded contractor shall send its request for a price increase in writing only to:

Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
25 Beaver Street, R-840  
New York, NY 10004

**Method of award:**

Award shall be made to the lowest responsible **single** bidder determined to be in compliance with this RFB and specifications.

“Responsible” shall be determined by, but not limited to, the following criteria: bidder's experience, compliance with the specifications contained herein, references, financial stability, performance history and cost.

Lowest dollar cost shall be determined by computing the total of the unit price per carton times yearly estimated quantity. In the event of a bidder's miscalculation, unit price per carton will prevail.

**Printing and Delivery:**

Bidder must be capable of manufacturing, printing, and shipping large number of orders to different locations on an **as-needed basis**. Estimated quantity per year shall not be printed in one run so as to minimize storage time. In the event storage of a printed order is needed, storage and delivery shall not exceed sixty (60) days after proof sign-off, or the order may be refused by OCA/DCO.

Awarded contractor must be able to accept and produce any order placed within the contract period. Delivery will be made to specific locations as noted on purchase orders. Accordingly, purchase order(s) will be issued on an **as-needed basis** directly by end-users. Delivery shall be expressed in number of calendar days after proof sign-off needed to make a delivery. Any delivery greater than fifteen (15) days following proof sign-off may be rejected. In the event printed envelopes go into storage before being delivered, delivery must take place no later than sixty (60) days after proof sign-off, or order may be refused by OCA/DCO.

**RFB# OCA/JM-141  
Custom Printed and Window Envelopes**

**Bid Opening Date: June 17, 2008 at 3:00 p.m.**

**Proofs:**

The awarded vendor must submit a complementary sample batch of 1000 envelopes to

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

before printing the specified job.

Any additional sample requested by the Chief Management Analyst will also be free of charge to OCA/DCO. Upon written approval by the OCA/DCO-Jury and Data Service's Chief Management Analyst, vendor shall proceed with printing.

**Purchase orders:**

- purchase orders will be issued directly to awarded contractor by initiating court or related agency.
- shall be binding upon the contractor when placed in the mail to the address noted in the award.
- under no circumstances is awarded vendor to perform any work prior to the receipt of a purchase order.
- **vendor accepts all risks in acting otherwise.**

**Samples:**

Samples of all envelopes specified in this solicitation will be available upon request.

Bidder shall include in his or her response **three (3) samples of similar printed envelopes**. Samples shall be clearly marked with bidder's name and RFB number (OCA/JM-141). Failure to submit and properly identify samples may result in bid rejection. Samples shall be provided free of charge to OCA and will not be returned.

**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.

**Exhibits:  
samples**

- # 1: custom, double window envelope
- # 2: juror questionnaire - white
- # 3: juror questionnaire - blue
- # 4: business reply/division of jurors - both blue and white

**\*\*\* DETAILED SPECIFICATIONS \*\*\***

**1. All envelopes:**

- Awarded contractor will be provided with seal solely for printing these envelopes.
- Seal and copy must be printed in black as per attached samples.
- Seal and copy must be printed in black ink - flexo, as per attached samples.
- Packed one thousand (1000) envelopes per carton, in boxes on pallets.
- Material, construction, placement of windows and UCS seal as per attached samples.
- **ALL TEXT MUST BE COPIED FROM AND PRINTED EXACTLY AS PER ATTACHED ENVELOPES, AS WELL AS ALL GRAPHICS AND WINDOWS.**

**2. 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"

**3. 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

**4. 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)