

Q&A Compilation  
OCA/CP-272: Custom Case File & Motion Jackets  
Deadline to Submit Questions – 12/10/2021, 5:00 PM

1. Can you please send me the current pricing for this contract and vendor info? I looked online and cannot find bid tabulation from last time this bid went out.

Sent response: Thank you for your question(s). The answer(s) will appear in the Q&A Compilation issued shortly after the 12/10/2021 question asking deadline.

Follow-up question: but that is 18 days away(,) also I saw on a previous bid/solicitation someone asked same question and the response was unacceptable. It said the UCS does not disclose pricing on current bids.

I want to know if I will need to fill out a FOIA form to get the previous pricing?

**Answer: There is no current contract. The previous contract for this commodity expired on 07/31/2020. Please see that contract pricing attached. The contractor was LSC Communications US, LLC, 184 Shuman Boulevard – Suite #130, Naperville, IL 60563.**

2. I was searching the address you give in the document (4 ESP) and it doesn't show up on maps. Is there something missing in the address you gave?

**Answer: The address given in the RFB (VII. BID SUBMISSION PROCEDURES, A. SUBMISSION OF PAPER BID PROPOSALS BY MAIL, ("Packaging, Identifying and Delivering of Bids/Proposals")) is the mailing address for my office. Individual office addresses located at the Empire State Plaza may not show up in GPS or Google Maps for the purpose of driving directions.**

3. For the jackets with the 1" numbering I would like to know if it alright to use a permanent self adhesive label with 1" high numbers applied to the jacket?

OCA requested clarification: Are you asking about permanent labels as a substitute for the Printing Options of Sequential Numbering and Bar Coding directly on the jackets/folders? Answer to clarification: Yes as a substitute, but only for the courts that need the 1" numbering printed directly on the front of the jacket.

**Answer: Permanent self-adhesive labels will be allowed for consideration as a substitute for the 1" numbering printed directly on the front of the jacket. Please provide a sample with your bid response.**

4. Is it possible to add a minimum charge in the pricing for the small quantities from 100 – 1000?

**Answer: Unit Price is the determination of the bidder based on the requirements of the bid specifications.**

5. I don't see a mention of the Courts being as inside delivery in the bid. Can you please clarify?

**Answer: For purposes of bid response, bidders should assume all orders will require inside delivery. Per the bid specification (V. Scope of Work, Purchase Orders), the UCS ordering location delivery instructions will be conveyed via purchase order.**

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6. Is it possible to add an additional charge in the pricing for tinting of colors other than the white or manila?

**Answer: Unit Price is the determination of the bidder based on the requirements of the bid specifications. Request for Unit Pricing of the Color Coding option appears in See Exhibit A/Pricing Sheet, B. Printing (Groups I and II).**

7. For the price adjustments can we get adjustments for material increases after the first year of the contract which may be more than the 5% mentioned in the bid? Due to COVID the material costs are rising significantly and we don't know when it will stabilize.

**Answer: Allowable price adjustments for each optional Renewal Term are capped at 5%.**

8. Due to COVID would it be possible to receive orders 105 days instead of 90 days because paper material could take longer than usual to receive and make it hard to meet delivery deadlines.

9. As per the 1% penalties for receiving the jackets late. Could that be waived if the goods are in transit but haven't arrived to destination?

**Answer to 8 & 9: The 90-day delivery deadline and 1% penalty for late delivery stand.**

**Penalties for Awarded Contractor's documented delivery delays due to pandemic related supply shortages – or carrier/3<sup>rd</sup>-party shipping delays - shall be determined at the discretion of OCA, on a case-by-case basis.**

10. May I delivery my bid response in person?

**Answer: Bids may be delivered in person. Bidder(s) must advise of that intent at least twenty-four (24) hours prior to arrival to be granted building access via email at [gtanski@nycourts.gov](mailto:gtanski@nycourts.gov) . On-time delivery is dependent solely upon the bidder.**

**Bidders intent on delivering bid response in person must follow all New York State Unified Court System pandemic-related protocols. Please see the New York State Unified Court System website (NYCOURTS.GOV) for COVID Screening Protocol for Entering a Courthouse or court-related facility: <https://www.nycourts.gov/limited-filings.shtml> .**

11. May I attend the bid opening in person?

**Answer: Bidders may attend the bid opening in person, or virtually via MS Teams.**

**In person: Bidders must advise of that intent at least twenty-four (24) hours prior to arrival to be granted building access via email at [gtanski@nycourts.gov](mailto:gtanski@nycourts.gov) .**

**Bidders intent on attending the bid opening, must follow all New York State Unified Court System pandemic-related protocols. Please see the New York State Unified Court System website**

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**(NYCOURTS.GOV) for COVID Screening Protocol for Entering a Courthouse or court-related facility:  
<https://www.nycourts.gov/limited-filings.shtml> .**

**Virtual: Any bidder who wishes to participate in the virtual bid opening must RSVP via email to Gabrielle Tanski-Shaver not later than 01/04/2021 at 5:00 PM.** A reply email containing an MS Teams invitation link will sent to participating bidders prior to the bid conference date. The invitation will include a telephone call-in number to enable audio-only participation.

12. What is the address for driving directions?

**Address for Driving Directions in Google Maps or GPS: Visitor's Parking Lot, S Mall Arterial, Albany, NY 12210. Upon arrival, take an elevator to the “C” Concourse level and follow the signs for Agency Building 4.**

**EXHIBIT A (R2)****PRICING SHEET****Group I - Blank Flat Jacket/Folder Pricing****Item A:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 15.50	Green	\$ 18.17	Gray	\$ 18.17
Red	\$ 18.17	Blue	\$ 18.17	White	\$ 18.17
Orange	\$ 18.17	Light Purple	\$ 18.17		
Yellow	\$ 18.17	Pink	\$ 18.17		

**Item A1:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 15.50				

**Item B:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 17.64	Green	\$ 25.65	White	\$ 25.65
Red	\$ 25.65	Blue	\$ 25.65	Gold	\$ 25.65
Orange	\$ 25.65	Light Purple	\$ 25.65	Buff	\$ 25.65
Yellow	\$ 25.65	Pink	\$ 25.65	Brown	\$ 25.65

**Item C:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Gold Kraft	\$ 13.37	Gray Kraft	\$ 16.03		

**Item D:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 28.01	Yellow	\$ 28.01	Blue	\$ 28.01
Red	\$ 28.01	Green	\$ 28.01		

**Item D1:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 28.01	Brown Kraft	\$ 25.65		

**Item D2:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 25.65	Yellow	\$ 25.65	Blue	\$ 25.65
Red	\$ 25.65	Green	\$ 25.65		

**Item D3:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 28.86	Orange	\$ 28.86	Blue	\$ 28.86
Brown Kraft	\$ 28.86	Yellow	\$ 28.86	Light Purple	\$ 28.86
Red	\$ 28.86	Green	\$ 28.86	Gray	\$ 28.86

**Item E:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 18.71	Yellow	\$ 21.16	Pink	\$ 21.16
Red	\$ 21.16	Green	\$ 21.16		
Orange	\$ 21.16	Blue	\$ 21.16		

**EXHIBIT A (R2)**  
**PRICING SHEET**  
**Group I - Blank Flat Jacket/Folder Pricing**

**Item F:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 21.92	Red	\$ 24.58	Green	\$ 24.58
Brown Kraft	\$ 21.92	Yellow	\$ 24.58	Blue	\$ 24.58

**There is no Item G**

**Item H:**

Color	Price per 100	Color	Price per 100	Color	Price per 100
Manila	\$ 18.71	Orange	\$ 21.92	Blue	\$ 21.92
Red	\$ 21.92	Yellow	\$ 21.92		

**Construction Options:**

Item Description	Price Per 100	Item Description	Price Per 100
Additional 2" Paper Fastener	\$ 5.34		

**Group I – Printing, Color Coding & Labeling Pricing**

**Printing – Black Ink:**

Item Description	Price Per 100	Item Description	Price Per 100	Item Description	Price Per 100
Black Ink – One Face (Front or Back)	No Charge	Black Ink – Outer Flap	No Charge	Black Ink – Inner Back Tab	No Charge
Black Ink – Two Faces (Front AND Back)	No Charge	Black Ink – Inner Flap	No Charge		

**Printing – Red Ink:**

Item Description	Price Per 100	Item Description	Price Per 100	Item Description	Price Per 100
Red Ink – 1 Face (Front or Back)	No Charge				

**Color Coding:**

Item Description	Price Per 100	Item Description	Price Per 100	Item Description	Price Per 100
One Perimeter (Front or Back)	No Charge	Front Top Edge	No Charge	Outer Flap	No Charge
Two Perimeter (Front AND Back)	No Charge	Inner Back Tab	No Charge	Inner Flap	No Charge

**Printing Options (Printed Directly on Jacket/Folder) – Black Ink:**

Item Description	Price Per 100	Item Description	Price Per 100	Item Description	Price Per 100
Sequential Numbering	\$ 2.68	Bar Coding	\$ 10.16	Editing Fee for Corrections (Due to UCS Error)	No Charge

**Strip Labeling Pricing – Black Ink:**

Item Description	Price Per 100	Item Description	Price Per 100	Item Description	Price Per 100
Strip Label without Bar Code	\$ 8.55	Strip Label with Bar Code	\$ 8.55		

R2 MR  
**EXHIBIT A (R1)**  
**PRICING SHEET**

**Group II - Blank Expansion Jacket/Folder Pricing**

**Item I:**

Color	Price per 100	Color	Price per 100
Manila	\$ 53.23	White	\$ 53.23

**Item I-4" Exp:**

Color	Price per 100	Color	Price per 100
Manila	\$ 56.65		

**Item J:**

Color	Price per 100	Color	Price per 100
Manila	\$ 68.95		

**Item J-6" Flap:**

Color	Price per 100	Color	Price per 100
Manila	\$ 71.62		

**Item K:**

Color	Price per 100	Color	Price per 100
Manila	\$ 53.45		

**Item L:**

Color	Price per 100	Color	Price per 100
Manila	\$ 53.45	Green	\$ 57.19
Red	\$ 57.19	Blue	\$ 57.19
Orange	\$ 57.19	White	\$ 57.19
Yellow	\$ 57.19		

**Item M:**

Color	Price per 100	Color	Price per 100
Redrope	\$ 138.96		

**Item N:**

Color	Price per 100	Color	Price per 100
Brown	\$ 160.34		

**Item O:**

Color	Price per 100	Color	Price per 100
Manila	\$ 222.33		

**Item P:**

Color	Price per 100	Color	Price per 100
Manila	\$ 104.75		

**Construction Options:**

Item Description	Price Per 100	Item Description	Price Per 100
Tyvek Tape Reinforcement	\$ 20.31	Additional 2" Paper Fastener	\$ 5.34
Elastic Ties	\$ 20.31		

R2 MR  
**EXHIBIT A (R1)**  
**PRICING SHEET**

**Group II – Printing, Color Coding & Labeling Pricing**

**Printing – Black:**

Item Description	Price Per 100	Item Description	Price Per 100
Black Ink – One Face (Front or Back)	\$ 6.41	Black Ink – Outer Flap	No Charge
Black Ink – Two Faces (Front AND Back)	\$ 6.41	Black Ink – Inner Flap	\$ 3.21
Black Ink – Inner Back Tab	No Charge	Black Ink – Expansion Sides (including across bottom)	No Charge

**Printing – Blue:**

Item Description	Price Per 100	Item Description	Price Per 100
Blue Ink – Two Faces (Front AND Back)	No Charge		

**Color Coding:**

Item Description	Price Per 100	Item Description	Price Per 100
One Perimeter (Front or Back)	\$ 3.21	Outer Flap	No Charge
Two Perimeter (Front AND Back)	\$ 3.21	Inner Flap	No Charge
Front Top Edge	No Charge	Expansion Sides (including across bottom)	No Charge
Inner Back Tab	\$ 3.21		

**Printing Options (Printed Directly on Jacket/Folder) – Black Ink:**

Item Description	Price Per 100	Item Description	Price Per 100
Sequential Numbering	\$ 5.34	Editing Fee for Corrections (Due to UCS Error)	No Charge
Bar Coding	\$ 5.34		

**Strip Labeling Pricing – Black Ink:**

Item Description	Price Per 100	Item Description	Price Per 100
Strip Label without Bar Code	\$ 10.05	Strip Label with Bar Code	10.05

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**EXHIBIT A (B1)**

**PRICING SHEET**

**Group III – NYC Civil Court Jackets Pricing**

**Flat Jackets:**

Item	Price per 100	Item	Price per 100
CC1	\$ 30.04	CC1-U (Unnumbered)	\$ 22.13
CC2	\$ 30.04	CC2-U (Unnumbered)	\$ 22.13
CC3	\$ 30.04	CC3-U (Unnumbered)	\$ 22.13

**Expansion Jackets:**

Item	Price per 100	Item	Price per 100
CC4-M	\$ 102.51	CC4-M-U (Unnumbered)	\$ 89.79
CC4-B	\$ 102.51	CC4-B-U (Unnumbered)	\$ 89.79
CC5-M	\$ 102.51	CC5-M-U (Unnumbered)	\$ 89.79
CC5-B	\$ 102.51	CC5-B-U (Unnumbered)	\$ 89.79

**Printing Options:**

Item	Price per 100	Item	Price per 100
Editing Fee for Correction (due to UCS error)	No Charge		