

## STATE OF NEW YORK

## JUDICIARY

## —REQUEST FOR BID—

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

<b>Bid Number:</b> <b>RFB#</b> <b>OCA/CP-272</b>	<b>Commodity Group:</b>
<b>Opening Date:</b> 01/05/2022 <b>Time:</b> 2:00 PM	<b>Commodity Name:</b>
<b>Issue Date:</b> 11/22/2021	<b>Custom Case File &amp; Motion Jackets</b>

NYS Office of Court Administration  
Division of Financial Management  
Contracts and Procurement Unit  
4 ESP – Suite 2001, 19<sup>th</sup> Floor  
Albany, NY 12223

Direct Inquiries to:  
Designated Contact: Gabrielle Tanski-Shaver  
Email Address: [gtanski@nycourts.gov](mailto:gtanski@nycourts.gov)

Price to include delivery. All prices to be net and inclusive of all services specified herein unless otherwise specified.

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

Agency's Specification of Item(s) Required: <u>ATTACHED &amp; INCORPORATED HEREIN:</u> 1. Attachment I: Standard Request for Bid Clauses & Forms 2. Attachment II: Vendor Responsibility Questionnaire 3. Attachment IV: Procurement Lobbying forms <u>ALSO REQUIRED:</u> 4. Document Enclosure Checklist (2 pages) 5. Bidder's contact information (Doc. Encl. Checklist, Item 6) 6. Narrative Description – Organizational Experience/Capacity 7. Samples	Bidder's Quotation and Specific Description of Item Offered ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED <u>OTHERWISE HEREIN:</u> 1. Exhibit A - Pricing Sheet
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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:	
		NYS Vendor ID Number:	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		 Area Code/ Telephone Number E-mail:	

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### DOCUMENT ENCLOSURE CHECKLIST

#### **BID CONTENTS**

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#### **Attachments**

Attachment I:	Standard Request for Bid Clauses & Forms
Attachment III:	Vendor Responsibility Questionnaire
Attachment IV:	Procurement Lobbying forms

#### **Exhibits**

Exhibit A - Pricing Sheet
Exhibit B - Group I: Flat Jackets & Folders
Exhibit C - Group II: Expansion Jackets & Folders
Exhibit D - Group III: NYC Civil Court Jackets
Exhibit E - Strip Label Example
Exhibit F - UCS Shipping Locations by Zip Code
Exhibit G - Group I: Images
Exhibit H - Group II: Images
Exhibit I - Group III: Images
Exhibit J – Recent UCS Orders

**DOCUMENT ENCLOSURE CHECKLIST (2 pages)**

- ☐ **Exhibit A - Pricing Sheet** must be fully executed and included in bidder's proposal.  
*Failure to do so may disqualify bidder's response.*

The following forms must be fully executed and included in bidder's proposal.  
*Failure to do so may disqualify bidder's response:*

- ☐ UCS Request for Bid/Proposal Form (rfb1.frm; cover page) and complete bid response with original signature
- ☐ Attachment I - Standard Request for Bid Clauses & Forms
- ☐ p.3 - Non-Collusive Bidding Certificate
  - ☐ p.4 – Acknowledgment of Individual or Corporation
  - ☐ p.5 – Bidder's Certification of work (Printing)
  - ☐ p.6 – Bidder's Certification of Recycled Products
  - ☐ p.7 – Manufacturer's Affidavit of Recycled Content

Attachment II - Not Applicable

- ☐ Attachment III - Vendor Responsibility Questionnaire
- ☐ Questionnaire filed online via OSC VendRep System and certified within 6 months of the bid opening due date, or
  - ☐ Paper questionnaire
- ☐ Attachment IV - Procurement Lobbying forms
- ☐ Disclosure of Prior Non-Responsibility Determination (UCS 420)
  - ☐ Affirmation of Understanding and Agreement (UCS 421)
- ☐ Certificates of NYS Worker's Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption.  
*Please see paragraph "Insurance Requirements" for a list of accepted forms.*
- ☐ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.
- ☐ List of references
- ☐ One (1) complete photocopy of original bid response
- ☐ Signed Document Enclosure Checklist
- ☐ Proprietary information in separate folder from bid response, if applicable

**In addition, bidder shall provide:**

- ☐ Bidder's contact information (Item 6, below)
- ☐ Narrative Description – Organizational Experience/Capacity
- ☐ Samples
- ☐ References

**IMPORTANT:**

1. 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.
2. Exhibit A/Pricing Sheet and the other forms listed above must all have the SAME COMPANY NAME AND TAX ID NUMBER in order for a purchase order or contract to be approved by the NYS Comptroller.
3. **Do not alter this solicitation in any manner. Any changes, deletions, or additions (including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A/Pricing Sheet, may result in the rejection of the bid as non-responsive.**
4. Please note that the terms and conditions of this RFB will form the basis of the contract with the Awarded Contractor (defined below).

**5. Bidder Contact Information**

Bidder's Primary Contact for Bid Matters:

Name:		
Street:		
City:	State:	Zip:
Telephone Number:	Email:	

**6. Verification:**

<b>Authorized representative of Bidder must complete and sign below to verify submission of all documents required per the Document Enclosure Checklist:</b>	
COMPANY NAME:	
AUTHORIZED OFFICER'S NAME AND TITLE:	
SIGNATURE:	DATE:

## **I. OVERVIEW**

### **Purpose and Scope**

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) is soliciting sealed bids for the award one or more estimated quantity term contracts for the provision of printed and unprinted custom case file and motion jackets and folders to UCS court locations throughout the State of New York.

### **Exhibits**

Exhibit A - Pricing Sheet

Exhibit B - Group I: Flat Jackets & Folders

Exhibit C - Group II: Expansion Jackets & Folders

Exhibit D - Group III: NYC Civil Court Jackets

Exhibit E - Strip Label Example

Exhibit F - UCS Shipping Locations by Zip Code

Exhibit G - Group I: Images

Exhibit H - Group II: Images

Exhibit I - Group III: Images

Exhibit J – Recent UCS Orders

**\*\* See ARTICLE V BELOW, SCOPE OF WORK for detailed specifications. \*\***

### **Key Bid Dates**

<b>EVENT</b>	<b>DATE</b>
<b>Bid Issue Date*</b>	<b>11/22/2021</b>
<b>Bid Question Due Date</b>	<b>12/10/2021</b>
<b>Pre-Bid Conference Date</b>	<b>12/17/2021</b>
<b>Bid Submission Deadline Date</b>	<b>01/05/2022</b>
<b>Estimated Contract Start Date</b>	<b>04/01/2022</b>

**\*OCA reserves the right to modify any Key Bid Date as it may deem appropriate.**

## **II. MINIMUM QUALIFICATIONS**

### **Bidders Qualifications**

UCS will consider proposals submitted by entities that demonstrate a minimum of three (3) years' experience in the provision of similar goods required under this solicitation.

### **Bidder's Facility**

For purposes of bid evaluation, bidder shall make its facilities available for on-site inspection upon request of UCS.

## **III. AWARD**

### **Term of Award**

A single estimated quantity term contract ("Contract") will be awarded to the successful bidder ("Awarded Contractor") for each item Group (Groups I, II and III), as specified in the Pricing Sheet, for an Initial Term of three (3) years ("Initial Term"). Each Contract is expected to commence on or about April 1, 2022. OCA reserves the right to renew each Contract for two (2) additional one (1) year periods (each, a "Renewal Term") upon the same terms and conditions excluding pricing.

OCA further reserves the right to extend each Contract for a period not to exceed six (6) months ("Extension Term"), upon written notification to Awarded Contractor prior to the expiration date of the Initial Term or a Renewal Term, upon the same terms and conditions including pricing as the preceding Term; provided, the maximum term of the awarded contract will be five (5) years. Each Contract, renewals and extension thereof are subject to the approval of the NYS Attorney General and the NYS Comptroller.

### **Method of Award**

A contract will be awarded to the lowest dollar cost, responsible bidder **in each Group** specified below determined to be in compliance with this RFB and specifications. Lowest dollar cost is defined as the lowest Grand Total Estimated Price for each Group for the Initial Term, as indicated by bidders in the Exhibit A/Pricing Sheet.

The Groups are:

Group I: Flat Jackets & Folders

Group II: Expansion Jackets & Folders

Group III: NYC Civil Court Jackets

Bidders may submit a response for one (1), two (2) or all three (3) of the Groups specified above; provided, bidders must quote a price for all items listed within a Group.

UCS reserves the right to issue a combined contract to cover an Awarded Contractor who is the lowest dollar cost, responsible bidder for more than one (1) group.

#### **IV. PRICING**

##### **Pricing**

All pricing submitted pursuant to the solicitation shall be net f.o.b. destination unless otherwise expressly specified herein.

Other than the pricing submitted on Exhibit A/Pricing Sheet, there shall be no other charge, cost, reimbursement or expense of any kind payable by UCS in connection with or arising from Awarded Contractor's performance of the services set forth herein. Awarded Contractor shall be solely responsible for all costs and expenses incurred in connection with the performance of such services.

Pricing shall be submitted only on, and in the format prescribed by, Exhibit A/Pricing Sheet. Bidder must quote pricing on a cost per unit basis (ex: price per 100 units) and compute all price extensions listed in Exhibit A/Pricing Sheet. In the event of a bidder's miscalculation, the unit price will prevail. UCS reserves the right to make mathematical corrections based on unit price(s). Pricing in the awarded contract for amounts in increments not equal to pricing units indicated in the Pricing Sheet will be prorated accordingly.

Bidders must indicate "No Bid" on the Bid Response Form for any Group(s) that they choose not to submit a bid. In the event a bidder leaves the Bid Response Form for a Group blank, it will be interpreted as a "No Bid" for such Group.

Pricing will remain unchanged during the Initial Term.

##### **Price Adjustments**

Pricing shall be subject to increase as of the commencement date of each Renewal Term by the percentage equal to the lesser of: (i) the increase, if any, in the US Consumer Price Index for All Urban Customers (CPI-U) Not Seasonally Adjusted (NSA) US Cities Average, All Items ("CPI") as of the third month prior to the commencement date of each such Renewal Term, over the CPI as of the third month prior to the commencement date of the immediately prior term of the Agreement, or (ii) five percent (5%). Pricing shall thereafter remain unchanged for the balance of each such term and shall further remain unchanged during an Extension Term.

##### **Payment**

Awarded Contractor shall send true and accurate invoices by email upon shipment of each order to such person or email address as UCS/OCA shall designate.

Payment shall be made within thirty (30) days upon receipt and approval by UCS of invoices satisfactory to UCS and The Office of the State Comptroller ("OSC").

Payment for goods delivered under the awarded contract shall be conditioned upon the acceptance and approval of such items, such that it is sufficiently complete in accordance with the RFB specification, so that UCS can utilize the goods for its intended purpose.

## **V. SCOPE OF WORK**

### **Statement of Work Overview**

Awarded contractor shall produce and deliver printed and unprinted custom case file and motion jackets and folders as set forth below.

### **Product Technical Specifications**

See the Detailed Specifications set forth in the following Exhibits attached hereto:

Exhibit B - Group I: Flat Jackets & Folders

Exhibit C - Group II: Expansion Jackets & Folders

Exhibit D - Group III: NYC Civil Court Jackets

Exhibit E - Strip Label Example

### **UCS Shipping Locations**

Exhibit F (UCS Shipping Locations by Zip Code) has been attached to the bid specifications to assist bidders in the submission of bid proposals. The information contained therein is a statewide listing of zip codes for all UCS locations. It is solely a representation of locations eligible to place orders under the awarded contract, and no commitment or guarantee of any ordering location is made or implied.

### **File Jacket Images**

See the Images provided in the following Exhibits attached hereto. Images are provided as a general visual representation only and may differ slightly from Product Technical Specifications. In all instances, Product Technical Specifications must be used for bidding purposes.

Exhibit G - Group I: Images

Exhibit H - Group II: Images

Exhibit I - Group III: Images

### **Recent UCS Order History**

Additionally, Exhibit J (Recent UCS Orders) has been attached to the bid specifications to assist bidders in the submission of bid proposals. The information contained therein is based on the most recent UCS statewide jacket/folder orders. Please note: The locations, types, colors, and quantiles of jackets/folders indicated in Exhibit J are subject to change by UCS over the course of an awarded contract. Prior order information is not an indication of the volume of orders that will be required under the awarded contract.



### **Awarded Contractor(s) Account Coordinator**

Awarded Contractor(s) will be required to appoint an individual to act as the primary contact and account coordinator for UCS personnel to contact with respect to their orders, invoicing, etc. Upon award notification, Awarded Contractor(s) will provide an e-mail address for this purpose.

### **UCS Contract Administrator**

The OCA Office of Contracts & Procurement ("CP") will appoint a contract administrator to act as the primary liaison between the court Locations and the awarded contractor in respect to the administration of the awarded contract.

### **Purchase Orders**

Purchase orders (POs) will be delivered to awarded contractor(s) on an as-needed basis by UCS ordering locations ("UCS Location") and will indicate item(s) ordered, any customization requirements, delivery instructions, and shall include a sample (when deemed necessary by the UCS Location). Awarded contractor(s) must deliver written confirmation to the UCS location of its PO within five (5) business days of receipt.

Group I and Group II jackets and folders may be customized at the option of UCS Location with any color, printing, ink and labelling options listed. Group III jackets shall be ordered only as described in each Item listing.

Awarded contractor(s) will deliver a proof or sample of each item ordered to the UCS Location within five (5) business days of receipt of a PO. Each proof or sample must be approved in writing by the UCS Location prior to production. UCS will not be responsible for any costs or charges incurred by the contractor(s) absent such written approval.

### **Purchase Order Changes**

UCS Locations shall have the right to make such corrections to proofs or samples as they deem necessary, via delivery to awarded contractor of a "Change of Purchase Order." Awarded contractor shall provide a revised proof or sample to UCS Locations within seven (7) business days of receipt of a Change of Purchase Order. OCA will pay an editing fee for corrections to a proof or sample, in respective amount submitted by bidder in the Bid Response Form; provided, corrections due to contractor error shall be without charge.

Any and all order changes, proof corrections, text changes, clarifications or other communications between a UCS Location and the awarded contractor concerning a PO **must be made addressed in writing** (or via electronic transmission, upon agreement of UCS Location) to the person designated in the PO. Awarded contractor shall likewise designate a person and address for receipt of such communications. Under no circumstances shall awarded contractor act on verbal communications. **Contractor will assume all risks if acting otherwise.**

Pricing in effect as of the date of receipt of a PO, not as of the delivery date, shall apply to all orders.

### **Ordering Deadline for Guaranteed December Delivery**

Unless otherwise specified therein, all items ordered must be fulfilled in their entirety and delivered to the ordering UCS Location on or before ninety (90) days from the later of delivery to awarded contractor of: (i) a PO or (ii) if a UCS Location has made corrections to proofs or samples, a Change of Purchase Order. TIME IS OF THE ESSENCE AS TO THE NINETY (90) DAY DELIVERY DEADLINE ("Delivery Deadline"). For every business day that the delivery is delayed after the Delivery Deadline, one percent (1%) of the gross invoice for that shipment will be subtracted from the total amount due to the awarded contractor for any such late delivery, until the delivery is made, as liquidated damages.

### **Delivery**

The awarded contractor shall be required to ship orders to UCS Locations throughout New York State. A listing of current locations/addresses is contained in Exhibit B annexed hereto. The locations/addresses are subject to change by UCS, provided, no location/address shall be outside of New York State.

UCS Locations shall have the option of directing in the PO that partial deliveries be made as of specified dates.

### **Reports**

Upon request, awarded contractor(s) may be required to submit a post-production report by January 31, of any given year covered under any awarded contract(s) which shall indicate ordering location, PO number, order date, style(s), quantity ordered and ship dates for any orders placed during the previous calendar year.

## **VI. BID RESPONSE DOCUMENTS**

### **General Requirements**

All documentation must be submitted on prescribed forms, without alteration. To facilitate photocopying, do not permanently bind documents.

***Bidders must submit every document listed in sections A and B, below. Failure to provide all documents in the manner required – including the number of requested copies - may result in disqualification of a bid response. Any changes, deletions, or additions (including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A/Pricing Sheet, may result in the rejection of the bid as non-responsive.***

**A. REQUIRED BID DOCUMENTS**

**1. Narrative Descriptions**

**a. Narrative Description - Organizational Experience/Capacity**

Bidders must submit, with their bid response, a narrative which demonstrates their capacity and experience to meet the minimum qualifications listed in Article II, above (Minimum Qualifications), including a description of its capability to produce and deliver similar quantities of materials required hereunder on an as-needed basis.

**2. References**

a. Each bidder must submit three (3) references, other than UCS, including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar goods at any time during the past three (3) years.

**3. Samples**

a. Bidders must submit together with their bid proposals two (2) samples of each Item listed for the Group or Groups for which they have submitted a bid; provided, only one listed color per Item shall be submitted, to be selected by bidder. Samples must be clearly labeled by Group and Item designation. Failure to provide required samples may disqualify bidder's response. Samples will not be returned to bidders. Bidders shall promptly provide additional samples upon request at no cost to UCS.

**4. Bidder Contact Information**

a. Bidder shall designate, where specified in the Document Enclosure Checklist, a person as primary contact for all questions OCA may have regarding bidder's bid response.

**B. NYS BID FORMS**

**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) and Affirmation of Understanding and Agreement (UCS 421) 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 Vendor 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 Vendor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

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

Online Questionnaire: To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system> or go directly to the VendRep System online at <https://onlineservices.osc.state.ny.us/Enrollment/login?1>

Vendors must provide their New York State Vendor Identification Number when enrolling (see paragraph headed 'New York State Vendor File Registration' for instructions on obtaining a Vendor Identification Number.) For VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us). Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist.

Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFB/RFP. Bidders' authorized signature of the RFB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Paper Questionnaire: Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

## **3. New York State Vendor File Registration**

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

application to manage certain vendor information in one central location for all transactions related to the State of New York.

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

**If the bidder is not currently registered in the Vendor File**, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (<https://www.osc.state.ny.us/sites/default/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the Vendor. Once the process is initiated, Vendor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website: [https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LA\\_NDINGPAGE.GBL?&](https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LA_NDINGPAGE.GBL?&).

#### **4. Electronic Payments**

Vendors not currently receiving electronic payments, and who wish to do so, should enroll in ePayment – New York State's electronic payment program for vendors. To do so, vendors need to log onto the Vendor Self-Service Portal and enter their bank account information. ePayments will ensure you are receiving payments faster and in a more secure manner. If you need assistance in accessing the Vendor Self-Service Portal, please contact the SFS Helpdesk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) or 1-877-737-4185.

#### **5. Proof of Insurance**

Bidder must provide together with its bid response all documentation required pursuant to Article IX, "Insurance Requirement."

### **C. ADDITIONAL BID DOCUMENTS**

#### **1. Financial Stability**

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

## **VII. BID SUBMISSION PROCEDURES**

### **A. SUBMISSION OF PAPER BID PROPOSALS BY MAIL**

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

Bids/Proposals must be clearly addressed and submitted to:

NYS OCA Contracts & Procurement Unit  
4 ESP Suite 2001- 19th Floor  
Albany, NY 12223

All envelopes/cartons must also be labeled with the following information on two sides:

Deliver immediately to Gabrielle Tanski-Shaver  
Sealed bid - Do not open  
RFB# OCA/CP-272 due 01/05/2022 at 2:00 PM

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 01/05/2022 at 2:00 PM at the latest or bids will be declared late bids and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

## **B. SUBMISSION OF ELECTRONIC (EMAIL) BID PROPOSALS**

In addition to the Bid Submission Procedures contained in sub-article A, above, bidders may submit Bid proposals electronically to: [UCS-Bid-Submissions@nycourts.gov](mailto:UCS-Bid-Submissions@nycourts.gov). The email subject line must state: "Bid Proposal – OCA/CP-272" and per subsection (b) below, indicate the email sequence number, as appropriate.

Bid proposals submitted electronically must meet all requirements set forth in the bid for proposals submitted by mail, including, but not limited to, delivery on or before the Bid Submission Deadline Date and completion of required acknowledgments.

Additionally, electronically submitted Bid proposals must conform to the following requirements:

- (a) All Bid proposal documents must be in "PDF" searchable format.
- (b) The size limitation for individual emails is 25MB (megabytes) per email (including message plus attachments). If documents cannot be grouped within one .zip file and/or one email so as to conform to the 25MB size requirement, bidders may transmit Bid proposals in multiple emails, in which case, each email must be labeled "Email X of X" (e.g., "Email 1 of 3").
- (c) Notwithstanding the number of emails submitted, all Bid proposal emails must be submitted on the same date.

Bidders who submit a Bid proposal electronically will receive a reply email confirming the date and time of receipt of their submission. Bidders are advised to notify [gtanski@nycourts.gov](mailto:gtanski@nycourts.gov) if they have not received an email response within one (1) business day after submission of their Bid proposal.

## **Bidder Confidential/Proprietary Information**

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law,

including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be in a separate folder from the non-confidential sections of the proposal.

### No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Gabrielle Tanski-Shaver, 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: RFB# OCA/CP-272. No-bid letters may be sent by email to Gabrielle Tanski-Shaver. Please indicate in "Subject" field: RFB# OCA/CP-272 – No-Bid.

### Questions

Any and all questions bidders may have in connection with this solicitation are to be directed by email only to:

Gabrielle Tanski-Shaver  
[gtanski@nycourts.gov](mailto:gtanski@nycourts.gov)

Please indicate in "Subject" field: "RFB# OCA/CP-272 - Question(s)."

The deadline to submit questions is 12/10/2021 at 5:00 PM. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under RFB# OCA/CP-272.

**IMPORTANT:** All questions regarding this solicitation must be in writing by email and 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 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.

### Pre-Bid Conference

A virtual pre-bid conference will be held on 12/17/2021 at 11:00 AM via MS Teams to review this RFB/RFP. Photographs of item samples will be presented for viewing, and questions will be permitted. While this conference is not mandatory, bidders are strongly encouraged to participate to benefit most directly and immediately from any issues or clarifications presented.

**Any bidder who wishes to participate in the pre-bid conference must RSVP via email to Gabrielle Tanski-Shaver not later than 12/15/2021.** 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.

## VIII. GENERAL BID REQUIREMENTS

### Online RFB/RFP Package: Disclaimer

Bidders accessing any UCS/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.

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

All bids/proposals shall remain binding on bidders until such time as UCS/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.

### **Estimated Quantities**

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied. Awarded Contractor must accept all requests for services placed by UCS during the term of an awarded contract.

### **Rejected and Unacceptable Bids/Proposals/Awards**

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed "Responsible Bidder".

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

UCS further reserves the right to set aside a bid award to a successful bidder if it is unsuccessful in negotiating a satisfactory contract within a time frame acceptable to the UCS, in which event UCS may then invite the bidder with the next highest evaluation score to enter into negotiations for purposes of executing a contract.

### **Responsible Bidder**

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



### **Clarification/Correction of Bids/Proposals**

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

### **Minor Bid Irregularities**

Provided the same will not materially benefit or disadvantage any particular bidder or substantially alter the requirements of this bid, UCS may: (i) waive technicalities, (ii) waive minor irregularities, omissions or incompleteness in the bid or a bid response, (iii) waive any bid requirements that are unmet by all bidders; (iv) consider any and/or all alternatives and/or enhancements suggested by the successful bidder; (v) make an award under the bid in whole or in part and negotiate contract terms and conditions with the successful bidder to meet UCS requirements consistent such award.

### **Unified Court System Self-Insurance**

UCS, a New York State governmental entity, is self-retained for risk of loss and liability.

### **Inspection of Bidder's/Awarded Contractor's Facilities**

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

### **Access to Court Facilities**

Awarded Contractor must comply with all applicable location rules, policies, guidelines and procedures in order to be granted access to court facilities. Where applicable to the performance of work under an awarded contract, bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. No special accommodations can or will be made by court staff with respect to security measures, access or parking.

### **Subcontracting**

Subcontracting and any other transfer of any duties or obligations to be performed hereunder will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the

services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

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

### **Implied Requirements**

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

### **Silence of the Specifications**

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

## **IX. CONTRACT TERMS AND REQUIREMENTS**

### **Contract Terms**

The successful bidder shall be required to comply with the provisions set forth in this Article, as well as such other provisions contained in an agreement, in form and content satisfactory to UCS its sole discretion.

### **Compliance with Laws**

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

### **Independent Contractor Status**

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

## **Indemnity**

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

## **Confidentiality and Data Security**

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

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

Awarded Contractor is prohibited from maintaining confidential files and records provided to or generated by Awarded Contractor in a mobile or portable device. Remote access to the UCS Confidential Information is prohibited unless industry standard protocols for remote access are in place (e.g., SSL, VPN). In addition, Awarded Contractor will be required to comply with the data security and confidentiality requirements of other government agencies that supply data to UCS.

## **Termination**

### **A. EARLY TERMINATION FOR BUDGET MODIFICATION**

1. If the UCS Budget ("Budget") is modified (a "Budget Modification", defined in subsection 2 below) for any State fiscal year included in the term of the awarded contract, in whole or in part (including any renewal or extension term), such that UCS determines, in its sole discretion, that it is necessary to reduce, eliminate or otherwise modify the budget allocation covering payment thereunder, UCS shall have the option to terminate the awarded contract upon not less than thirty (30) days' notice to awarded contractor, without liability for costs, expenses or damages as a result thereof.
2. For purposes of this subsection A, Budget Modification shall mean and include, with respect to the Budget or any appropriation contained therein:

- i. any reduction, elimination or restriction upon access thereto as provided by law; or
  - ii. any restriction placed on UCS spending authority, including any restriction imposed by UCS upon itself in response to a request of the Executive or Legislative Branch of government.
3. Termination hereunder shall be further governed by the termination provisions contained in the awarded contract, as applicable.

## **B. EARLY TERMINATION FOR CAUSE**

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

## **Intellectual Property**

If Awarded Contractor is required to produce specially commissioned materials pursuant to this Agreement (the "Work"), whether in written form, on tape, computer-readable media or other tangible form, Contractor acknowledges and agrees that UCS shall have the option: (i) retain a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the Work or (ii) be the sole owner of the Work (the Work shall be considered a "work made for hire), each of the foregoing at no additional cost to UCS.

## **Insurance Requirement**

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

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

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

**Only the following forms will be accepted:**

Proof of Workers' Compensation Coverage

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

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance, or
- **Form DB-120.2** - Certificate of Participation in Disability Benefits Group Self-Insurance; or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

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

NYS Unified Court System  
Office of Court Administration  
Contracts & Procurement Unit  
4ESP Suite 2001 – 19th Floor  
Albany, NY 12223

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

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

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

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

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

Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York.

**EXHIBIT A – PRICING SHEET**

**See Excel File**

**EXHIBIT B**  
**GROUP I: FLAT JACKETS & FOLDERS**

Detailed Descriptions of Construction, Ink Requirements, Printing, and Labeling folders

**A. GROUP I – FLAT JACKET/FOLDER CONSTRUCTION SPECIFICATIONS**

<b>Paper Thickness</b>	All references to “Pt. Stock” shall be as manufactured in caliper (point).
<b>Seams/Corner</b>	All specified seams and corners must be fully gum sealed, thoroughly, and evenly, with no visible openings.
<b>Required Options</b>	Additional Two Inch (2”) Paper Fasteners.
<b>Flaps</b>	For all jackets specified as requiring a flap, the flap shall be delivered pre-folded.

**Group I Item Descriptions:** Exact specifications contained in this solicitation are subject to minor changes and updates by UCS without changes in pricing.

**1. Item A**

<b>Size</b>	9-1/2 x 15"
<b>Description</b>	Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Orange, Yellow, Green, Blue, Lt. Purple, Pink, Gray, White)

**2. Item A1**

<b>Size</b>	9-1/2 x 15"
<b>Description</b>	Flat Jacket - Straight Cut across Top, No Tab (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila

**3. Item B**

<b>Size</b>	9-1/2 x 15"
<b>Description</b>	Flat Jacket - 4" Flap (min.)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Orange, Yellow, Green, Blue, Lt. Purple, Pink, White, Gold, Tan, Brown)

**4. Item C**

<b>Size</b>	9-1/2 x 15"
<b>Description</b>	Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	Sub. 40# Kraft
<b>Colors</b>	Gold Kraft, Gray Kraft

**5. Item D**

<b>Size</b>	9-1/2 x 14-3/4"
<b>Description</b>	Legal Size File Folder – Straight Cut or 2/5 Cut Center, Left or Right Tab (Reinforced) with One (1) 2" Bonded Fastener (Inside Back of folder on Left Side (if held horizontally))
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Yellow, Green, Blue)

**6. Item D1**

<b>Size</b>	9-1/2 x 14"
<b>Description</b>	File Folder - Straight Cut or 2/5 Cut Center, Left or Right Tab (Reinforced) with One (1) 2" Bonded Fastener (Inside Back of folder on Left Side (if held horizontally))
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Brown Kraft

**7. Item D2**

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	File Folder - Straight Cut or 2/5 Cut Center, Left or Right Tab (Reinforced) with One (1) 2" Bonded Fasteners (Inside - Back, Left Side)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Yellow, Green, Blue)

**8. Item D3**

<b>Size</b>	9-1/2 x 14-3/4"
<b>Description</b>	Legal Size File Folder – Straight Cut or 2/5 Cut Center, Left or Right Tab (Reinforced) with One (1) 2" Bonded Fastener (Inside Back of folder on Left Side (if held horizontally))
<b>Paper Thickness</b>	15 Pt. Stock
<b>Colors</b>	Manila, Brown Kraft, Colors (including, but not limited to, Red, Orange, Yellow, Green, Blue, Lt. Purple, Gray)

**9. Item E**

<b>Size</b>	10 x 15"
<b>Description</b>	Flat Jacket - 4" Flap (min.)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Orange, Yellow, Green, Blue, Pink)

**10. Item F**

<b>Size</b>	9-1/2 x 14-3/4"
<b>Description</b>	Legal Size File Folder - Straight Cut or 2/5 Cut Center, Left or Right Tab (Reinforced)
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Brown Kraft, Colors (including, but not limited to Red, Yellow, Green, Blue)

**There is no Item G**

**11. Item H**

<b>Size</b>	9-1/2 x 15-1/2" (Overall Dimensions)
<b>Description</b>	Flat Jacket - 14-3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut) with 3/4 x 8-1/2" Vertical Tab (reinforced by over-lapping seam) on either Left or Right side
<b>Paper Thickness</b>	11 Pt. Stock
<b>Colors</b>	Manila, Colors (including, but not limited to, Red, Orange, Yellow, Blue, Green)



## B. GROUP I – PRINTING SPECIFICATIONS

### 1. Ink Requirements

Primarily black line copy. Color ink, as indicated in the Bid Response Form.

### 2. Terminology

<b>Front Face</b>	The outer front surface of the jacket/folder
<b>Back Face</b>	The outer back surface of the jacket/folder
<b>One (1) Face</b>	The front <b>or</b> back face of a jacket/folder
<b>Two (2) Faces</b>	The front <b>and</b> back faces of a jacket/folder
<b>Inner Back Tab</b>	The inside edge of the back of a jacket/folder, at the top (i.e. the tab)
<b>Outer Flap</b>	The outside of a jacket flap
<b>Inner Flap</b>	The inside of a jacket flap
<b>Color Coding</b>	A custom color border or edge that may be requested to be printed on jackets

### 3. Color Coding Options

Available colors shall include, but are not limited to, red, orange, green, blue, purple, pink, black, brown, gray, white. Colors as indicated above in any combination, applied as follows:

<b>Front Perimeter</b>	Edging around entire Front Face of the jacket/folder
<b>Back Perimeter</b>	Edging around entire Back Face of the jacket/folder
<b>Front Top Edge</b>	Edging across the front top edge of the jacket/folder (no tab)
<b>Inner Back Tab</b>	Edging along the inside edge of the back of the jacket/folder, at the top (i.e. the tab)
<b>Outer Flap</b>	On outside of the jacket flap
<b>Inner Flap</b>	On inside of the jacket flap

### 4. Printing Options

Specific customization (size, placement, and number range) as indicated in PO

<b>Sequential Numbering</b>	Directly on jackets in black ink. Lettering size from one-half inch (½") to one-inch (1").
<b>Bar Coding</b>	Sequential bar codes on jackets as specified herein. Directly on the jackets in black ink and will range in size from one-half inch (1/2") to one inch (1"). Bar coding must be in UCS- required type <b>Code 39 - Full ASCII, Medium Resolution</b> .

## C. GROUP I – LABELING SPECIFICATIONS

Labels to be affixed by Awarded Contractor. See Exhibit E – Strip Label Example.

Specific customization, number range and placement as indicated on PO.

<b>Strip Labels with Bar Coding</b>	Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5" wide x 8.5" long. Bar coding must be in UCS- required type <b>Code 39 - Full ASCII, Medium Resolution</b> .
<b>Strip Labels without Bar Coding</b>	Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5" wide x 8.5" long.

**EXHIBIT C**  
**GROUP II: EXPANSION JACKETS & FOLDERS**

Detailed Descriptions of Construction, Ink Requirements, Printing, and Labeling

**A. GROUP II – EXPANSION JACKET/FOLDER CONSTRUCTION SPECIFICATIONS**

<b>Paper Thickness</b>	All references to “Pt. Stock” shall be as manufactured in caliper (point)
<b>Expansion</b>	All specified seams and corners must be fully gum sealed, thoroughly, and evenly, with no visible openings. Reinforcement as described in Item Descriptions
<b>Required Options</b>	Additional Two Inch (2”) Paper Fasteners, Tyvek Tape Construction Reinforcement, Elastic Ties
<b>Flaps</b>	For all jackets specified as requiring a flap, the flap shall be delivered pre-folded.

**Group II - Item Descriptions:** Exact specifications contained in this solicitation are subject to minor changes and updates by UCS without changes in pricing.

**1. Item I**

<b>Size</b>	10 x 15 x 2”
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jacket - Full Top Tab Cut (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila, White

**2. Item I (4” Expansion)**

<b>Size</b>	10 x 15 x 4”
<b>Expansion</b>	4" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jacket - Full Top Tab Cut (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila

**3. Item J (4” Flap)**

<b>Size</b>	10 x 15 x 2”
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jacket - 4" Flap
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila

**4. Item J (6” Flap)**

<b>Size</b>	10 x 15 x 2”
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jacket - 6" Flap
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila

**5. Item K**

<b>Size</b>	9 x 15 x 2" (For Specially Sized File Cabinets)
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jackets - Full Top Tab Cut (Not Reinforced, No Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila

**6. Item L**

<b>Size</b>	9-1/2 x 15 x 2"
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expansion Jacket - No Back Cut (Even with Front, No Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila, Colors (including, but not limited to, Red, Orange, Yellow, Green, Blue, White)

**7. Item M**

<b>Size</b>	9-1/2 x 14-3/4 x 2"
<b>Expansion</b>	2" Exp.
<b>Description</b>	Legal Size Expansion Jacket - 1/2" Full Back Cut with 1/2" Extended Side Tab (Upper Right or Left Corner), Manila-Lined with Gusset
<b>Paper Thickness</b>	22 Pt.
<b>Color</b>	Redrope

**8. Item N**

<b>Size</b>	Overall dimensions 10 x 15-1/4" including 1/2" Extended Side Tab (Upper Right Corner/Side)
<b>Expansion</b>	2" Expansion w/ Tyvek Tape Reinforcement
<b>Description</b>	Type 3 Pressboard Legal Size, 1-Partition Folder with Two (2) 2" Bonded Fasteners (Inside Folder - Front & Back, Left Side), Partition - 18 Pt. Kraft w/ One (1) 1" Duo Fastener
<b>Paper Thickness</b>	<b>Folder:</b> 25 Pt. Type III Pressboard; <b>Partition:</b> 18 Pt. Kraft
<b>Color</b>	Brown

**9. Item O**

<b>Size</b>	10 x 15 x 5-1/4"
<b>Expansion</b>	5-1/4" Exp. with Tyvek Reinforced Double Gusset
<b>Description</b>	Expanding Jacket with an 8" Flap, Two (2) Dividers, Grommet Secured Center Elastic Rope/Tie
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila

**10. Item P**

<b>Size</b>	9-1/2 x 11-3/4" x 2" (Overall dimensions 9-1/2 x 12-1/4" including 3/4" Extended Side Tab (8-1/2", Reinforced, Right Side)
<b>Expansion</b>	Open-sided with Tyvek or Cloth 2" Exp.
<b>Description</b>	Expanding Folder with Center Divider - 11-1/4" x 9-1/4" with a 1/3 Center Cut Tab, Two (2) 2" Bonded Fasteners Inside Folder (Front & Back, Left Side), One Duo Fastener on Center Divider
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Manila

## B. GROUP II – PRINTING SPECIFICATIONS

### 1. Ink Requirements

Primarily black line copy. Color ink, as indicated in the Bid Response Form.

### 2. Terminology

<b>Front Face</b>	The outer front surface of the jacket/folder
<b>Back Face</b>	The outer back surface of the jacket/folder
<b>One (1) Face</b>	The front <b>or</b> back face of a jacket/folder
<b>Two (2) Faces</b>	The front <b>and</b> back faces of a jacket/folder
<b>Inner Back Tab</b>	The inside edge of the back of a jacket/folder, at the top (i.e. the tab)
<b>Outer Flap</b>	The outside of a jacket flap
<b>Inner Flap</b>	The inside of a jacket flap
<b>Sides</b>	Expansion sides of a jacket: i.e., where the jacket expands, including across the bottom
<b>Color Coding</b>	A custom color border or edge that may be requested to be printed on jackets

### 3. Color Coding Options

Available colors shall include, but are not limited to, red, orange, green, blue, purple, pink, black, brown, gray, white. Colors as indicated above in any combination, applied as follows:

<b>Front Perimeter</b>	Edging around entire Front Face of the jacket/folder
<b>Back Perimeter</b>	Edging around entire Back Face of the jacket/folder
<b>Front Top Edge</b>	Edging across the front top edge of the jacket/folder (no tab)
<b>Inner Back Tab</b>	Edging along the inside edge of the back of the jacket/folder, at the top (i.e. the tab)
<b>Outer Flap</b>	On outside of the jacket flap
<b>Inner Flap</b>	On inside of the jacket flap
<b>Expansion Sides</b>	Where the jacket expands between the Front Face and the Back Face, including across the bottom.

### 4. Printing Options

Specific customization (size, placement, and number range) as indicated in PO.

<b>Sequential Numbering</b>	Directly on jackets in black ink. Lettering size from one-half inch (½") to one-inch (1").
<b>Bar Coding</b>	Sequential bar codes on jackets as specified herein. Directly on the jackets in black ink and will range in size from one-half inch (½") to one inch (1"). Bar coding must be in UCS- required type <b>Code 39 - Full ASCII, Medium Resolution</b> .

## C. GROUP II – LABELING SPECIFICATIONS

Labels to be affixed by Awarded Contractor. See Exhibit E – Strip Label Example.

Specific customization, number range and placement as indicated on PO.

<b>Strip Labels with Bar Coding</b>	Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5" wide x 8.5" long. Bar coding must be in UCS- required type <b>Code 39 - Full ASCII, Medium Resolution</b> .
<b>Strip Labels without Bar Coding</b>	Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5" wide x 8.5" long.

**EXHIBIT D**  
**GROUP III: NEW YORK CITY CIVIL COURT JACKETS**

**A. GROUP III – NYC CIVIL COURT JACKET CONSTRUCTION SPECIFICATIONS**

<b>Paper Thickness</b>	All references to “Pt. Stock” shall be as manufactured in caliper (point)
<b>Expansions/Seams/Corners</b>	All specified seams and corners must be fully gum sealed, thoroughly, and evenly, with no visible openings.

**B. GROUP I – PRINTING SPECIFICATIONS**

**1. Ink Requirements**

Black line copy.

**2. Terminology**

<b>1 Face</b>	Front or Back
<b>2 Faces</b>	Front & Back

**3. Printing Requirements**

Specific customization (number range) as indicated in PO.

<b>Sequential Numbering</b>	Printed directly on inside top center of back of jacket, centered, and visible through front thumb cut
	Size: 1” H x 2” W
	The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year Example – 2008 Civil Court case file # 026208 would appear as: <b>CV026208-08</b>

**C. GROUP III – LABELING SPECIFICATIONS**

Labels to be affixed by Awarded Contractor. See Exhibit E – Strip Label Example.

Specific customization, number range and placement as indicated on PO.

<b>Strip Labels with Bar Coding</b>	<b>Strip Labels with Bar Coding:</b> Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5” wide x 8.5” long. Bar coding must be in UCS- required type <b>Code 39 - Full ASCII, Medium Resolution.</b>
<b>Strip Labels without Bar Coding</b>	Court-specific range of identifying numbers and/or color blocks to be affixed to jackets by awarded contractor(s). Size is 1.5” wide x 8.5” long.

## D. GROUP III ITEM DESCRIPTIONS

Item descriptions for Group III jackets are inclusive of printing, sequential numbering and labeling required. Exact specifications for construction, printing, sequential numbering, and labeling are subject to minor changes and updates by UCS without changes in pricing.

### FLAT JACKETS

#### Standard Flat Jackets (Manila)

##### 1. Item CC1

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket – 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Manila
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

##### 2. Item CC1-U (Unnumbered)

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket – 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Manila
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

#### Standard Flat Jackets (Blue)

##### 3. Item CC2

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Blue
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

##### 4. Item CC2-U (Unnumbered)

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Blue
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

## Standard Flat Jackets (Gray)

### 5. Item CC3

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Gray
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

### 6. Item CC3-U (Unnumbered)

<b>Size</b>	9-1/2 x 15-1/4"
<b>Description</b>	Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels
<b>Paper Thickness</b>	11 Pt. Stock
<b>Color</b>	Gray
<b>Printing</b>	2 Faces
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

## EXPANSION JACKETS

### Standard 2" Expansion Jackets (Manila)

### 7. Item CC4-M

<b>Size</b>	9-1/2 x 14-3/4 x 2"
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4" x 2")
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

### 8. Item CC4-M-U (Unnumbered)

<b>Size</b>	9-1/2 x 14-3/4 x 2"
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Manila
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

## Standard 2" Expansion Jackets (Blue)

### 9. Item CC4-B

<b>Size</b>	9-1/2 x 14-3/4 x 2"
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Blue
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

### 10. Item CC4-B-U (Unnumbered)

<b>Size</b>	9-1/2 x 14-3/4 x 2"
<b>Expansion</b>	2" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut)
<b>Paper Thickness</b>	15 Pt. Stock
<b>Color</b>	Blue
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

## Standard 4" Expansion Jackets (Manila)

### 11. Item CC5-M

<b>Size</b>	9-1/2 x 14-3/4 x 4"
<b>Expansion</b>	4" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket – 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")
<b>Paper Thickness</b>	15 Pt. stock
<b>Color</b>	Manila
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

### 12. Item CC5-M-U (Unnumbered)

<b>Size</b>	9-1/2 x 14-3/4 x 4"
<b>Expansion</b>	4" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut)
<b>Paper Thickness</b>	15 Pt. stock
<b>Color</b>	Manila
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No



## Standard 4" Expansion Jackets (Blue)

### 13. Item CC5-B

<b>Size</b>	9-1/2 x 14-3/4 x 4"
<b>Expansion</b>	4" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket – 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut), 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")
<b>Paper Thickness</b>	15 Pt. stock
<b>Color</b>	Blue
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	Yes
<b>Labeling</b>	Yes

### 14. Item CC5-B-U (Unnumbered)

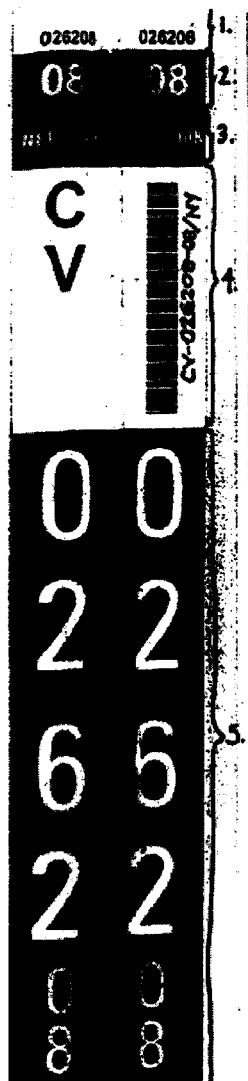
<b>Size</b>	9-1/2 x 14-3/4 x 4"
<b>Expansion</b>	4" Exp. Reinforced w/ Eyelets
<b>Description</b>	Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Centered Thumb Cut)
<b>Paper Thickness</b>	15 Pt. stock
<b>Color</b>	Blue
<b>Printing</b>	1 Face
<b>Sequential Numbering</b>	No
<b>Labeling</b>	No

### Exhibit E: Strip Label Example

(Shown – NYC Civil Court label to demonstrate size and examples of bar coding, sequential numbering, color-blocking, etc. Court-specific customization, including placement, as indicated on PO.)

Label Size: 1.5" x 8.5"

Front      Back



1. 1/2" White Bar: 6-digit Case Number (Must contain 6 digits. Leading zeros may be used), printed horizontally in black ink, front & back of label.
2. 3/8" Colored Bar (color changes annually): 2-digit year indicator, printed horizontally, front & back of label.
3. 3/8" Colored Bar (color varies by county): Name of county/location printed horizontally, front & back of label
4. 2" White Bar:  
Front: 2-letter Case Type indicator, printed horizontally in black ink, one letter atop the other.

Back: Bar Code printed vertically in black ink. Under the bar code the following indicators printed vertically in black ink as one sequence of characters:

Case Type, dash, Case Number, dash, Year, forward slash, County.

5. Five (5) 1" Colored Bars (color varies by number):  
The first 4 boxes from top to bottom will contain one digit printed horizontally (the first 4 digits of the Case File Number), front & back of label.  
  
The last box will contain the 2-digit Year (last 2 digits of the Case File Number) also printed horizontally, one digit atop the other, front & back of label. The color for the 5<sup>th</sup> box, will be determined by the top digit of the Year (ex: 2008 - color will be determined by the "0".)

**Exhibit F**

**UCS Shipping Locations by Zip Code**

County	City	Zip Code	Zip Code	Zip Code	Zip Code	Zip Code	Zip Code
Albany	Albany	12205	12207	12208	12223	12225	
	Cohoes	12047					
Allegany	Belmont	14813					
Broome	Binghamton	13901	13903	13905			
Bronx	Bronx	10451	10461				
Cattaraugus	Little Valley	14755					
	Olean	14760					
Chautauqua	Dunkirk	14048					
	Jamestown	14701					
	Mayville	14757					
Chemung	Elmira	14904	14905				
Chenango	Norwich	13815					
Clinton	Plattsburgh	12901					
Columbia	Hudson	12534					
Cortland	Cortland	13045					
Delaware	Delhi	13753					
Dutchess	Beacon	12508					
	Poughkeepsie	12601	12603				
	Red Hook	12571					
	Wappingers Falls	12590					
Erie	Buffalo	14202	14223				
	Lackawanna	14218					
	Tonawanda	14150					
Fulton	Gloversville	12078					
	Johnston	12095					
Genesee	Batavia	14020					
Greene	Catskill	12414					
Herkimer	Herkimer	13350					
Jefferson	Watertown	13601					
Kings	Brooklyn	11201	11206	11208	11220	11231	
Lewis	Lowville	13367					
Madison	Oneida	13421					
	Wampsville	13163					
Montgomery	Amsterdam	12010					
Nassau	Great Neck	11021	11022	11023			
	Hempstead	11551					
	Long Beach	11561					
	Mineola	11501					
	Westbury	11590					
New York	New York	10004	10006	10007	10010	10013	10014
		10019	10029	10035	10037	10038	10016
Niagara	Lockport	14094					
	Niagara Falls	14301	14305				

	North Tonawanda	14120					
Oneida	Utica	13501	13502				
Onondaga	Syracuse	13202	13219				
Orange	Goshen	10924					
	Middletown	10940					
	Newburgh	12550					
	Port Jervis	12771					
Orleans	Albion	14411					
Oswego	Oswego	13126					
Otsego	Cooperstown	13326					
	Oneonta	13820					
	Otsego City	13337					
Putnam County	Brewster	10509					
	Carmel	10512					
Queens	Elmhurst	11373					
	Jamaica	11432	11435				
	Kew Gardens	11424					
	Long Island City	11101					
	Queens Village	11427					
Rensselaer	Troy	12180					
Rockland	New City	10956					
Richmond	Staten Island	10301	10304	10305	10314		
Saratoga	Ballston Spa	12020					
	Saratoga Springs	12866					
Schenectady	Schenectady	12305	12306				
Schoharie	Schoharie	12157					
Schuyler	Watkins Glen	14891					
St. Lawrence	Ogdensburg	13369					
Suffolk	Central Islip	11722					
	Hauppauge	11788					
	Huntington Station	11746					
	Lindenhurst	11757					
	Patchogue	11772					
	Riverhead	11901					
	Ronkonkoma	11779					
Sullivan	Monticello	12701					
Tioga	Owego	13827					
Tompkins	Ithaca	14850					
Ulster	Kingston	12401					
Westchester	Mount Vernon	10550					
	New Rochelle	10801					
	Rye	10580					
	Scarsdale	10583					
	Tarrytown	10591					
	White Plains	10601	10603	10607			
	Yonkers	10701					
Wyoming	Warsaw	14569					

# Item A (Manilla)

<p><b>CRIMINAL</b></p> <p style="text-align: center;">City Court of Oneonta</p> <p style="text-align: center;">THE PEOPLE OF THE STATE OF NEW YORK</p> <p style="text-align: center;">VS</p> <p>_____ AGE _____</p> <p>CHARGE(S) _____</p> <p>_____</p> <p>_____</p> <p>VIOLATION DATE: _____ DATE OF ARREST: _____</p> <p>BAIL STATUS: _____</p> <p>Bail Posted \$ _____ By _____</p> <p>Fundings for \$ _____ Surety</p> <p>BALANCE \$ _____</p> <p>Attorney for Defendant: _____</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;">Legal History</td><td style="width: 50%;">Infor./Supp. Depo.</td></tr><tr><td>_____</td><td>Requested: _____</td></tr><tr><td>_____</td><td>Received: _____</td></tr><tr><td>_____</td><td>To Def./Any: _____</td></tr><tr><td>_____</td><td>Disp. Judge: _____</td></tr><tr><td>_____</td><td>Prosecutor: _____</td></tr></table>	Legal History	Infor./Supp. Depo.	_____	Requested: _____	_____	Received: _____	_____	To Def./Any: _____	_____	Disp. Judge: _____	_____	Prosecutor: _____	<p style="text-align: right;">Docket No. _____</p> <p style="text-align: right;">Return Date: _____</p> <p style="text-align: center;">ACQUAINTANCE</p> <p>ARRAIGNMENT DATE: _____</p> <p>TO: _____</p> <p>TO: _____</p> <p>TO: _____</p> <p>TO: _____</p> <p>TO: _____</p> <p>TO: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">DISPOSITION</p> <p>Plea date: _____ Sentence date: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Legal History	Infor./Supp. Depo.												
_____	Requested: _____												
_____	Received: _____												
_____	To Def./Any: _____												
_____	Disp. Judge: _____												
_____	Prosecutor: _____												

## Item A1 (Manilla)

[illegible]

APPELLATE DIVISION: FIRST DEPARTMENT SUPREME COURT OF THE STATE OF NEW YORK		MOTION FOR:		THE PEOPLE OF THE STATE OF NEW YORK,	
NO.	DATE				
M.				RESPONDENT,	
ADJ.				-AGAINST-	
ADJ.					
<input type="checkbox"/> PRIOR BENCH <input type="checkbox"/> SINGLE JUSTICE		<input type="checkbox"/> POOR PERSON <input type="checkbox"/> COUNSEL <input type="checkbox"/> PRO SE <input type="checkbox"/> ENLARGE TIME <input type="checkbox"/> RELIEVE COUNSEL <input type="checkbox"/> MINUTES <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> BAIL <input type="checkbox"/> CHANGE <input type="checkbox"/> EXTEND TIME TO FILE NOTICE OF APPEAL <input type="checkbox"/> _____ <input type="checkbox"/> _____		PAPERS SUBMITTED MOVING <input type="checkbox"/> <input type="checkbox"/> ANSWERING <input type="checkbox"/> <input type="checkbox"/> REPLY <input type="checkbox"/> <input type="checkbox"/> MEMO <input type="checkbox"/> <input type="checkbox"/>	
COURT _____ _____ _____		<input type="checkbox"/> LAW ASSISTANT <input type="checkbox"/> ORDER CLERK <input type="checkbox"/> INDIGENT PANEL <input type="checkbox"/> _____		<input type="checkbox"/> EXPEDITE <input type="checkbox"/> PHONE ATTORNEYS <input type="checkbox"/> DECISION BY _____	

## Item B (Manilla)

[illegible]



## Item B (Color)

[illegible]

# Item C (Gold Kraft)

13387

## CERTIFICATE OF INCORPORATION

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Proclamations of Corporations by proclamation of the Secretary of State for non payment of taxes or for failure to file report of activities pursuant to section 27 of the Membership Corporation Law, are not shown in this list. To determine whether a corporation has been dissolved by such proclamation or has been thereafter reinstated, always consult the Proclamations of the Secretary of State which have been issued in pamphlet form annually commencing in 1925.

1996

## COUNTY CLERK'S OFFICE

NEW YORK COUNTY

### PENAL LAW — ARTICLE 175

SECTION 175.10 TAMPERING WITH PUBLIC RECORDS IN THE FIRST DEGREE

A person is guilty of tampering with public records in the first degree when, knowing that he does not have the authority or who is entitled to grant it, and with intent to defraud, he knowingly removes, mutilates, impairs, alters or destroys a false entry in or County where any record or other written instrument filed with, deposited in, or otherwise constituting a record of a public office or public servant.

Tampering with public records in the first degree is a CLASS B FELONY.

SECTION 175.20 TAMPERING WITH PUBLIC RECORDS IN THE SECOND DEGREE

A person is guilty of tampering with public records in the second degree when, knowing that he does not have the authority or anyone entitled to grant it, he knowingly removes, alters or destroys a false entry in or County where any record or other written instrument filed with, deposited in, or otherwise constituting a record of a public office or public servant.

Tampering with public records in the second degree is a CLASS B MISDEMEANOR.

THIS FILE MUST BE RETURNED  
TO REQUISITION DESK



## Item D – D3



## Item E

[illegible]

Item F



## Item H

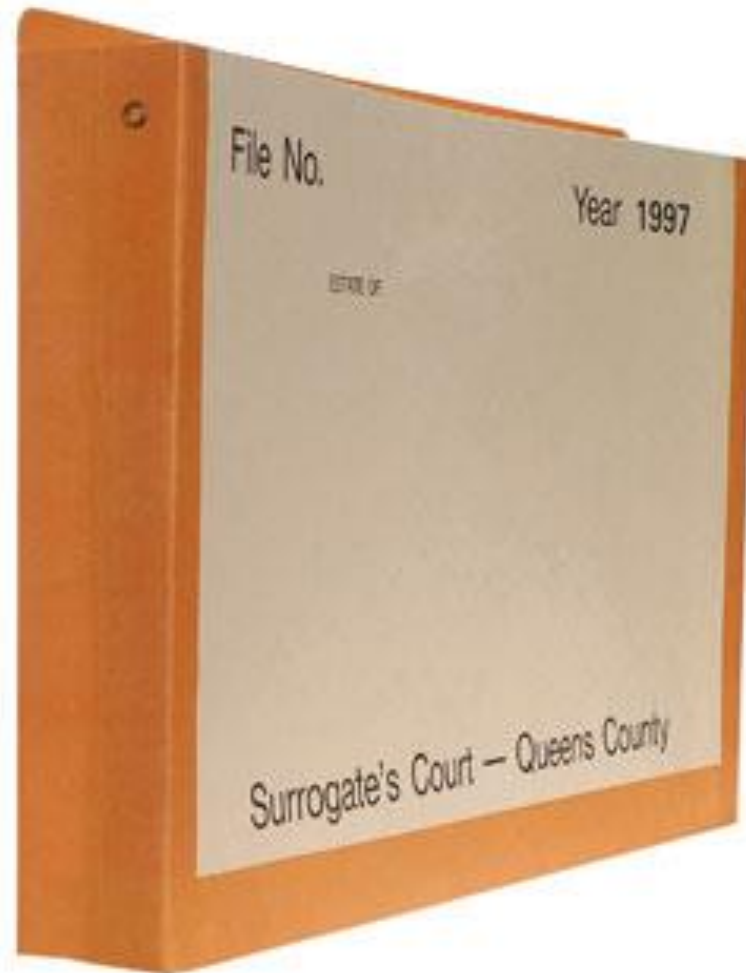
[illegible]

~~Item 1~~ Item I

File No.	Year 1997
ESTATE OF:	
Surrogate's Court — Queens County	



Item 1  
~~Item 1~~ (Side View)



Item J

[illegible]

# Item J (Side View)

The image shows the side view of a green binder. A worksheet is visible, featuring a large table with multiple columns and rows. The table contains numerical data, likely representing a financial or statistical record. The binder has a green cover and a metal fastener is visible on the left side.

Item J (Side View)	
Category	Value
Category 1	100
Category 2	200
Category 3	300
Category 4	400
Category 5	500
Category 6	600
Category 7	700
Category 8	800
Category 9	900
Category 10	1000
Category 11	1100
Category 12	1200
Category 13	1300
Category 14	1400
Category 15	1500
Category 16	1600
Category 17	1700
Category 18	1800
Category 19	1900
Category 20	2000

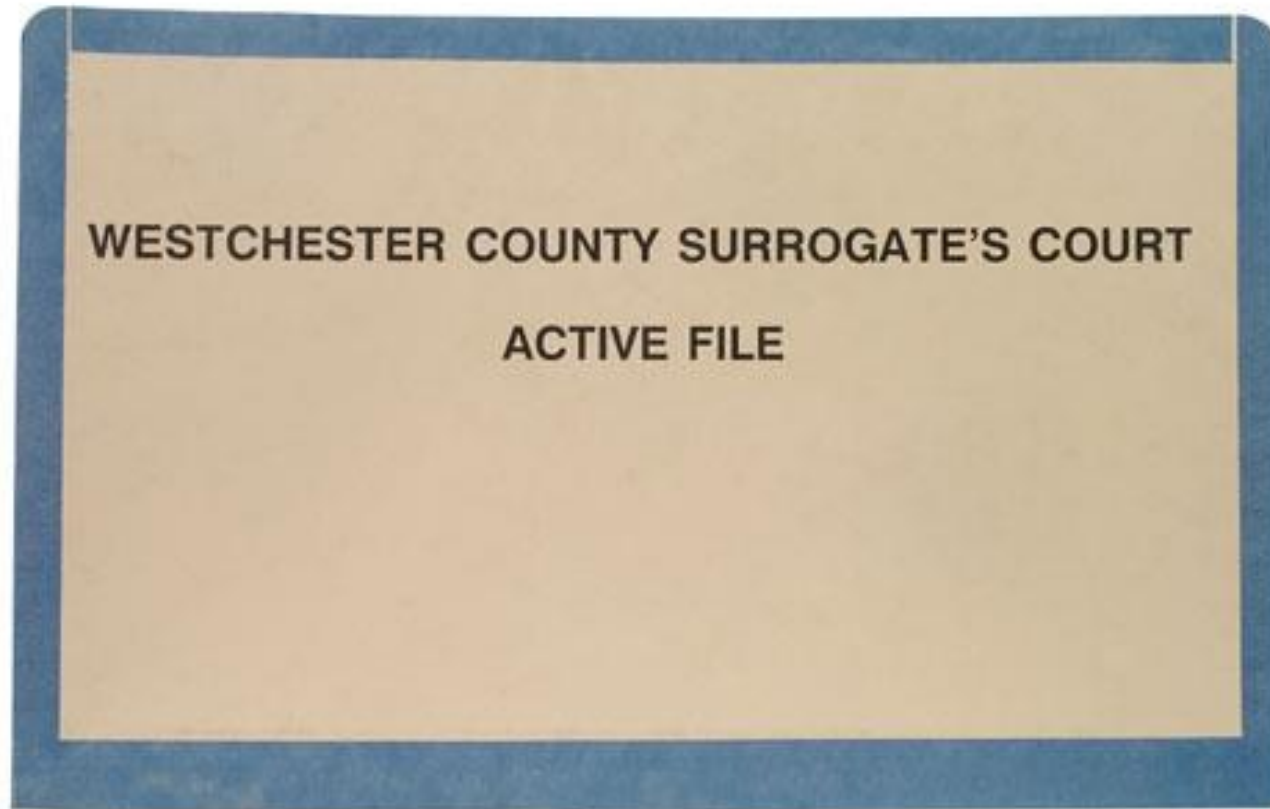
# Item K

<b>No.</b>	<b>27957</b>	<b>YEAR</b>	<b>1998</b>
<small>TYPE OF ACTION</small> _____			
<small>REVIEW FOR DESTRUCTION IN YEAR</small> _____			
<b>Kings County Clerk's Office</b>			
<small>Date Filed</small> _____			
<small>Summons</small> _____			
<small>Note of Issue</small> _____			
<small>Other</small> _____			

# Item K (Side View)



# Item L



# Item L (Side View)



# Item M





# Item M (Side View)



# Item N



## Item 0

[illegible]

# Item O (Inside View)



# Item P



1994-95: 2004-05

# Item CC2

**Civil Court of the City of New York**  
Kings County - Red Hook Community Justice Center

Respondent Address on \_\_\_\_\_

Appeared to: \_\_\_\_\_

Petitioner Notified on \_\_\_\_\_

Total Date \_\_\_\_\_ Part \_\_\_\_\_

Assigned to Part \_\_\_\_\_

☐ Date Filed \_\_\_\_\_

☐ Fee Waived - Judge \_\_\_\_\_

☐ Appeal Filed - \_\_\_\_\_

☐ Jury Demand Filed \_\_\_\_\_

**PETITIONER:** \_\_\_\_\_

*Petitioner's Attorney* \_\_\_\_\_

- against -

**RESPONDENT:** \_\_\_\_\_

*Address* \_\_\_\_\_

☐ Non-Payment ☐ Holdover ☐ Other \_\_\_\_\_

☐ Residential ☐ R.F. ☐ T.A. ☐ Commercial \_\_\_\_\_

Date Filed \_\_\_\_\_ Index Number \_\_\_\_\_

Date	Court Action or Comments	Adjustment Request: Petitioner Respondent Court Consent	Process: Petitioner Respondent Petitioner's Att. Respondent's Att.
Part		Reason for Adjustment:	Type Number Type Item Type Cost
Set/Ordered		Rest Deposit: Adjustment period to be excluded under RPAPL §745(2) Adjustment period to be changed under RPAPL §745(3) Days changed to be limited to _____	
Judge			
Date	Court Action or Comments	Adjustment Request: Petitioner Respondent Court Consent	Process: Petitioner Respondent Petitioner's Att. Respondent's Att.
Part		Reason for Adjustment:	Type Number Type Item Type Cost
Set/Ordered		Rest Deposit: Adjustment period to be excluded under RPAPL §745(2) Adjustment period to be changed under RPAPL §745(3) Days changed to be limited to _____	
Judge			
Date	Court Action or Comments	Adjustment Request: Petitioner Respondent Court Consent	Process: Petitioner Respondent Petitioner's Att. Respondent's Att.
Part		Reason for Adjustment:	Type Number Type Item Type Cost
Set/Ordered		Rest Deposit: Adjustment period to be excluded under RPAPL §745(2) Adjustment period to be changed under RPAPL §745(3) Days changed to be limited to _____	
Judge			

**FELONY WARNING:**  
 A person who willfully and unlawfully obstructs, hinders, delays, conceals or otherwise a result of this office is subject to punishment by imprisonment for five years. ( Penal Law § 170.23 )

CIVIL COURT (Jury Trial, Appeal, 1998)

## Item CC3

<p><b>Civil Court of the City of New York</b></p> <p>Change of Name</p>	<p><b>NAME CHANGE FROM:</b></p> <p>_____</p> <p>_____</p> <p><b>NAME CHANGE TO:</b></p> <p>_____</p> <p>_____</p>
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Comments	Notes

**FELONY WARNING:**  
A person who willfully and unlawfully answers, evades, eludes, conceals, or suppresses a record of this office is subject to prosecution for perjury under Penal Law § 170.25.

CC-100-NA (Revised May, 1999)



# Item CC4

Civil Court of the City of New York

PLAINTIFF: \_\_\_\_\_  
 DEFENDANT: \_\_\_\_\_

Comments	Notes

JUDGMENT INFORMATION							
Date Judgment Application Received	JURY FEE		Date Judgment Entered	Amount of Judgment	REJECTION		Clerk
	TABLET Amount Refused	After Trial (Post. Judgment and TABLET, Support Default, etc.)			Reject Reason	Reject Date	

**REJECTION WARNING:**  
 A person who willfully and unlawfully engages in contempt, defiance, obstruction or otherwise in violation of the office is subject to punishment by imprisonment for the same. (People's Law § 170.13)

CC-00000 (Rev. 10/01/00)

## Item CC4 (Side View)



# Item CC5

Civil Court of the City of New York.

PLAINTIFF: \_\_\_\_\_

DEFENDANT: \_\_\_\_\_

against \_\_\_\_\_

Comments	Notes

JUDGMENT INFORMATION							
Date Judgment Applicability Revised on	JUDGMENT		Date Judgment Issued	Amount of Judgment	REJECTION		Cost
	Amount Paid	When Trial Costs Repaid and Interest Paid (Article 10, § 1)			Reject Reason	Reject Date	

**PERJURY WARNING:**  
 A person who willfully and unlawfully swears, testifies, declares, affirms, or attests in a sworn affidavit or in a deposition is subject to perjury under the provisions of the Penal Law § 175.20.

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# Item CC5 (Side View)

