

RFB# OCA-DPCS-001 Initial Q&A

Deadline to ask questions: 03/15/2024 at 5:00 PM

1. We are trying to get a handle how often these envelopes are placed during the 1 year period.

Answer: The New York State Office of Court Administration (“OCA”) is currently ordering these envelopes on a quarterly basis. However, as stated in the bid specifications, that frequency of ordering is subject to change based on need.

2. Are these ordered and shipped all qty at the same time or monthly, quarterly drop ships to the Albany location? For example: ITEM 1 – is asking for 16,000,000 envelopes - Should we print all these in one time & deliver at the same time?

Answer: OCA will send purchase orders to the awarded contractor to place envelope orders with exact quantities to be printed and delivered on an as-needed basis. The awarded contractor assumes its own risk in producing quantities in excess of what is specified on the purchase orders.

OCA would like to emphasize that the annual quantities by item provided in the Request For Bid are estimates only and, accordingly, no commitment or guarantee to reach any specified volume of business is made or implied.

3. About the delivery, should all items be shipped together or separately as each other is completed in four shipments?

Answer: This will be determined between OCA and the awarded contractor, provided that the entirety of the order is delivered no later than fifteen (15) days after awarded contractor’s receipt of OCA final, written approval of proof batch.

4. Do you have a previous bid tabulation on this?

Answer: Yes. The previous bid tabulation is attached.

5. Is it a white glove delivery or do you have a loading dock? The information is needed for the computation of shipping cost.

Answer: The delivery location has a dock for deliveries that can accommodate 53’ tractor trailers, as well as onsite staff and equipment to unload the envelope pallets from the truck.

6. Are we able to offer an alternative envelope style: open side – side seam web construction?

Answer: OCA will not accept the alternative open side – side seam web construction envelope.

7. Please provide a copy of the current contract for review of public records

Answer: A copy of the current contract is attached.

Grand Total Price for Initial 2-Year Term

CENVEO WORLDWIDE LIMITED

\$ 1,047,570

NO-BIDS:

Northeastern Envelope Co.
Elite Envelope & Graphics, Inc.
Salsa Professional Apparel

NO RESPONSE:

American Printing & Envelope Co., Inc.
United Envelope
Tension Corp.
Worcester Envelope
Magnum Media and Marketing
Jayden Graphics



NEW YORK STATE
Unified Court System

(212) 428-2120

OFFICE OF COURT ADMINISTRATION

25 Beaver St., New York, NY 10004

TAMIKO A. AMAKER
ACTING CHIEF ADMINISTRATIVE JUDGE

JUSTIN A. BARRY, ESQ.
CHIEF OF ADMINISTRATION

March 21, 2023

Cenveo Worldwide Limited
25 Linden Ave East
Jersey City, NJ 07305
Attn: Joe Bruno, National Sales Executive

Via Overnight Mail & Email

Re: Third Renewal of Agreement No. C501121 between the Unified Court System of the State of New York ("UCS") and Cenveo Worldwide Limited ("Contractor")

Dear Mr. Bruno:

You are hereby given notice that, pursuant to Section I (B) of the above-referenced Agreement, UCS elects to exercise its right to renew the term of the Agreement for a period of one (1) year, from April 1, 2023 through March 31, 2024, upon the same terms and conditions contained in the Agreement, except for pricing, which shall be as set forth in Exhibit A-R-3 attached hereto and made a part hereof. This renewal notice may be executed in any number of counterparts and by each of the undersigned on separate counterparts, which when taken together shall constitute one and the same instrument. It may be further executed and delivered electronically as if the original had been received.

To confirm your receipt of this renewal notice, please have an authorized signatory of Contractor sign where indicated below, have the attached acknowledgment completed by a notary and return this letter and the acknowledgment to Lesley Stefan, OCA Assistant Deputy Counsel via email to lstefan@nycourts.gov.

Please note, this renewal is subject to approval by the Office of the State Comptroller. You will be provided with a fully approved copy of this renewal notice following approval by the Comptroller.

Very truly yours,

Justin A. Barry

Cenveo Worldwide Limited

By:

Name: Mark GreenbergTitle: President, Envelope GroupDate: 3/22/2023**APPROVED**

DEPT. OF AUDIT & CONTROL

May 17 2023

Melissa Burnash

FOR THE STATE COMPTROLLER

ACKNOWLEDGMENT

FOR CORPORATION, PARTNERSHIP, LLC OR GOVERNMENT ENTITY:

STATE OF Connecticut)
COUNTY OF Fairfield) ss.:

On the 22 day of March 2023, personally came Mark Greenberg, to me known, who, being by me duly sworn, did depose and say that he/she resides in Stamford, CT, that he/she is the President, Envelope Group of Cenvo Worldwide Limited, the entity described in and which executed the above instrument; and that he/she is authorized to execute the above instrument on behalf of said corporation.

A [Signature]
NOTARY PUBLIC



EXHIBIT A-R-3

(Price includes allowable price increase capped at 5%)

ITEM	UNIT PRICE per Carton (M)
A.1. # 10 Custom Double Window with Indicia	\$20.56
A.2. # 10 Custom Double Window without Indicia	\$20.56
B.1. # 9 Single Window - WHITE	\$15.58
B.2. # 9 Single Window - BLUE	\$17.54