

**AMENDMENT # 1 TO RFB# DAJ-051 – Automated Equipment Maintenance
Seventh Judicial District**

AMENDMENT # 1 TO RFB

The New York State Unified Court System, Seventh District Administrative Office has amended the specifications for the above RFB. In section **IV. BID SUBMISSION PROCEDURES, B. SUBMISSION OF ELECTRONIC (EMAIL) BID PROPOSALS** only the bid submission date was inaccurately stated as August 6th. **The bid opening date is August 17th.** Please see attached amended page 15 of the RFB.

All other RFB General and Detailed Specifications remain the same.

The Bid Opening Date is Tuesday, August 17, 2021 at 2:30 a.m.

person by August 17th, 2021 at 2:30pm at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

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: 7thcontracts@nycourts.gov. The email subject line must state: “Bid Proposal – OCA RFB#DAJ-051” 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 7thpurchasing@nycourts.gov if they have not received an email response within one (1) business day after submission of their Bid proposal.

Please note that bids/proposals must be received by the above-email 7thcontracts@nycourts.gov by August 17th, 2021 at 2:30pm at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders submit proposal several days in advance to make sure bids are received to meet the deadline.

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.