

**NYS Unified Court System Request for Quote**

**RFQ # & TITLE: 2023-0308-NYC / Dosimetry Badges and Radiation Processing Services - One Year Agreement**

**Responses due on or before 4:00 PM on 03/31/2023**

**I. CONTRACT PERIOD**

- Initial Term - One-year agreement from date PO is issued to Awarded Contractor.
- Optional six-month renewal term at same terms, conditions, and pricing, and will be at the sole discretion of the Unified Court System (UCS).

**II. SCOPE/SPECIFICATIONS**

The NYS UCS Office of Court Administration, DCAJ-NYC Fiscal Office, is soliciting price quotes for the purchase of dosimetry badges and processing services at the terms set forth below.

**A. Dosimetry Badges**

1. **Type:** TLD-XBGN 4 element dosimeter badge with a minimal reportable dose of 10 mrem (.10 mSv).
2. **Energies Measured:** X-ray
3. **Accreditation:** Must be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP).
4. **Receipt of New Badges:** All UCS locations require a minimum of two (2) days’ notice prior to delivery.
5. **Return of Used Badges:** Badges will be returned in pre-paid packaging provided by Awarded Contractor and picked up for processing by carrier agreed upon between Awarded Contractor and UCS location(s).

**B. Processing Services**

**1. Exchange Frequency**

- Quarterly (Four (4) times a year)

**2. Processing Report Requirements**

- **Reporting Results:**

1. Normal Exposure - within 5-7 business days of badge return via email and mailed hard copy.
2. Overexposure – within 24 hours via fastest method agreed upon between Awarded Contractor and UCS location(s).

**3. Unreturned Badges** – In the event of loss, the UCS shall pay for unreturned badges at the rate set forth per the attached Pricing Sheet.

**C. Quantities by Court Location**

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.

<b>COURT NAME</b>	<b>ADDRESS, ROOM #</b>	<b>CITY, STATE ZIP</b>	<b># OF BADGES</b>	<b>Billing Contact:</b>
New York Supreme Criminal Court	111 Centre Street	New York, NY 10013	222	BRUCE STERN
New York Supreme Civil Court	60 Centre Street, Room 700	New York, NY 10007	321	Naomi Ruiz
Queens Supreme Court	88-11 Sutphin Boulevard, Room 503	Jamaica, NY 11435	172	Tara Dunlap

Kings Supreme Court--Civil Term	360 Adams Street	Brooklyn, NY 11201	137	BARBARA PARKES
Kings Supreme Court--Criminal Term	320 Jay Street	Brooklyn, NY 11201	117	BARBARA PARKES
Bronx Supreme Court--Civil Term	851 Grand Concourse	Bronx, NY 10451	133	Michelle Kilkenny
Bronx Supreme Court--Criminal Term	265 East 161st Street	Bronx, NY 10451	556	Daniel Keegan
Richmond Supreme Court	26 Central Avenue	Staten Island, NY 10301	32	Gina LaForte
Richmond Supreme Court	18 Richmond Terrace	Staten Island, NY 10301	40	Gina LaForte
NYC Criminal Court	3300 Northern Boulevard	Long Island City, NY 11105	1133	CHERYL WALTERS
NYC Civil Court	111 Centre Street	New York, NY 10013	333	Cheryl Walters
New York County Family Court	60 Lafayette Street, Captain's Office	New York, NY 10013	292	Maria D'Amico
<b>TOTAL BADGES REQUIRED</b>			<b>3488</b>	

**III. KEY RFQ DATES:**

EVENT	DATE	TIME
RFQ Issued	03/08/2023	9:00 AM
Question Deadline	03/16/2023	12:00 PM (Noon)
Q&A Compilation Released	03/22/2023	12:00 PM (Noon)
Quote Submission Deadline	03/31/2023	4:00 PM

**IV. DESIGNATED CONTACT**

Michele Crocitto at [mcrocitt@nycourts.gov](mailto:mcrocitt@nycourts.gov)

**V. QUESTIONS**

Questions Vendors may have in connection with this RFQ solicitation are to be directed in writing by email only to the Designated Contact listed above.

The deadline to submit questions is **03/16/2023 at Noon**. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be issued to all Awarded Contractors no later than 03/22/2023.

**VI. DETERMINATION OF AWARD**

**A. METHOD OF AWARD:** Lowest grand total price.

**B. TIE RESULT:** When method of award is the lowest dollar cost, the following method shall be used to decide the award of the item or service when there is a tie declared: Each tied bidder shall be offered a single opportunity to submit a written rebid for the respective item/service. The rebid must be signed by the same person executing the original response, be received within the time frame determined by the OCA, and the tie awarded to the appropriate

party. Should another tie be declared, the determination of award would then default to the first winning response received.

## **VII. PRICING SHEET**

**A. DUE DATE** - Please provide quote on the attached pricing sheet to the Designated Contact **on or before 03/31/2023 at 4:00 PM.**

**B.** Price quotes must be inclusive of all costs associated with the terms outlines above. NYS is tax exempt.

**C.** Other than the pricing submitted on the 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.

**D.** Pricing will remain unchanged during the awarded contract period.

### **E. Price Sheet Calculation**

- Total Price by Requirement:  $(A) \times (B) = (C)$
- Grand Total Price is the sum of all (C)

### **F. "NO QUOTE"**

If you are not providing a RFQ response to this solicitation, please indicate so on the pricing sheet and return to the Designated Contact by the Quote Submission Deadline.

## **NYS Unified Court System Request for Quote Pricing Sheet**

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REQUIREMENT	(A) Unit Price per Badge	(B) Estimated Annual Badge Quantity	(C) Total Price by Requirement
1. Dosimetry Badges (Including Quarterly Processing)	\$	X 3488	= \$
2. Unreturned Badges	\$	X 15	= \$
Grand Total Price (Method of Award)			= \$ _____

CONTRACTOR NAME: \_\_\_\_\_

Person Authorized to Submit Price Quote: \_\_\_\_\_ Title \_\_\_\_\_

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

**If choosing not to quote a price at the present time:**

\_\_\_\_\_ "NO QUOTE" - We choose not to submit a price quote at this time.

Reason (optional): \_\_\_\_\_

\_\_\_\_\_

Please submit to Designated Contact [@mcrocitt@nycourts.gov](mailto:mcrocitt@nycourts.gov) "Subject" Line: **Response RFQ Dosimetry Badges and Radiation Monitoring.**

**Responses due by 4:00 PM on 03/31/2023.**

Thank you.