

# New York State Board of Law Examiners

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John J. McAlary  
Executive Director

## Request for Bids

**Bid Number:** SBLE 2022-09

**Bid Title:** Meeting Space – New York City – July 2022 NYS Bar Exam

**Opening Date:** November 5, 2021, 5:00 PM ET (may email bid to [RFB@nybarexam.org](mailto:RFB@nybarexam.org))

**Contact/Questions:** ([RFB@nybarexam.org](mailto:RFB@nybarexam.org)), questions due by October 22, 2021

## BID RESPONSE FORM

OFFICE OF GENERAL SERVICES “GENERAL SPECIFICATIONS” ARE FULLY INCORPORATED HEREIN.

### Notice to Bidders:

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, you must:

1. Complete this form in its entirety using blue ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the solicitation forms. The Bid response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE OPENING DATE AND TIME, AND THE PHRASE “SEALED BID – DO NOT OPEN” ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.

5. Mail the bid response to the above address in sufficient time for it to be received before the bid opening. **LATE RESPONSES WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE QUOTED PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

\_\_\_\_\_  
Bidder's Firm Name

\_\_\_\_\_  
Employer's Federal Identification Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Printed or Typed Copy of Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

## DOCUMENTS ENCLOSURE CHECKLIST

The following documents must be executed (signed) and included in the bidder's proposal. Failure to do so may disqualify the bidder's response:

- \_\_\_\_\_ Bid Response Form
- \_\_\_\_\_ Bid Sheet
- \_\_\_\_\_ Floor Plans
- \_\_\_\_\_ Attachment I – Non-Collusive Bidding Certificate, Acknowledgement of Individual/Acknowledgement of Corporation, Appendix A – Standard Clauses for All Contracts
- \_\_\_\_\_ Attachment III – Vendor Responsibility Questionnaire
- \_\_\_\_\_ Attachment IV – Procurement Lobbying Forms: Disclosure of Prior Non-Responsibility Determination UCS420), Affirmation of Understanding and Agreement (UCS 421)
- \_\_\_\_\_ Proof of general liability, workers' compensation, and disability insurance
- \_\_\_\_\_ List of three references (name, address, phone number, email)
- \_\_\_\_\_ Documents Enclosure Checklist (this page)

**To be complete, a bidder's bid response must include ALL of the above documents. Please include the original and ONE copy of each form submitted. 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.**

Bidder's Name: \_\_\_\_\_

Authorized Officer's Name and Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## General Specifications

### I. The RFB Documents

#### A. Bid Response Form

Bidders must complete the Bid Response Form.

#### B. Bid Sheet

Bidders must complete the Bid Sheet. Bidders are strongly encouraged to read the General and Detailed Specifications prior to completing the Bid Sheet and submitting a bid. An Excel version of the Bid Sheet is available by downloading it from the Contract Reporter website at [www.nyscr.ny.gov](http://www.nyscr.ny.gov), or by requesting it from us. If you are using the Excel spreadsheet provided by the Board, you need only enter the values requested in the white cells; the grey cells will be calculated for you. If you do not use the Excel spreadsheet, you must do the calculations yourself.

##### B-1. Wiring for Laptops

All bidders must include a value for providing wiring to power laptops at every candidate's seat. This includes labor. Please note that although bidders must indicate the cost of wiring all laptops, the Board will pay only for those laptops which need to be wired. This is because the Board does not know the final number of how many candidates will be using laptops until two weeks prior to the bar examination. A bid that is for the venue space only will be rejected for being incomplete. If the labor for wiring is going to be handled by a third-party, the bidder must coordinate with that third-party and incorporate that third-party's costs into the bidder's bid.

##### B-2. Curtaining of Large Windows

This RFB is for the bar examination. The examination room(s) must therefore be free of any undue distractions for the candidates. If any space bid upon has large windows or translucent walls that permit a view of or for the outside public, the bid must also include a plan and associated costs for providing curtaining of the windows.

#### C. Floor Plans

Bidders must provide floor plans of their meeting room space which include the actual size and dimensions of the rooms and identify the rooms being offered for the bar examination. If other events are taking place in the facility and the events are in adjacent areas and/or will cause noise or other administrative difficulties for the bar exam, the rooms being used and the purpose of the use must be indicated on the floor plans. Floor plans must include seating charts which show how each room will be configured on the days of the exam including precise table and chair layout for each candidate, each proctor, and the headquarters area. The Personal Belongings Room, where candidates will leave coats, backpacks, etc. during the exam, must also be identified.

D. Attachments

1. *Attachment I – Non-Collusive Bidding Certificate, Acknowledgement, Appendix A*

All bidders must read and complete the Non-Collusive Bidding Certificate and either Acknowledgement of Individual or the Acknowledgement of Corporation. The awarded contractor must agree to be bound to, among other things, the terms of Appendix A – Standard Clauses for New York State Contracts.

2. *Attachment III – Vendor Responsibility Questionnaire*

The NYS Board of Law Examiners (SBLE) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist the SBLE 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 contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

If your bid totals more than \$50,000.00, you must complete and submit a paper Questionnaire, which can be found at: [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) for both for-profit and non-for-profit business entities. If your bid totals less than \$50,000.00, you need not submit a paper questionnaire unless one is requested from you. (Please note – the SBLE does not participate in the Office of the State Comptroller's on-line VendRep program.)

3. *Attachment IV – Procurement Lobbying Law*

All bidders must read Attachment IV and complete the Disclosure of Prior Non-Responsibility Determination (UCS 420) and Affirmation of Understanding and Agreement (UCS 421).

E. Insurance

1. *Commercial General Liability Insurance*

All bidders must include with their response a certificate documenting that they have commercial general liability and automobile insurance coverage for, at minimum, the coverage limits listed below or greater, if required by applicable law, from an insurance company licensed to do business in New York State. The awarded contractor will be required to maintain such insurance in force throughout the term of the contract. In addition, the following must be named as additional insureds: the New York State Board of Law Examiners, the Unified Court System, and the State of New York and be primary insurance with respect to the Board.

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

Bodily injury to any one person	\$ 1,000,000
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Bodily injury aggregate per occurrence	\$ 1,000,000
Property damage in any one accident	\$ 500,000
Property damages aggregate per occurrence	\$ 1,000,000

2. *Workers' Compensation Insurance*

The awarded contractor must provide proof that it has in place Workers' Compensation coverage as required under New York State Law. If the contractor is exempt from such coverage, proof of exemption must be provided. Only the following forms will be accepted (note that the Acord CANNOT be accepted for 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.

3. *Disability Benefit Insurance*

The awarded contractor must provide proof that it has in place disability benefit insurance coverage as required under New York State Law. If the contractor is exempt from such coverage, proof of exemption must be provided. Only the following forms will be accepted (note that the Acord CANNOT be accepted for proof of Workers' Compensation coverage):

- Form DB-120.1 - Certificate of Disability Benefits 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.

F. References

All bidders must include with their response the names of at least three (3) clients, private or governmental entities, including contact persons and phone numbers, for whom similar meeting space has been provided **within the prior five (5)-year period**.

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

Bidders shall complete and submit all items identified on the Documents Enclosure Checklist (as well as a signed copy of the Documents Enclosure Checklist itself). Bidders must submit the bid by one of the two methods set forth below by the bid opening date and time. Failure to timely provide all required documents may result in disqualification of a bidder's response. The bid must be delivered to the Board in one of two ways:

1. Mail the bid documents to the Board. Bids/Proposals must be **clearly addressed and submitted** to:

NYS Board of Law Examiners  
Corporate Plaza – Building 3  
254 Washington Avenue Ext  
Albany, NY 12203

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

“Deliver immediately to Lori Mossman”  
“Sealed Bid - Do Not Open”

Failure to seal and mark the bid as prescribed may result in non-delivery and/or rejection of the bid. Please note that bids must be *received* by the above-named Board-designated person by the bid opening date and time or the bid will be declared a “late bid” and may be disqualified.

2. Submit Bid proposals electronically to: [RFB@nybarexam.org]. The email subject line must state: “Bid Proposal SBLE 2022-09” 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, Word, JPEG, or other accessible format.
- (b) The documents should all fit in one email. But if the documents are too large, 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 [LMossman@nybarexam.org] if they have not received an email response within one (1) business day after submission of their Bid proposal.

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

All bids shall remain binding on bidders until such time as the Board provides written notification of its intent to award the contract to a specific bidder (the “Bid Award”) or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

### **IIIa. Proposed Contract From Successful Bidders**

Successful bidders must submit a proposed contract within two weeks from the date of award.

### **IV. Estimated Quantities**

All quantities stated herein, are estimated based upon past and current activity. No guarantees of any specific amounts are implied and none will be given. Per unit prices listed on the Bid Sheet must apply to the estimated quantity and for any quantity 25% higher or 25% lower than the estimated quantity. The contract will be for the actual quantity needed as determined by the Board.

### **V. Rejected and Unacceptable Bids/Proposals**

The Board reserves the right to reject any and all bids submitted in response to this solicitation. In addition, the Board may reject any bids from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations (as 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; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts. The Board also reserves the right to reject any bidder: whose facilities and/or resources are, in the opinion of Board, inadequate, inaccessible, too small or too remote from the Board examination locations to render services in a timely manner in accordance with all requirements of this solicitation; who does not provide references for comparable work; whose references report significant failure to comply with specifications; and/or who otherwise in the opinion of the Board is unable to meet the general and detailed bid specifications.

### **VI. Questions**

Any and all questions any bidder may have in connection with this solicitation are to be directed to the Contact on the first page by the stated deadline. Questions will receive a written response and will be provided to all bidders requesting this RFB.

**IMPORTANT:** All questions regarding this solicitation must be 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 Board in connection with this RFB may violate the Procurement Lobbying Act of 2005, will jeopardize the respective bidder's standing and may cause rejection of its proposal.

### **VII. Compliance with Laws**

The awarded contractor(s) shall be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB.

### **VIII. 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 bid price except as specified herein.

## **IX. Silence of Specifications**

The apparent silence of the specifications 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.

## **X. 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 Unified Court System (UCS), State Board of Law Examiners 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, Board 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, Board 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.

## **XI. Subcontracting**

The awarded contractor shall not subcontract any portion of their work without the knowledge and prior written approval of the Board. Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as the Board considers reasonable and necessary.
2. All proposed subcontractors must be identified in bidder's proposal and any additions and/or changes shall be subject to the approval of Board prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.
3. The Board will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by Board without causing delay in the services required by this contract.

## **X. Force Majeure/Cancellation**

**Contracts with winning bidders will have to include force majeure and cancellation clauses that meet with the Board's approval.**



## **XI. COVID-19 Restrictions**

**All bidders are advised that there is presently a pandemic that has caused governmental bodies to issue orders relating to crowd size and density of public and private gatherings and to social distancing in public spaces. In view of this circumstance, the Board may have to ask for modifications or even cancelation of the contract without further obligation or financial penalty.**

### **Detailed Specifications**

#### **I. Purpose and Scope**

The Board intends to contract with a vendor for the provision of meeting room space in New York City, Nassau County, Suffolk County, and/or Westchester County for the July 2022 New York State bar examination.

The requirements are as follows:

(1) The Board estimates that it may need up to 4,000 seats in New York City, Nassau County, Suffolk County and/or Westchester County. Preference will be given to bids that can accommodate all candidates in one facility, but the Board will still consider bids that can supply at least 500 seats within one facility. Multiple awards may be made to meet the total needed seating capacity. The Board will give preference to testing in one large facility, and then, if more than one such facility, to the facility that can meet capacity with fewer rooms. The facility must be located within close proximity to public transportation.

(2) Dates are:      Monday, July 25, 2022 (move-in)  
                                 Tuesday, July 26, 2022 (testing)  
                                 Wednesday, July 27, 2022 (testing)

(3) The Board and its representatives will arrive at the location on Monday to set up/inspect the meeting space. The Board must have exclusive access to the meeting space from 6:00AM on Monday through 6:00PM on Wednesday, without interruption.

(4) Candidates must be seated at 6-foot tables with two candidates per table.

(5) Tables must be smooth top (no wood) and exactly 18 inches in width. If the bidder is unable to supply the required tables, please state so on the bid sheet in the “Notes” section.

(6) Room must be available for a proctor chair and table for every 24 candidates

(7) Room must be available for a headquarters area for storage of examination materials, etc. during the examination.

(8) Room must be available outside of the testing space for a Personal Belongings Room where candidates will leave coats, backpacks, etc. during the examination.

- (9) The facility must be a quiet testing space equipped with adequate lighting, HVAC, and restrooms.
- (10) Audio systems (microphones, speakers, etc.) must be available for each room so that oral instructions can be heard by all candidates.
- (11) The facility must be able to provide electrical wiring (i.e. power strips, outlets) to EVERY candidate seat.
- (12) All vendors must adhere to any social distancing requirements and limitations on density.

The facility must: (1) be handicapped accessible; (2) have adequate lighting for testing; (3) have adequate HVAC; (4) have adequate restrooms; (5) have a sound system; and (6) have a loading dock or area for receiving the Board’s examination materials. The loading dock/area must be available by 6:00AM each morning and up until 6:00PM each night.

## **II. Term of Award**

The awarded contract(s) shall run July 25 through July 27, 2022. Contracts of over \$50,000 in value shall be subject to the approval of the NYS Attorney General and the NYS Comptroller.

## **III. Pricing**

All pricing submitted pursuant to this Request for Bid shall be net and include all costs for the performance of the services described herein. Pricing shall be submitted only on the Bid Sheet, and in the format prescribed. Bidders must either enter the total price for each item, or “\$0” for any item for which a bidder does not intend to assess any costs. Bidders must be capable of providing all the requested items either directly or through a subcontract. The submission of an inaccurate or incomplete Bid Sheet may result in rejection of the bid. Bidders are cautioned to be thorough and accurate in all calculations. All discrepancies shall be interpreted in favor of the Board. The Board reserves the right to negotiate pricing it deems unreasonable.

## **IV. Method of Award**

Awards shall be made to the lowest responsible bidder who demonstrates the ability to meet the Board’s general and detailed specifications. 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 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. A bidder shall be defined as “lowest” based on its Total Cost Per Candidate (line 10 on the Bid Sheet).

## **V. Contractor Personnel (Contact)**

The awarded contractor shall designate a staff member to act as the key contact for the Board for the term of the contract and shall provide the Board with this designated person’s name, phone and fax numbers, an email address, and a cell phone number for contact on the days of the examination.

## **VI. Contractor Invoicing**

Within 30 days of provision of the required services for each examination, the awarded contractor shall prepare an invoice which accurately reflects all services provided. Invoicing/billing shall be in a format agreed upon between the Board and the contractor, but in no instance shall it be contrary to any federal, state and/or local government regulations. Payments to the awarded contractor will be processed in a timely manner upon receipt of invoice.

## **VII. Bid Sheet**

### **A. Generally**

All bidders must complete the Bid Sheet which must include all costs associated with use of the facility for each examination.

### **B. Adjustments**

The Board reserves the right to reject a bidder's estimate of the number of candidates that can be seated in each facility/room and substitute its own number based on the requirements in these specifications. It is imperative that an accurate assessment be made of the total number of candidates that can be seated in a facility/meeting room. If the Board determines that the bidder has over or under estimated the number of candidates that can be seated, the Board may substitute its own number, thereby affecting the facility's Average Cost Per Candidate which is the primary factor in determining the lowest responsible bidder(s), or reject the bid outright.

### **C. Awards**

Awards will be made in the following manner:

1. The Board shall select the lowest responsible bidder after taking into account adjustments made, if any, to the number of candidates that can be seated in each room.
2. The Board shall provide notice of award to the lowest responsible bidder for an amount UP TO the Total Contract Value. The actual number of candidates seated for the examination and the actual number of seats that need to be wired for laptop use will be determined by the Board within two (2) weeks of the examination and the total amount due each examination will be based on the Board's actual usage.

### **D. Instructions for Bid Sheet:**

**Please Note:** An Excel version of the Bid Sheet is available by downloading it from the Contract Reporter website at [www.nyscr.org](http://www.nyscr.org), or by requesting it from [RFB@nybarexam.org](mailto:RFB@nybarexam.org). If you are using the Excel spreadsheet provided by the Board, you need only enter the values requested in the white cells; the grey cells will be calculated for you. If you do not use the Excel spreadsheet, you must do the calculations yourself. Please contact us for a paper version.

1. *Vendor/Venue Name.* Enter the name of the vendor submitting the bid and the venue name (if different).

2. *Rooms.* List the names of the meeting rooms that you are making available for the bar examination. Provide a floor plan of your facility which includes the dimensions of each room and identifies which rooms are being offered for the bar examination. See also “Floor Plans,” discussed above on page 3.

3. *Other Event.* If there are other events taking place at your facility at the same time as any bar examination, which could cause noise and/or disruption to bar examination, list them in line 3. State what the event is and when it will be happening, and indicate on the floor plans where the event will be held.

4. *Name of Room/Capacity.* Enter the names of the rooms which will be used for each bar exam. Use the following specifications when estimating the total number of candidates:

- a. Candidates must be seated classroom style in rows facing the front of the room.
- b. Candidates must be seated at six (6) foot tables which are exactly 18 inches in width, with no more than two (2) candidates per table. Table must be smooth top (no wood) suitable for handwriting. **If the bidder is unable to supply the required tables, please state so on the bid sheet in the “Notes” section under line 12 “Equipment Rental.”**
- c. **ALL** candidate seats must be capable of being wired for laptop use. Candidates will bring their own personal laptop computers and must have a power source (i.e. outlet, power strip, power cord, etc.) to plug into for the first day of the exam (Tuesday).
- d. Space must be left for aisles between rows of candidates which aisles must be in accordance with any applicable fire and/or safety codes.
- d. Space must be left for proctor tables (card table size) and chairs with one (1) proctor for every 24 candidates.
- e. Space must be left for a headquarters area at the front of every room.
- f. If you have not provided meeting room space for a bar examination within the last year, you must provide a detailed seating chart/floor plan which shows the layout of each room as it will be set up for the examination including all candidate tables and chairs, proctor tables and chairs, and a headquarters area.

4a. *Total Capacity:* This is the total number of candidates that you can seat at your entire facility. **If you are using the Excel spreadsheet, the total capacity for each room entered under item 4 will be calculated automatically.** If you are not using the Excel spreadsheet, you must calculate the total capacity by adding the capacity for each room entered under item 4.

5. *Rental Fee.* Enter the total rental fee for the room(s) being offered.

6. *Equipment Rental.* Enter the total cost for equipment rental for each bar examination including the following equipment and labor costs:

- a. Tables. One six (6) foot x 18” table for every two (2) candidates tested. One eight (8) foot x 24” or (8) x 30” table for use by headquarters for each 100 candidates. **NOTE:** All tables for candidate testing (except proctor tables) must be smooth top, laminate or equivalent (no wood), suitable for writing, with a width of exactly 18 inches. The Board reserves the right to inspect all tables intended for use and to reject any tables which are unsatisfactory. **If the bidder is unable to supply the required tables, please state so on the bid sheet in the “Notes” section at line 12 “Equipment Rental.”**
- b. Chairs. One folding chair for every candidate tested **PLUS** one folding chair for every 15 candidates tested (for use by proctors, etc.). **If the bidder is unable to supply the required chairs, please state so on the bid sheet in the “Notes” section at line 12 “Equipment Rental.”**
- c. Card Tables. One card table for every 24 candidates tested (for use by proctors, etc.).
- d. Labor Costs. Any charge for labor services for equipment staging/manual set-up of equipment in accordance with Board provided blueprints and taking down of equipment at end of the examination.
- e. Trucking/Shipping Costs. Any charge for trucking or shipping costs imposed by a third-party vendor.

If there is no extra charge for equipment, enter “\$0” in line 6 and provide an explanation in line 12 (i.e. facility will use its own equipment). If the contractor intends to use a third-party vendor for equipment rental in part or whole, provide the name of the vendor(s) and an explanation in line 12.

7. *Electrical Wiring Costs.* Enter the total cost of wiring **ALL** candidate seats for laptop use for each bar examination. Candidates will bring their own laptop computers which must be plugged in during the Tuesday exam. This cost should include all equipment, labor and other charges associated with giving each candidate access to a power source (i.e. outlet, power strip, power cords, etc.) **for Tuesday only.** Bidders must provide licensed electrician(s) for power service. If there is no extra charge for electrical wiring, enter “\$0” in line 7. If an outside vendor will be used for wiring, please indicate the name of the vendor in the “Notes” section on line 13 “Electrical Wiring.” **Although bidders must indicate the cost of wiring all laptops, the Board will pay only for those laptops which need to be wired. This is because the Board does not know how many candidates will be using laptops until two weeks prior to the bar examination.**

8. *Other.* Enter the total cost for ANY other costs associated with the use of your meeting space for each bar examination which are not addressed in the bid specifications, such as cleaning, medical staffing, audio systems, etc., and provide a detailed explanation in line 14. Please note that the Board will contract separately for Security Services for the examination.

**Please Note: If you are using the Excel spreadsheet provided by the Board, the remaining values on the Bid Sheet will be calculated for you. If you are NOT using the Excel spreadsheet provided by the Board, you must hand calculate the following information:**

9. *Total Contract Value.* Enter the total of lines 5 through 8. This is the total (maximum) cost of using your facility for the bar examination (Excel will calculate this automatically).

10. *Total Cost Per Candidate.* Enter the total cost per candidate for each bar examination by dividing line 9 by line 4a (Excel will calculate this automatically).

11. *Electrical Wiring Cost Per Candidate.* Enter the total cost per candidate for electrical wiring for the bar examination by dividing line 7 by line 4a (Excel will calculate this automatically). The total amount due to the awarded contractor under the contract for electrical wiring will be calculated by multiplying this amount by the total number of candidate seats wired for laptop use as determined by the Board two weeks prior to the examination.

**Notes: This section must be completed only if there are notes to accompany any of your bid components.**

12. *Equipment Rental.* Indicate if you are not able to supply the required tables and/or chairs, plus any other notes that you have regarding equipment rental as described under section VII.D.6 above.

13. *Electrical Wiring.* Use this if you have any notes regarding electrical wiring of laptops.

14. *Other Costs.* List any costs that are not already included in Rental Fee, Equipment Rental, or Electrical Wiring (e.g. medical staffing, cleaning, etc.).