

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

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

NYS OFFICE OF COURT ADMINISTRATION
 25 BEAVER STREET
 NEW YORK, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Jeff Casper
 Phone: (212) 428-2867
 Email: JCASPER@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

Bid Number: OCA/GR-160	Commodity Group: PRINTING
Opening Date: August 20, 2010	Commodity Name: PRINTING SERVICES
Time: 3:00 P.M.	

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

<p>Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENTS I, III AND IV MADE PART AND INCORPORATED HEREIN.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p>
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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	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email:	

DOCUMENTS ENCLOSURE CHECKLIST

___ Pricing Sheets - the pricing sheets must be included in bidder's proposal (all 20 pages). Failure to do so will disqualify bidder's response.

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

- ___ UCS Request for Bid Form with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ Attachment I, p.5 - Bidder's Certification of Work (Printing)
- ___ Attachment I, p.6 - Bidder's Certification of Recycled Product(s)
- ___ Attachment I, p.7 - Manufacturer's Affidavit of Recycled Content
- ___ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire or
 - questionnaire file online via OSC VendRep System
- ___ Attachment IV - Procurement Lobbying Forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ___ Certificate of NYS Workers' Compensation Form (C-105.2) and Certificate of NYS Disability Benefits Insurance Form (DB-120), **OR** the appropriate form showing proof of exemption. See the Workers' Compensation website for further information in obtaining these documents from your insurance carrier: www.wcb.state.ny.us .
- ___ ACORD Certificate of Commercial General Liability Insurance.
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Original bid response + five (5) complete copies
- ___ Signed Documents Enclosure Checklist

NB: There is no Attachment II

**To be complete, a bidder's bid response must include ALL the above documents.
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.**

Company Name: _____

Authorized Officer's Name: _____ Title: _____

Signature: _____ Date: _____

*** * * GENERAL SPECIFICATIONS * * ***

I. The RFB/RFP Process

Note to Bidders - Required Forms:

1. Attachment I - Standard Request for Bid Clauses & Forms, 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, Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) 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 contractor 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 contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

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. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if paper questionnaire is not included with bidders bid/proposal submission.

Online RFB/RFP Package : Disclaimer:

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations

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and related documents from the New York State UCS website 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.

Bid Response/Proposal: Original and Copies:

Bidders shall submit all the following required **original RFB/RFP documents:** Bid/Proposal; Executed RFB/RFP Form; Attachment I - *pages 3, 4, 5, 6 and 7 of 10*; Attachment III - Vendor Responsibility Questionnaire (checkmark the appropriate box for paper questionnaire or online submission in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423), and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist. Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

Packaging, Identifying and Delivering of Bids/Proposals:

Bidders may not submit their bid/proposal responses online.

Bids/Proposals must be clearly addressed and submitted to:

Jeff Casper
Senior Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

Bids/Proposals must be securely contained in a sealed package or carton and clearly labeled on two sides as follows:

"Deliver immediately to Jeff Casper, R-840"
"Sealed bid - Do not open"
"OCA/GR-160 due on Friday, August 20, 2010 at 3:00 p.m."

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 on

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Friday, August 20, 2010 by 3:00 pm 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.

No-Bids:

In order to remain on OCA’s bidders list, bidders are requested to send a no-bid letter to OCA, Attn: Jeff Casper, 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: OCA/GR-160.

Questions:

Questions may be addressed by e-mail only to:

Jeff Casper
jcasper@courts.state.ny.us
(Bid process questions)
and to
OCA/Graphics
Graphic_Design@courts.state.ny.us
(Questions about the technical specifications)

Please indicate “OCA/GR-160 Question(s)” in the field “Subject.”

The **deadline** to submit questions is **Friday, August 6, 2010 by 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered individually in writing by e mail. A Q&A including all questions received and their answers will be posted on the UCS website a couple of days after the deadline of Friday, August 6, 2010.

IMPORTANT: All communications and 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 UCS/OCA 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.

Binding Nature of Bid/Proposal on Bidders:

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter “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.

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References:

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

Rejected and Unacceptable Bids/Proposals:

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bid/proposal from any bidder who is in arrears to the State of New York upon any debt or in the performance of any contract; or who have previously defaulted on any contractual obligation, (as vendor, surety or otherwise), or other 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 has been declared not responsible or disqualified by any agency of the State of New York; or who has any proceeding pending against them relating to the responsibility or qualification to receive or perform public contracts; or whose proposal is incomplete in any material respect.

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 specifications:

The apparent silence of the specifications contained as a 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.

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

Responsible Bidder:

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, compliance with this RFB’s general and detailed specifications, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria

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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.

Unsatisfactory Performance and Contract Termination:

If awarded contractor fails to fulfill any terms of this agreement on time, including quality of printing deemed inadequate by OCA and/or delivery time exceeding those specified in this RFB, OCA/Graphics shall expect the awarded vendor(s) to rectify problems in a timely manner, on a project-specific basis. Should awarded vendor(s) fail to rectify problems to OCA's satisfaction three times during the initial contract period, OCA reserves the right to notify the contractor(s) in writing of contract termination without any further obligation from OCA under said contract.

In the event of the termination of the contract, the UCS shall be obligated only for orders placed up to and including the effective date of termination. Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available at law to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

Independent contractor status:

It is expressly understood and agreed that 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 is 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 worker's compensation insurance of the awarded contractor or any of its employees or subcontractors.

Financial Stability

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

Insurance Requirements :

Awarded contractor(s) shall be required to maintain during the term of the contract, at their own cost and expense, workers' compensation and disability benefits insurance coverage as required under NYS law. Each bidder must

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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. Bidder 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. A manual listing required forms and procedures may be obtained on the Workers' Compensation Board website at: <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>. Bidders without web access may contact the Workers' Compensation Advocate for Business office at (800) 628-3331 for additional information. Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Only the proper forms as prescribed by the NYS Workers' Compensation Board shall be acceptable.

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 Liability	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers licensed to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Confidentiality

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, 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 the OCA. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA and may subject the bidder to further penalties.

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Subcontracting:

No Subcontracting or outsourcing is permitted.

Estimated quantities:

Any requirements specified in this solicitation constitute estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an estimated quantity term contract. The UCS does not guarantee that any specific number of items will be printed nor that any specific number of courts or court-related offices will participate.

Estimated quantity per year shall not be printed in one run so as to minimize storage time.

Actual order quantities shall be indicated on the Job-Specific Spec Sheet.

*** * * DETAILED SPECIFICATIONS * * ***

II. RFB# OCA/GR-160

Purpose and scope:

The New York State Office of Court Administration (hereafter "OCA") is soliciting sealed bids for the purpose of establishing estimated quantity term contract(s) to print newsletters, booklets, reports, journals, and softcover books.

Term of award:

Multiple contracts will be awarded by lot or lots for an initial term of one (1) year. The UCS reserves the right to renew such contracts for three (3) additional one (1) year periods upon the same terms and conditions, excluding pricing.

The UCS further reserves the right to extend the contract for a period not to exceed one hundred and eighty (180) days upon written notification to contractor prior to contract termination date, or the first or second renewal periods. Any such renewal or extension shall be subject to approval by the Office of the State Comptroller (hereafter, "OSC").

Method of award:

For each lot, award shall be made to the two (2) lowest responsible bidders determined to be in compliance with this RFB's Specifications. Bidders may bid on one or as many lots as they wish. OCA/Graphics shall award one

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(1) primary and one (1) secondary contract in order to assure quality and timely completion of printing needs where simultaneous or high volume orders may be evident.

Note: It is understood that the primary contractor will be afforded first opportunity to perform the work. Should a simultaneous order come in and awarded vendor indicate his/her inability to fill OCA's order, or other circumstances such as poor performance as determined by OCA/Graphics, OCA/Graphics reserves sole discretion in determining the need to engage the secondary contractor to assure timely and quality printing of orders.

Lowest dollar cost shall be determined by

1. Multiplying the following columns on the bid sheet:
Cost of Estimated Quantity per Press Run times Frequency equals Estimated Cost per Year, for each publication
2. Adding Estimated Costs per Year for each publication to obtain an Estimated Grand Total Cost per Year for each Lot

In the event of a bidder's miscalculation, Price per Quantity shall prevail. Bidders shall refer to the bid sheet.

"Responsible" shall be determined by, but not limited to, the following criteria: bidder's experience, compliance with the specifications contained herein, references, financial stability, printing facilities and capabilities, performance history.

Bidders'/Contractors' Facilities:

For purpose of evaluation, bidders' proposed facilities shall be available for inspection. Subsequent to the award, contractors' facilities shall be made available for periodic inspection upon request.

Lots:

Bidders may bid on any number of lots as they are capable of printing:

- Lot I: 8.5" X 11" Saddle-stitched Newsletters
- Lot II: 5.5" X 8.5" Saddle-stitched Booklets
- Lot III: 8.5" X 11" Saddle-stitched Reports
- Lot IV: Perfect Bound Journals
- Lot V: Softcover, Perfect Bound Books

Artwork:

All artwork will be camera-ready, including the UCS Seal when necessary, and will be sent in electronic files or

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hard copies.

Changes:

Under no circumstances should the awarded contractor act on any verbal communications of judicial and non-judicial personnel. Any and all communications must be in writing. The awarded contractor assumes all risks in acting otherwise.

Bidders Qualifications:

Bidders' software shall be compatible with the latest McIntosh and Windows operating systems. Bidders shall be able to process orders sent by OCA/Graphics in QuarkExpress, PhotoShop, Illustrator, Acrobat and all major page layout and graphics software.

Bidder must be capable of manufacturing, printing, and shipping large number of orders to different locations on an **as-needed basis**.

Delivery:

Awarded contractors must be able to accept and produce any orders, including rush orders, placed within the contract period. Delivery will be made to specific locations as noted on purchase orders. Accordingly, purchase order(s) will be issued on an **as-needed basis** directly by end-users.

Delivery shall be expressed in number of calendar days after proof sign-off needed to make a delivery, as specified for each lot in the Detailed Specifications. Any delivery greater than the number of days following proof sign-off as specified in the detailed specifications may be rejected.

Samples:

Samples of items specified in this solicitation will be available from OCA upon request.

Bidders shall include in their response three (3) different samples of printed items similar to those that they are bidding on.

Samples shall be clearly marked with bidder's name and RFB number (OCA/GR-160). Failure to submit and properly identify samples may result in bid rejection. Samples shall be provided free of charge to OCA and will not be returned.

Any additional sample requested by the Graphics Principal Management Analyst will also be free of charge to OCA

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Paper Stock Samples and Proofs:

The awarded vendor shall submit samples of the paper stock and proofs for each item described in the Detailed Specifications to:

Graphics Department
NYS Office of Court Administration
25 Beaver Street, 9th Floor
New York, NY 10004

before printing the specified job. Samples shall be clearly marked with project title/number.

Upon written approval by the OCA/Graphics, vendor(s) shall proceed with printing.

Price:

All prices are to be net f.o.b. destination, include any necessary storage, and include full inside delivery to the exact location indicated on the purchase order or on the list of ship-to addresses attached to the purchase order.

Prices shall include all requirements and services contained herein, including but not limited to paper(s), inks, supplies, all proofs/blues and their shipping to OCA/Gaphics.

Any number of reprints of the printed order(s) due to printer's error shall be processed at no charge to OCA/Graphics. Awarded vendor shall bear the full cost of picking up unsatisfactory orders and delivering the reprints.

Authors Alterations may be charged separately.

Bidder shall quote their prices for different quantities, as specified in the Method of Award and on the Bid Sheet.

Price Re-Negotiations:

As stated previously, any awarded contract shall be for estimated quantities. OCA/Purchasing reserves the right to re-negotiate contract price(s) should actual order amounts exceed twenty percent (20%) of estimated amounts stated in this solicitation.

Shipping:

For the Estimated Number of Press Runs per Year only, bidders shall quote a price for both standard ground shipping and rush shipping to Albany, Syracuse, Buffalo, and New York City, (for cost analysis purpose only). In their bid responses, bidders shall indicate which carrier they use for shipping and the number of business days for standard ground shipping.

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Plates and Negatives:

Important: All plates and negatives are considered the property of the New York State Judiciary and at OCA/Graphics' option shall be relinquished without cost upon completion of all work and deliveries.

Specific Orders:

Prior to issuing a purchase order, OCA/Graphics shall send awarded vendor a Job-Specific Spec Sheet. Upon receiving the Job-Specific Spec Sheet, awarded vendor shall provide a written quote reflecting:

- the cost of the requested quantity in a manner that will offer OCA/Graphics the lowest cost possible, when the requested quantity does not match any of the quantities indicated on the Bid Sheet, and
- the true cost of shipping to the exact location(s) indicated on the Job-Specific Spec Sheet.
- Orders will be placed among awarded vendors-for a specified lot.
- Awarded vendors shall accept an OCA approved price quote only (No purchase order) and payment by procurement card for orders totaling \$2,500.00 or less.
- Any orders costing \$2,501.00 or more will be placed by purchase orders.
- Purchase orders will be issued directly to awarded contractors by OCA (or the initiating court or related office).
- Under no circumstances are awarded vendors to perform any work prior to the receipt of the OCA approved price quote or a Purchase Order.
- Vendors accept all risks in acting otherwise.

Price increases:

1. **Contract's initial term:** All prices shall remain **firm** throughout the initial 1-year contract period.

2. **Renewal Period(s): Reasonable, necessary and documented** cost increases up to a maximum of 10% to the contractor for any **renewal period may be considered** for approval by OCA/Graphics subject to the following:

a. Only those increases applicable to paper and supplies as the result of increases levied by the manufacturers will be reviewed.

b. No increases associated with labor costs will be considered.

c. Contractor must submit a written request to OCA/Purchasing for allowable increase(s) forty-five (45) days prior to the end of the initial contract period. Written requests shall be accompanied by any/all supporting documentation showing price increase(s) at the manufacturer's level, including

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manufacturer's invoices at the time of the beginning of the awarded contract and at the time of contractor's request for a price increase.

Awarded vendor shall send its written request to:

Jeff Casper
Senior Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

3. **Extension period:** No price increase will be considered for any "extension" period: prior term/renewal pricing shall prevail.

Price decreases:

Awarded contractor shall extend to the UCS any price decreases applicable to paper and supplies levied by the manufacturers. Contractor shall propose such decrease in writing with supporting documentation to the UCS at any time during the contract initial and/or renewal periods and as soon as contractor benefits from such manufacturer's price decrease(s).

Detailed Descriptions by Lot:

LOT I - 8.5" X 11" SADDLE-STITCHED NEWSLETTERS:

Newsletter 1 (2-color: Black + PMS, 8.5" x 11"):

Size/Finishing: 8.5" x 11", saddle-stitched

Cover: Self cover: 2 color (Black + PMS); full-bleed, 70# white stock, (uncoated, part recycled)

Page count: 8 -16 pages

Quantity: 60,000 - 100,000 +/-.

Frequency: 1 - 2 times per year.

Newsletter 2 (4-color, 8.5" x 11"):

Same specs as Newsletter 1, but with 4-color throughout.

Newsletter 3 (greyscale, 8.5" x 11"):

Same specs as Newsletter 1, but in 100% greyscale.

LOT II - 5.5" x 8.5" SADDLE-STITCHED BOOKLETS:

Booklet 1 (Greyscale, 5.5" x 8.5"):

Size/Finishing: 5.5" x 8.5", saddle-stitched

Cover: 1/0 (no bleed) 80# coated cover stock; Inside: greyscale (no bleed) 65# uncoated text stock.

Page count: 18 - 48 pages (plus cover).

Quantity: 25,000 +/-

Frequency: 1 - 3 times per year

Booklet 2 (2-color/2-color, 5.5" x 8.5"):

Size/Finishing: 5.5" x 8.5", saddle-stitched

Cover: 1/0 (full-bleed) 80# coated cover stock; Inside: 2-color (no bleed) 65# uncoated text stock.

Page count: 18 - 48 pages (plus cover).

Quantity: 25,000 +/-

Frequency: 1 - 3 times per year

Booklet 3 (4-color cover/greyscale, 5.5" x 8.5"):

Size/Finishing: 5.5" x 8.5", saddle-stitched

Cover: 4 color over 0, plus aqueous coating, full-bleed, 80# coated cover stock; Inside: greyscale (no bleed) 65# uncoated text stock.

Page count: 18 - 48 pages (plus cover).

Quantity: 25,000 +/-

Frequency: 1 - 3 times per year

LOT III - 8.5" x 11" SADDLE-STITCHED REPORTS:

Report 1 (Greyscale, 8.5" x 11"):

Size/Finishing: 8.5" x 11", saddle-stitched

Cover: 1/0 (no bleed), 80# coated cover stock; Inside: greyscale (no bleed), 70# uncoated text stock.

Page count: 12 - 48 pages (plus cover).

Quantity: 2,500 +/-

Frequency: 1 - 3 times per year

Report 2 (2-color/2-color, 8.5" x 11"):

Size/Finishing: 8.5" x 11", saddle-stitched

Cover: 2-color (full-bleed), 80# coated cover stock; Inside: 2-color (no bleed) 70# uncoated text stock.

Page count: 18 - 48 pages (plus cover).

Quantity: 2,500 +/-

Frequency: 1 - 3 times per year

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Report 3 (4-color cover/greyscale, 8.5" x 11"):

Size/Finishing: 8.5" x 11", saddle-stitched

Cover: 4-color plus aqueous coating, full-bleed, 80# coated cover stock; Inside: greyscale (no bleed) 65# uncoated text stock.

Page count: 18 - 48 pages (plus cover).

Quantity: 2,500 +/-

Frequency: 1 - 3 times per year

LOT IV - PERFECT BOUND JOURNALS:

Journal 1 (Greyscale, 6.75" x 10"):

Size/Finishing: 6.75" x 10", Perfect Bound

Cover: Greyscale (no bleed), 80# textured cover stock; Inside: greyscale (no bleed) 70# uncoated text stock.

Page count: 80 - 200 pages (plus cover).

Quantity: 5,000 +/-

Frequency: 1 - 2 times per year

Journal 2 (4-color cover/greyscale, 8.5" x 11"):

Size/Finishing: 8.5" x 11", saddle-stitched

Cover: 4-color plus aqueous coating, full-bleed, 80# coated cover stock; Inside: greyscale (no bleed) 70# uncoated text stock.

Page count: 60 - 120 pages (plus cover).

Quantity: 2,500 +/-

Frequency: 1 - 2 times per year

Journal 3 (4-color cover/2-color, 8.5" x 11"):

Same specs as Journal 2 with 2-color (Black + PMS) interior

LOT V - SOFTCOVER, PERFECT BOUND BOOKS:

Softcover Book 1 (100% Greyscale, 7" x 9"):

Size/Finishing: 7" x 9", Perfect Bound

Cover: Greyscale over 0 (full bleed) with lamination; 10 pt glossy cover stock; Inside: greyscale (no bleed) 60# uncoated white text stock

Page count: 300 - 600 pages +/-

Quantity: 5,000 +/-

Frequency: 1 - 2 times per year

Softcover Book 2 (4-color/greyscale, 5" x 8")

**OCA/GR-160
PRINTING SERVICES**

**BID OPENING: Friday, August 20, 2010
3:00 PM**

Size/Finishing: 5" x 8", Perfect Bound

Cover: 4-color over 0 (full bleed) with lamination; 10 pt glossy cover stock; ; Inside: greyscale (no bleed) 60# opaque white text stock

Page count: 200 - 500 pages +/-

Quantity: 5,000 +/-

Frequency: 1 - 2 times per year

Softcover Book 3 (4-color/greyscale, 7.5" x 9"):

Size/Finishing: 7.5" x 9", Perfect Bound

Cover: 4-color over 0 (full bleed) with lamination; 10 pt glossy cover stock; ; Inside: greyscale (no bleed) 60# opaque white text stock

Page count: 200 - 500 pages +/-

Quantity: 5,000 +/-

Frequency: 1 - 2 times per year

General & Shared Specifications for All Lots:

REPRO-FILE: Electronic file supplied on CD or via net; Quark XPress, Adobe Indesign or Adobe PDF; Macintosh Platform w/ Photoshop & EPS images in position; Fonts supplied. Hardcopy printout or Adobe PDF supplied as printers guide.

Proofing: Blueline and color proof required within 3 days of file submission.

Schedule: Job required within 5 business days upon receipt of final (signed-off) blueline and/or color proof. (We would allow more production time for Journals and Softcover Books.)

Packaging/Shipping: Vendors standard packaging unless indicated otherwise.

Bid Response Sheet Instructions:

Bidders may submit responses for one, all or any number of Lots they are capable of printing.

Price quotes for boldface quantities are required. Quotes for other quantities are optional.

Bidders shall sign and mark "No Bid" on the price sheet of each lot that they are not bidding on.

All Bid Response Sheets, including the "No Bid" Lots (20 total pages), must be signed and dated and included in bidders' responses.

Bidders calculation will be verified. In case of discrepancies, the rate per quantity will prevail.

BID RESPONSE SHEET - Page 1

LOT I - 8.5" X 11" SADDLE-STITCHED NEWSLETTERS:

Newsletter 1 (2-color: Black + PMS, 8.5" x 11")

Estimated Quantity per press run: 100,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
10,000	\$ _____		
25,000	\$ _____		
50,000	\$ _____		
100,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ Date: _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 2

LOT I - 8.5" X 11" SADDLE-STITCHED NEWSLETTERS:

Newsletter 2 (4-color, 8.5" x 11")

Estimated Quantity per press run: 100,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
10,000	\$ _____		
25,000	\$ _____		
50,000	\$ _____		
100,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 3

LOT I - 8.5" X 11" SADDLE-STITCHED NEWSLETTERS:

Newsletter 3 (greyscale, 8.5" x 11")

Estimated Quantity per press run: 100,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
10,000	\$ _____		
25,000	\$ _____		
50,000	\$ _____		
100,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ Date: _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

OCA/GR-160
PRINTING SERVICES

BID OPENING: Friday, August 20, 2010
3:00 PM

BID RESPONSE SHEET - Page 4

LOT I - 8.5" X 11" SADDLE-STITCHED NEWSLETTERS:

ESTIMATED GRAND TOTAL COST PER YEAR of LOT I: \$ _____
(Equals the sum of "Estimated Cost per Year" of Saddle-stitched Newsletters 1 - 3)

Bidding Company's Name: _____

Authorized Officer's Name: _____ **Title:** _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF LOT I IS A NO BID: _____

BID RESPONSE SHEET - Page 5

LOT II - 5.5" x 8.5" SADDLE-STITCHED BOOKLETS:

Booklet 1 (greyscale, 5.5" x 8.5")

Estimated Quantity per press run: 25,000 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
1,000	\$ _____		
5,000	\$ _____		
10,000	\$ _____		
25,000	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 6

LOT II - 5.5" x 8.5" SADDLE-STITCHED BOOKLETS:

Booklet 2 (2-color/2-color, 5.5" x 8.5")

Estimated Quantity per press run: 25,000 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
1,000	\$ _____		
5,000	\$ _____		
10,000	\$ _____		
25,000	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 7

LOT II - 5.5" x 8.5" SADDLE-STITCHED BOOKLETS:

Booklet 3 (4-color cover/greyscale, 5.5" x 8.5")

Estimated Quantity per press run: 25,000 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
1,000	\$ _____		
5,000	\$ _____		
10,000	\$ _____		
25,000	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 8

LOT II - 5.5" x 8.5" SADDLE-STITCHED BOOKLETS:

ESTIMATED GRAND TOTAL COST PER YEAR of LOT II: \$ _____
(Equals the sum of "Estimated Cost per Year" of Saddle-stitched Booklets 1 - 3)

Bidding Company's Name: _____

Authorized Officer's Name: _____ **Title:** _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF LOT II IS A NO BID: _____

BID RESPONSE SHEET - Page 9

LOT III - 8.5" x 11" SADDLE-STITCHED REPORTS:

Report 1 (greyscale, 8.5" x 11")

Estimated Quantity per press run: 2,500 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
100	\$ _____		
500	\$ _____		
1,000	\$ _____		
2,500	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ Date: _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 10

LOT III - 8.5" x 11" SADDLE-STITCHED REPORTS:

Report 2 (2-color/2-color, 8.5" x 11")

Estimated Quantity per press run: 2,500 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
100	\$ _____		
500	\$ _____		
1,000	\$ _____		
2,500	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 11

LOT III - 8.5" x 11" SADDLE-STITCHED REPORTS:

Report 3 (4-color cover/greyscale, 8.5" x 11")

Estimated Quantity per press run: 2,500 +/-

Estimated Frequency Run per Year: 3

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
100	\$ _____		
500	\$ _____		
1,000	\$ _____		
2,500	\$ _____	x 3	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ Date: _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 12

LOT III - 8.5" x 11" SADDLE-STITCHED REPORTS:

ESTIMATED GRAND TOTAL COST PER YEAR of LOT III: \$ _____
(Equals the sum of "Estimated Cost per Year" of Saddle-stitched Reports 1 - 3)

Bidding Company's Name: _____

Authorized Officer's Name: _____ **Title:** _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF LOT III IS A NO BID: _____

BID RESPONSE SHEET - Page 13

LOT IV - PERFECT BOUND JOURNALS:

Journal 1 (greyscale, 6.75" x 10")

Estimated Quantity per press run: 5,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
500	\$ _____		
1,000	\$ _____		
2,000	\$ _____		
5,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 14

LOT IV - PERFECT BOUND JOURNALS:

Journal 2 (4-color cover/greyscale, 8.5" x 11")

Estimated Quantity per press run: 2,500 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
100	\$ _____		
500	\$ _____		
1,000	\$ _____		
2,500	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 15

LOT IV - PERFECT BOUND JOURNALS:

Journal 3 (4-color cover/2-color, 8.5" x 11")

Estimated Quantity per press run: 2,500 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
100	\$ _____		
500	\$ _____		
1,000	\$ _____		
2,500	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 16

LOT IV - PERFECT BOUND JOURNALS:

ESTIMATED GRAND TOTAL COST PER YEAR of LOT IV: \$ _____
(Equals the sum of "Estimated Cost per Year" of Perfect Bound Journals 1 - 3)

Bidding Company's Name: _____

Authorized Officer's Name: _____ **Title:** _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF LOT IV IS A NO BID: _____

BID RESPONSE SHEET - Page 17

LOT V - SOFTCOVER, PERFECT BOUND BOOKS:

Softcover Book 1 (greyscale, 7" x 9")

Estimated Quantity per press run: 5,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
500	\$ _____		
1,000	\$ _____		
2,000	\$ _____		
5,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 18

LOT V - SOFTCOVER, PERFECT BOUND BOOKS:

Softcover Book 2 (4-color, greyscale, 5" x 8")

Estimated Quantity per press run: 5,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
500	\$ _____		
1,000	\$ _____		
2,000	\$ _____		
5,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ Date: _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 19

LOT V - SOFTCOVER, PERFECT BOUND BOOKS:

Softcover Book 3 (4-color, greyscale, 7.5" x 9")

Estimated Quantity per press run: 5,000 +/-

Estimated Frequency Run per Year: 2

<u>Quantity</u>	<u>Cost</u>	<u>Frequency per Year</u>	<u>Estimated Cost per Year</u>
500	\$ _____		
1,000	\$ _____		
2,000	\$ _____		
5,000	\$ _____	x 2	= \$ _____

Cost of one additional +/- 4 page signature if page count exceeds that noted in the detailed specifications: \$ _____

Price decrease per +/- 4 page signature if page count is below that noted in the detailed specifications: \$ _____

Cost of shipping quantity per press run to:

Albany:	Standard: \$ _____	Rush: \$ _____
Buffalo:	Standard: \$ _____	Rush: \$ _____
New York City:	Standard: \$ _____	Rush: \$ _____
Syracuse:	Standard: \$ _____	Rush: \$ _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF THIS ITEM IS A NO BID: _____

BID RESPONSE SHEET - Page 20

LOT V - SOFTCOVER, PERFECT BOUND BOOKS:

ESTIMATED GRAND TOTAL COST PER YEAR of LOT V: \$ _____
(Equals the sum of "Estimated Cost per Year" of Softcover, Perfect Bound Books 1 - 3)

Bidding Company's Name: _____

Authorized Officer's Name: _____ **Title:** _____

Signature: _____ **Date:** _____

PLEASE CHECK HERE IF LOT V IS A NO BID: _____