

Pre-Bid Conference Q&A for OCA/CP-174: Case File and Motion Jackets
Mandatory Pre-bid Conference: Friday, July 9, 2010 at 11:00 a.m.
Bid Opening: Tuesday, July 20, 2010

1. Is tinted stock allowed for the jackets?

A. Yes.

2. According to the specs, several of the jackets require 150# paper. The standard is 143#. Is 150# required.

A. Bidders must bid based on the specifications put forth in RFB # OCA/JM-174 and not base their submissions on "industry standard". This is a solicitation for custom case file jackets and the quality of the product offered must equal or surpass the quality of the jackets based on the standards of the Unified Court System.

3. Are closed corners 100% required on the jackets? Non-closed could save the state quite a bit of money. (2 bidders provided their own samples of the non-closed corners)

A. Yes. All seams and corners on all jackets must be fully gum sealed, thoroughly and evenly with no visible openings whatsoever. (See page 14 of the bid specs, "Construction")

4. In the previous bid specs, the estimated amount for Group II, Item P was 5,000. In these bid specs it is 50,000. Why the change? Is it a math error? What court orders them?

A. The estimated quantities of the case file jackets that are presented for bidding purposes, were based on a survey done of the ordering locations in March 2010, not based on the previous bid specs from several years ago. The needs of the courts and court-related office are subject to change from year to year. The estimate for Item P is 50,000. There is no error.

5. What about the split-deliveries. How many locations will be requesting split- deliveries?

A. The split-delivery requests will be up to the ordering locations. The number of courts who request this is unknown to this office.

6. How many locations will be ordering? How much product will they be ordering?

A. This is an estimated quantity contract. The UCS does not guarantee the number of locations who would be ordering from the contract or how much they'd be ordering.

7. Is the winning bid price guaranteed for the first 3 years of the new contract?

A. Yes. All bid pricing is firm for the initial 3 year contract period.

8. Will inside delivery be required?

A. Yes. Deliveries must be made to the exact location on the ordering location's purchase order.

9. What about the packaging...does it matter if the jackets are packed 250 or 500 to a carton?

A. The RFB does not specify this information, but a quick survey of the court locations shows that the amounts of jackets packaged per carton may range from 100/carton to 500/carton, depending on the specific jacket and sequential numbering range.

10. Is sub-contracting allowed on this bid? How about sub-contracting for delivery?

A. Yes, as long as the subcontractors are identified in the bid response, with a description of services they are to perform.

11. When will the date of award be? When would a contract start?

A. On or around, October 1, 2010.

12. If contract is awarded this year (Oct. 1), is the new contractor responsible for the guaranteed delivery by December 1st of this year?

A. No. The deadline to guarantee delivery by December 1, 2010 was July 10, 2010 and those orders would be placed under the existing contract extension. The new contractor(s) must take action on any purchase orders they receive from the ordering locations once a new contract(s) is approved and in place, but since that would be past the July 2010 ordering deadline, there is no obligation on the new contractor(s) to provide a product by the December 1, 2010 deadline. However, any orders placed by locations must be provided in a reasonable amount of time after receipt of said order.

Orders placed by July 10, 2011 for guaranteed delivery of December 1, 2011 would be the responsibility of the new contractor(s).

13. Group III jackets - Is all numbering directly on the folder or on a label?

A. Some courts or court-related offices may require sequential numbering directly on their case file jackets, while others may require a bar code, which may be accomplished by printing directly on the jacket or by affixing a label to the jacket with the bar code printed on it. Some locations may require both on their file jackets. All locations will request their specific needs in writing on their individual purchase orders. Please see page 13 of the General Specs (Sequential Numbering and Bar Coding) as well as pages 16-18 of the Detailed Specs (Labels for NYC Civil Court) for a full, detailed explanation of the requirements.

14. Is it possible to get copies of all of last year's invoices to find out how many split-deliveries there were?

A. That information is not kept track of through this office, as the individual locations place the orders. The current contractor is not under any obligation to provide invoices to the bidders.

15. Who places the orders?

A. The individual court locations place their own orders and provide their own samples. There is no centralized ordering location.

16. In order to get a feel for the freight charges, can we get a list of locations that would be delivered to?

A. That number is impossible to determine. This is an estimated quantity contract. The UCS does not guarantee the number of locations who would be ordering from the contract, or how much they'd be ordering.

17. Can you give the percentage of folders with printing on them?

A. The samples are provided here to give you an idea of what the courts and court-related offices need for their folders. The majority of examples provided have printing on them, but as this is an estimated quantity contract, the UCS does not guarantee that for the next contract. (See page 10 of the RFB)

18. Can we have a listing of courts that can utilize the contract?

A. Any court or court-related office within the New York State Unified Court System can utilize this contract. As this is an estimated quantity contract, the UCS does not guarantee any number of locations will use it.

19. Is this a bottom-line award or will preference be given to WMBE, workshops, etc.?

A. The contract(s) will be awarded to the lowest cost, responsible bidder for each group. Partial group awards will not be made.

20. Will the contracts be awarded by group.

A. Yes. See previous answer.

21. Standard and procedure for payment terms? What is the pattern of payments made in the past?

A. Locations will make payment on the items as they are delivered and received in good condition. Payments will be made in a timely manner once invoice is received. Payment will be processed by the individual locations fiscal department (sometimes separate from the ordering department).

22. Do the individual courts get invoiced or is there a centralized location?

A. The individual courts who place the purchase orders will be responsible for making the payments on the invoices.

23. How many business days between now and the day of the bid opening?

A. 5 business days.

24. Will an extension be offered if it takes longer than that to put a bid response together?

A. The answer given during the mandatory pre-bid conference was No. After further review by OCA, the deadline for submitting bids for this RFB will be extended to Tuesday, July 27, 2010 at 2 p.m. There will be no further extension.

25. When an order is placed, will a sample be available?

A. Yes. The ordering locations will send samples in with their purchase orders.

26. What is the lead time between the order being placed and the guaranteed delivery?

A. To have delivery guaranteed by December 1st of any calendar year, the order must be placed by July 10th of that same calendar year. (See page 11 of the bid specs)

27. What about orders placed after the deadline?

A. If an order is placed after the deadline, the vendor does not have to guarantee delivery by December 1st, but must complete the order within a reasonable amount of time.

28. Group III, Item CC5: 2 different color folders within the same Item have different features. Some have eyelets, some don't. Why?

A. The Group III jackets are from NYC Civil Court. After consulting with them, they state that the samples that were sent to this office for examination by bidders for RFB # OCA/CP-174 are old jackets that were in their offices. The samples of CC5 they provided are from two different vendors/contracts, accounting for differences in features.

For bidding purposes, potential bidders must follow the current bid specifications for Group III, Item CC5 set forth in RFB# OCA/CP-174.

29. Group III, Item CC4: Quantity on page 16 states that an estimate of 8,400 of jackets will be pre-numbered, but the estimated quantity we have been asked to bid on the pricing sheets for the same Item is only 5,000. Which is it?

A. 5,000. The 8,400 amount is an error left over from the last bid. Please bid on the quantity shown on the bid response form.

30. Group III, Item CC4: The manila sample is one piece, whereas the blue sample of the same Item is two piece. Which are we bidding on? Should be two separate categories, one with the added tab and one without.

A. The Group III jackets are from NYC Civil Court. After consulting with them, they state that the samples of Item CC4 sent to this office for examination by bidders for RFB # OCA/CP-174 are old jackets that were in their offices. The blue jackets, including the extended tab, are from the current vendor. The manila folders lacking the tab are from an old vendor and the specifications were slightly different.

For bidding purposes, potential bidders must follow the current bid specifications for Group III, Item CC4 set forth in RFB# OCA/CP-174.

31. Would I be able to get the actual totals for the 2010 jacket orders for bidding purposes?

A. No. The amounts you are to bid on are already provide on the bid response forms. They represent the number of case file jackets previously ordered by the locations per year and were in answer to a survey that this office took earlier this year. As this is an estimated quantity contract, these figures are just estimates and UCS does not guarantee them.

32. Group I, Item F does not appear to be the quality paper weight you request in the bid.

A. Bid on the jackets specifications requested in the bid. The samples provided by the locations may not have been off the current contract. Bid on what this solicitation asks for only.

33. Is there a clause is this contract for US companies vs out of the country companies?

A. No. This RFB does not prohibit a non-United States based company from bidding for this contract.

34. How many different "plates" will be used by the different locations? In other words, how many printing images would I need?

A. The samples are provided to help assist you with that. The courts and court-related office may not use the same or uniform printing. What they want printed and where they want it printed on the jackets may differ from location to location. Since this is an estimated quantity contract, there is no guarantee what locations will order jackets or how many jackets they require.

35. Group II, Item N: The bid specs state that "red pressboard" is to be used, but there are several color samples provided. Which is it: red or several colors?

A. These samples were provided by two locations: Nassau County Family Court and Wyoming County Family Court. The variety of color samples provided by these two

locations were special orders placed with the current contractor off the existing contract and have no bearing on the current RFB and its bid specifications, which require bids on “Red Press Board”.

For bidding purposes, potential bidders must follow the bid specifications set forth in RFB# OCA/CP-174.

36. Group I, Item F: The bid specs state “L-R Tab” What does that mean. The standard of these folders are right tab 1/3, ½ or 2/5ths. I have never seen a left tab folder like this.

A. Bidders must bid based on the specifications put forth in RFB # OCA/JM-174. This is a solicitation for custom case file jackets and the courts and court-related office may require a jacket or folder that would not be considered standard within the industry, but would be considered a necessity to fulfill the requirements of the UCS.

37. Group I, Item A1, B1, H1 all require black folders...would the printing be in white?

A. Although there are variations on the printing styles and formats that the courts will request, in all cases, the printing will be black line copy. Please see page 10 of the RFB, the paragraph for “Printing Requirements” for further explanation. For the purposes of this bid, all printing will be done in black line copy.

To clarify - As per the bid specs, Item A1, B1 and H1 are specify “Assorted Colors” or “Colored Stock”, there is no mention specifically that black folders are required.