

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

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

NEW YORK STATE
 OFFICE OF COURT ADMINISTRATION
 CONTRACT & PROCUREMENT ADMINISTRATION
 42 KARNER ROAD, ALBANY, NY 12205

(Agency Name and Address)

Direct Inquiries to: Gabrielle Tanski, Senior Court Analyst
 Telephone No.: 518 285-5011
 E-Mail: GTANSKI@courts.state.ny.us

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

PER ATTACHED RFP/RFB SPECIFICATIONS

Number: OCA/JM-184 Issue Date:	Commodity Group:
Opening Date & Time: March 2, 2011 Opening Time: 3:00 p.m.	Commodity Name: JUROR MAILERS FOR USE WITH LASER PRINTERS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (JANUARY 2004) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p>UCS ATTACHMENT I, ATTACHMENT II ATTACHMENT III AND ATTACHMENT IV ARE ATTACHED & INCORPORATED HEREIN.</p> <p>Estimated quantity term contract for production of Juror Mailers for use with specified laser printers for the Unified Court System.</p> <p>Contract Term: Three (3) years with an option to renew for two (2) additional one (1) year periods</p>	<p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP/RFB SPECIFICATIONS.</p>

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/Proposal 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/proposal. The bid/proposal 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/PROPOSAL NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.
5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES 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.

RESPONSES 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

____ Bid Response Form must be included in bidder's proposal. Failure to do so will immediately 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 FRM with original signature
- ____ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ____ Attachment I, p.4 - Corporate Acknowledgment
- ____ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire
 - 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)
- ____ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.
Please note: For proof of workers' compensation and disability benefits insurance coverage, ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.
- ____ ACORD Certificate of Liability Insurance
- ____ Copy of ISO Printing Certification (see: **Bidders Qualifications**)
- ____ List complete addresses of manufacturing facilities (see: **Bidders Qualifications**)
- ____ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ____ Original bid response + five (5) complete copies
- ____ 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.

*** GENERAL SPECIFICATIONS ***

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and 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, and 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).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.tem or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the Office of the State Comptroller's Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@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's Help Desk 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 the paper questionnaire is not included with the bidder's submission.

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations 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 FRM; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire and its Attachment A; Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, 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.

Please do not retype, edit or amend any portion of this solicitation.

Binding Nature of Bid/Proposal on Bidders

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

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:

Gabrielle Tanski
Office of Court Administration
Contracts & Procurement Unit
42 Karner Road
Albany, NY 12205

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

"Deliver immediately to Gabrielle Tanski "
"Sealed bid - Do not open"
"OCA/JM-184 due March 2, 2011 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 by **March 2, 2011 at 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

Bidders are requested to send a no-bid letter to OCA, Attn: Gabrielle Tanski, 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/JM-184.

Estimated Quantities

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Compliance with Laws

Awarded contractor(s) must 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/RFP. Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption.

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 UCS, OCA 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, 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 Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Rejected and Unacceptable Bids/Proposals

The OCA/JM reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA/JM may reject any bids/proposals 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, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

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.

Responsible Bidder

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance

history, financial stability, compliance with, and the resources to meet the requirements of 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 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.

Insurance Requirements

Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Workers’ compensation and disability benefit insurance coverage as required under NYS law (see Workers’ Compensation Board website at www.wcb.state.ny.us for coverage requirements), or, if it is exempt from such coverage, proof of exemption .

Please note that ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers’ compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers’ compensation or disability benefits insurance coverage.

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, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers admitted 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.

Subcontracting

Subcontracting is NOT allowed.

Questions

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of

Gabrielle Tanski

GTANSKI@courts.state.ny.us

Please indicate in "Subject" field: OCA/JM-184 Question(s).

The deadline to submit questions is **February 16, 2011 at 5:00 pm. No questions will be entertained after this deadline.** All questions will be answered in writing. A written Questions & Answers (Q&A) listing all the questions received and their answers will be posted on the UCS website.

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 UCS/OCA including the Office of Records Management 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.

Financial Stability

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

Termination

Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available 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.

In addition to any other rights or remedies it may have, UCS may terminate an agreement with awarded contractor upon written notice to contractor: (I) in the event that any representation made by the contractor in connection with this RFB shall prove to be false or misleading in any material respect, (ii) upon a determination that Contractor is non-responsible or (iii) if Contractor defaults in the observance or performance of any of the terms and conditions of such agreement, and such default is not remedied within thirty (30) days after such notice has been delivered to contractor specifying the occurrence, omission, or failure giving rise to such default.

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 the Specifications

The apparent silence of the specifications contained as 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.

II. RFB# OCA/JM-184

Purpose and Scope

The New York State Unified Court System, Office of Court Administration (hereafter "UCS/OCA") is soliciting sealed proposals on behalf of the OCA Jury Management (hereafter "OCA/JM") for the purpose of establishing a single estimated quantity term contract for the production and provision to counties throughout New York State of full perimeter, pressure sealed Juror Mailers for use with laser printers, detachers and pressure sealers.

Term of Contract

A single contract will be awarded for an initial period of three (3) years commencing on or about February 1, 2011. The UCS reserves the right to renew such contract for two (2) additional one (1) year periods upon the same terms and conditions, except pricing. Any such renewal shall be subject to approval by the Office of the Attorney General and the Office of the State Comptroller (hereafter "OSC").

Bidders Qualifications

Vendor must have a minimum of three (3) years experience in providing similar printing services and must provide information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation.

Vendor must provide with its bid submission satisfactory evidence demonstrating its ability to produce the Mailers. Facilities must be **ISO** certified.

Bidder must provide the complete addresses of its manufacturing facilities with their bid response.

For purposes of bid evaluation, **bidder's** proposed facilities shall be available for inspection.

Method of Award

A single contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with this RFB's General and Detailed Specifications.

Lowest Dollar cost is defined as the Grand Total cost for the initial 3-year term of the contract. Grand Total cost is the sum of the total cost for all 3 Lots, the total cost of artwork, and the total cost of changes to proofs.

Price

Prices quoted for Mailers shall be per thousand as indicated on the attached Bid Response Form. Prices shall be inclusive of all requirements and services contained herein including, but not limited to paper, printing, assembly, ink, etc., and shall also include shipping, F.O.B. destination. Prices quoted shall remain unchanged during the initial term of the contract. Bidder must quote prices for all items indicated on the Bid Response Form, including

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all Lots as well as for artwork and proof changes. In the event that there is no charge for any item, bidder must so indicate by entering "No charge" or "N/C" in the applicable Bid Response Form section. In the event of a mathematical miscalculation by bidder, the unit price quoted will prevail.

Price Increases

All prices shall remain unchanged during the initial three (3) year term of the contract. Reasonable, necessary and documented cost increases to the contractor for any renewal period will be considered subject to the following:

1. Only those increases applicable to materials and supplies, as the result of increases levied by the manufacturers/suppliers, will be considered. No increases associated with labor costs will be considered.
2. The price increase must not exceed the change in CPI between the beginning date of the initial term of the contract or the first renewal period and the date of the request for a price increase. In case of a request for a price increase, OCA apply the CPI-U - NSA, i.e the Consumer Price Index - All Urban Consumers - Not Seasonally Adjusted, Table 4.
3. The awarded contractor must submit a written request to Gabrielle Tanski for allowable increase(s) forty-five (45) days prior to the end of the initial contract period and/or its first renewal, accompanied by any/all supporting documentation showing price increases at the manufacturers/suppliers level including manufacturers/suppliers invoices at the time of the beginning of the awarded contract and/or its first renewal and at the time of the awarded contractor's request for a price increase.

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 total estimated quantity is approximately nine (9) million forms per year for all three lots, to be used by New York State Commissioner of Jurors throughout New York State as Juror Summons Mailers.

Access to court facilities

Bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. **No special accommodations can or will be made by court staff with respect to security measures, access or parking.**

Samples of existing UCS juror mailers

For samples of Lot 1 and Lot 3 only, please contact (in writing only):

Gabrielle Tanski
Office of Court Administration
Contracts & Procurement Unit
42 Karner Road
Albany, NY 12205
Email: GTANSKI@courts.state.ny.us

Lot 2 is the same as Lot 1, except that it does not contain perforations.

Note: These samples will be provided for information purposes only. Actual requirements are determined by the specifications contained herein.

Samples from bidders

Bidder shall provide with its bid response a minimum of ten (10) samples of pre-printed pressure seal forms.

Contractor Identification

The awarded contractor's logo, trademark or any other identifying information (except union logo, if applicable) must not appear on any portion of the completed booklets and forms.

Order Communication

Any and all corrections, changes, clarifications, etc. communicated between the OCA-JM and the contractor must be in writing.

Recycled Paper

Due to the nature of the forms, equipment used and the excessive dust created by recycled paper, recycled paper may **NOT** be used.

Detailed Specifications

The following are the detailed and technical specifications governing the production of Juror Mailers.

The forms will be of the three styles with an approximate breakdown as follows:

- Lot 1 5 million per year estimated
- Lot 2 3 million per year estimated
- Lot 3 1 million per year estimated

For a breakdown of estimated quantities per year by county and zip code, please see Exhibit 1.

Each Commissioner of Jurors will have their own preprinted information . Each county may have several versions of preprinted information. Counties ordering 50,000 or less forms in a six month period must use two colors Red/ Black for Petit Summonses and Blue/ Black for Grand Jury Summonses. Counties ordering more than 50,000 summonses in a six month period may chose any two colors.

Manufacture

The total estimated quantity per county shall be manufactured in two different runs, the second one approximately 6-8 months after the initial run. The counties may change preprinted text prior to the second printing run at no additional charge.

Artwork and negatives

All artwork and negatives created by the awarded contractor for the performance of the contract are considered the property of the New York State Judiciary and, at OCA-JM's request, they shall be delivered to the UCS/OCA at no cost upon expiration or earlier termination of the awarded contract. .

Proofs

The vendor will supply at no charge a proof for each form ordered. Corrections to the proof made by the counties due to a vendor error are to be without charge. The counties will pay a reasonable fee for corrections made to a previously approved proof.

Bidder must indicate charges, if any, for changes where provided on the Bid Response Form.

Testing

Before the full execution of printing and manufacturing may begin, the awarded vendor will supply 500 forms of each Lot (1, 2 and 3) to the contact below at no cost. After acceptance by OCA/JM of testing proofs for Mailers ordered by a county, such county may begin ordering their forms.

Testing proofs are to be sent to

Mr. Edward Spath
OCA/UCS Department of Technology
125 Jordan Road
Troy, NY 12180

Packaging

Lot 1 only: No Breaks; Splices (if any) may not exceed 1 in 20 cartons, be clearly marked, and must be processable through all equipment (printers, detacher, and pressure sealer).

All lots: Full carton quantities only, and carton weight not to exceed 50 lbs. All cartons must be clearly labeled with form name, quantity, purchase order number, and date manufactured.

Packing for the three (3) Mailers:

Lot 1: 9 ½ x 14 continuous double parallel - 1500 per carton in moisture proof liner

Lot 2: 8 ½ x 14 cut sheet version of same - 1500 per carton in moisture proof liner

Lot 3: 8 ½ x 14 return mailer - 2000 per carton in moisture proof liner

Delivery

Awarded contractor shall provide testing proofs to each county ordering Mailers within 60 days of final proof approval.

Mailers must be delivered to the address(es) indicated on the Purchase Order(s) between four (4) and six (6) weeks, but no later than six (6) weeks, after the final proof approval.

Any deviation from the turnaround requirements stated above shall be deemed a default and may result in termination of the awarded contract.

Description of Lots

For a list of Counties, with respective zip codes and annual quantities, please see Exhibit 1.

LOT 1

Estimated	
Quantity	Size
5,000,000	9 ½ x 14

Ink:

Standard PMS colors, heat resistant, soy based, up to three colors - 2 colors on Face, 1 color on Back.

Perforations:

Vertical

Marginal. Two full length perforations. One on each side 7/8" from each edge.

Two additional vertical perforations: (See sample)

1. In panel C of the sample, vertical perforation 6 3/4" from the left hand margin. Three inches top to bottom.
2. In panel D of sample, vertical perforation is 3 7/8" from left hand margin. Three inches from top to bottom.

Horizontal

The form will contain 3 fold perforations placed 3 5/8", 7 1/4" and 10 7/8" from the top. The detachable stop perforation is 7 3/4" from the top.

Form Construction:

One part continuous marginal punched self cohesive pattern on the face and back which will produce a full perimeter seal when processed for mailing.

Fold Construction:

Double parallel also known as a double V.

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Paper Weight:

100 pound Fort James tag, laser printer qualified, or equal. Paper will be compatible with PRINTRONIX L1024 and MICROPLEX simplex laser printer. New Moore PS-4 Folder/Sealer, and Moore 3400 Burster.

Printing:

Standard pinfeed, punched left and right 5/32" round holes.

Moisture Content:

Must be between 4.2% and 5.5%. Must be "curl free"

Cohesive:

The cohesive must not be affected by heat or pressure related to the fusion process but will give a complete seal when not less than 150# per linear inch pressure is applied. The cohesive pattern must run in a strip pattern, which will run along the entire length of the form to assure full perimeter seal of the form. Spot application of the cohesive is not acceptable. Cohesive and printing must be applied to the paper stock in the same facility by the awarded vendor.

Equipment

Forms must be compatible with all of the following equipment:

- a) PRINTRONIX 1024 Simplex Printer
- b) MICROPLEX Simplex Printer
- c) Moore 3400 Detacher
- d) Moore P5-4 Pressure Sealer

LOT 2

Estimated	Size
Quantity	
3,000,000	8 1/2" x 14" Cut Sheet

Fold Construction

Form Construction, ink, moisture content and cohesive are the same as Lot I.

No punching is required since the form is cut sheet. Paper 100# Fort James Bright White laser bond or equal.

Equipment

Moore Pressure Sealer HP4050

LOT 3

Estimated Quantity	Type	Size
1,000,000	One Step Mailer	9 1/2" x 14" continuous form

Insert 2

Paper The stock is a 28# Fort James Bright White Laser Bond or equal, First Line Only, No Job lot Paper.

Remoistenable Glue Patches Remoistenable glue must be non-heat reactive resin based, and recyclable. The three (3) patches are:
A. one 7 1/8" across on panel 4
B. two smaller spots on panel three, 1/2" in height.

Fold Perfs From the top of the form, the 3 fold perfs are at 3 5/8", 7 1/4", and 10 7/8".

Tear Perfs Along with two fold perfs on the sides, there is an additional tear perf to allow the form to be returned at 11 3/8" from the top. There are also two more tear perfs (1 non-full length and 1 non-full width) on panel four for the removable juror I.D.

Bid Response Form

Lot Pricing

Lot	Unit Price per Thousand	Estimated Annual Quantity	Estimated Annual Cost	Estimated Cost - Initial Contract Term (3 Years)
Lot 1	\$ _____	X 5,000,000	= \$ _____	x 3 = \$ _____
Lot 2	\$ _____	X 3,000,000	= \$ _____	x 3 = \$ _____
Lot 3	\$ _____	X 1,000,000	= \$ _____	x 3 = \$ _____
Total			Cost of all 3 Lots (A)	= \$ _____

Artwork Pricing

Lot	Unit Price per Artwork	Estimated Annual Quantity	Estimated Annual Cost	Estimated Cost - Initial Contract Term (3 Years)
Lot 1	\$ _____	x 150	= \$ _____	x 3 = \$ _____
Lot 2	\$ _____	x 50	= \$ _____	x 3 = \$ _____
Lot 3	\$ _____	x 1	= \$ _____	x 3 = \$ _____
Total			Cost of all 3 Lots (B)	= \$ _____

Pricing for Proof Changes made by Counties

Lot	Unit Price per Artwork	Estimated Annual Quantity	Estimated Annual Cost	Estimated Cost - Initial Contract Term (3 Years)
Lot 1	\$ _____	x 150	= \$ _____	x 3 = \$ _____
Lot 2	\$ _____	x 50	= \$ _____	x 3 = \$ _____
Lot 3	\$ _____	x 1	= \$ _____	x 3 = \$ _____
Total			Cost of all 3 Lots (C)	= \$ _____

Grand Total Cost for Initial 3 Yr Term:

Lots (A) + Artwork (B) + Proofs (C) + \$ _____

Vendor/Company: _____

Authorized Name: _____ Title: _____

Signature: _____ Date: _____