

**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  
 42 KARNER ROAD  
 ALBANY, NY 12205

(Agency Name and Address)

Direct Inquiries to: Gabrielle Tanski  
 Email: [gtanski@courts.state.ny.us](mailto:gtanski@courts.state.ny.us)  
 Phone: 518-285-5011

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

PER RFB SPECIFICATIONS

<b>Bid Number:</b> OCA/CP-185	<b>Commodity Group:</b>
<b>Opening Date: 06/15/2011</b> <b>Opening Time: 3:00 P.M.</b> <b>Issue Date: 05/16/2011</b>	<b>Commodity Name:</b> Case File and Motion Jackets

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

<p>Agency's Specification of item(s) Required (include quantities)</p> <p><b>UCS ATTACHMENTS I, III AND IV MADE PART AND INCORPORATED HEREIN.</b></p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p><b>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b></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 <b>Email:</b>	

### DOCUMENTS ENCLOSURE CHECKLIST

\_\_\_\_\_ Bid Response Forms 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 Form with original signature

\_\_\_\_\_ Attachment I, p.3 - Non-Collusive Bidding Certificate

\_\_\_\_\_ Attachment I, p.4 - Corporate Acknowledgment

\_\_\_\_\_ Attachment I, p.5 - Bidder's Certificate of Work (Printing)

\_\_\_\_\_ Attachment I, p.6 - Bidder's Certificate of Recycled Product(s)

\_\_\_\_\_ Attachment I, p.7 - Manufacturer's Affidavit of Recycled Content

\_\_\_\_\_ Attachment III - Vendor Responsibility Questionnaire

\_\_\_\_\_ Paper Questionnaire (attached) -OR- \_\_\_\_\_ Filed on-line via OSC VendRep System

\_\_\_\_\_ Attachment IV, UCS 420 - Disclosure of Prior Non-Responsibility Determination (2-pg.)

\_\_\_\_\_ Attachment IV, UCS 421 - Affirmation of Understanding and Agreement

\_\_\_\_\_ Attachment IV, UCS 423 - Termination Clause

\_\_\_\_\_ 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 disabilities benefits 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 disabilities benefits coverage.**

\_\_\_\_\_ ACORD Certificate of Commercial General Liability Insurance

\_\_\_\_\_ Proof of at least three (3) years of experience providing similar services as required by the bid specifications (see - Qualification of Bidders)

\_\_\_\_\_ Three (3) government references (agency/company name, contact name, phone number, address, e-mail)

\_\_\_\_\_ Original bid response + three (3) complete copies of original bid response

\_\_\_\_\_ Completed Document Enclosure Checklist (this page)

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](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](mailto: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](http://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](http://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 (questionnaire may be

filed electronically with OSC); 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. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

### **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.

### **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  
Senior Court Analyst  
NYS Office of Court Administration  
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/CP-185 due Wednesday, June 15, 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 Wednesday, June 15, 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/CP-185.

### **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 reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA 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](http://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.

### **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 awarded contractor 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.

Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records. User Agency shall store and maintain the records in a manner physically and electronically secure from access by unauthorized persons. User Agency may not copy, backup or otherwise archive the records for any purpose other than the permitted use herein, or maintain any such records in a mobile or portable device.

### **Subcontracting**

The awarded contractor(s) shall not subcontract any portion of their work without the knowledge and prior written approval of the OCA.

Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as the OCA considers reasonable and necessary.

2. All proposed subcontractors must be identified in bidder's proposal and any additions and/or changes shall be subject to the written approval of OCA prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.
3. The OCA will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by OCA without causing delay in the services required by this contract.

### **Pre-bid Conference**

A **mandatory** pre-bid conference will be conducted at **11:00 AM sharp on Wednesday, June 1, 2011 at the Office of Court Administration, 42 Karner Road, Albany, NY 12205**. Sample jackets will only be available at the OCA offices at 42 Karner Road during this pre-bid conference and will not be mailed to the participating vendors by either OCA or the individual court locations. Bidders are urged to notify Gabrielle Tanski by email of their attendance and of the number of people in their party by 5:00 p.m. on May 31, 2011.

### **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/CP-185 Question(s)

The deadline to submit questions is **Tuesday, May 24, 2011 at 5:00 pm**. **No questions will be entertained after this deadline**. A written Questions & Answers (Q&A) listing all the questions received and their answers will be posted on the website a couple of days after the deadline. A revised Q&A reflecting the questions and answers from the mandatory pre-bid conference, will be sent to the eligible bidders a couple of days after the pre-bid conference.

**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 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.

### **Bidder's Proprietary Information**

Information construed as proprietary by a submitting bidder must be marked as such and will be so regarded by the OCA. If possible, such information should be submitted in a separate folder attached to the proposal to be valid; however, all information must be available for review. Viewing of information designated as proprietary will not be construed to violate the constraints of proprietary information.

### **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.**

### **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/CP-185**

### **Purpose and Scope:**

The New York State Office of Court Administration (hereafter OCA), Contract and Procurement Unit (hereafter CP) is soliciting sealed bids for the purpose of establishing one or more estimated quantity term contracts to provide custom case file and motion jackets for the courts and court-related offices of the Unified Court System (hereafter UCS).

### **Term of Award:**

Awarded contract(s) will be for an initial three (3) years, with the option to renew for an additional two (2) one-year

periods. The initial contract(s), and any renewal(s) or extension shall be subject to the approval of the New York State Comptroller

**Pricing:**

All pricing noted for case file and motion jackets in Group I and II on the Bid Response Form must be net per thousand (1,000) jackets and include all costs associated with their production and delivery. Any additional chargeable labeling/ printing and options per thousand (1,000) jackets are requested separately on the Bid Response Form. All pricing for Group III is to be presented as a rate per thousand (1,000) jackets and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels, etc.). All bid prices shall be firm for the initial three (3) year contract period.

**Price Adjustment:**

All pricing shall remain firm throughout the initial three (3) year term of the contract(s). Price adjustments applicable to the renewal period(s) will be considered upon presentation of reasonable, necessary and documented cost increases for supplies, materials and equipment factors beyond the contractor's control. The price increases must not exceed the change in CPI (NSA) All-U from the twelve (12) months preceding the renewal period starting date. Increase(s) will be considered for labor based solely on any increase(s) required pursuant to the prevailing wage rates as established by the NYS Department of Labor. Contractor must present any request for increases to OCA no later than ninety (90) days prior to the expiration of the initial contract term.

**Method of Award:**

Award will be to the lowest cost, responsible bidder for each group in it's entirety. Partial group awards will not be made. The groups are:

- Group I - Flat Jackets
- Group II - Expansion Jackets
- Group III - NYC Civil Court Jackets

For each group, "lowest cost" shall be determined by the following formula:

$$\text{Unit Price/M} \times \text{Estimated Quantity} = \text{Item Total.}$$

The Sum of all Item Totals within a Group will determine the Lowest Cost bidder for each Group.

Bidders may submit responses for one, all or any number of custom case file jacket groups. Bidders must quote a price for all items requested within the Group(s) they bid.

**Qualification of Bidders:**

Bidders must submit with their bid response 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 have a minimum of three (3) years experience in providing printing of similar services and scope.

**Ordering:**

UCS courts/locations will submit Purchase Orders (POs) to the awarded contractor(s) under the resulting contract(s),

including their specific labeling/printing requirements and samples of case file jackets to be produced. In all cases, the printing will be black line copy. Awarded contractor(s) must notify each ordering location of receipt of its PO within seven (7) days of receiving it. This notification, along with any other correspondence between awarded contractor(s) and UCS courts/locations, must be in writing.

Please note - If available, negatives will be furnished to the awarded contractor(s) by each ordering location along with the PO. Ordering locations will also provide camera ready copy, where required.

Awarded contractor(s) will provide each location with a proof or sample of each case file jacket to be produced, based on the submitted PO and samples. Each location will have final approval of each proof or sample submitted by the awarded contractor(s) before production is to begin. This final approval, along with any other correspondence between awarded contractor(s) and UCS courts/locations, must be in writing. Under no circumstances should the awarded contractor(s) begin full-scale production on any PO without final written consent to proceed to production from the ordering location. The UCS/ordering location will not be responsible for any costs or charges related to production that is begun or concluded by the awarded contractor(s) without this final written approval.

Please note - Any changes to the awarded contractor(s)' submitted proof or sample, prior to final approval by the location and subsequent start of production, will be free of charge to the location. Any changes to the awarded contractor(s)' submitted proof or sample, after final approval by the location and subsequent start of production, may be subject to a reasonable charge to the ordering location for the cancel and restart of production. Pricing for this charge must be submitted on the attached Bid Response Form in the appropriate place.

### **Ordering Deadline for UCS:**

Timely ordering and delivery of case file and motion jackets is critical to the function of the UCS. This requires, in most instances, the courts and court-related offices to order their jackets for any given calendar year, several months to a year in advance. Because of this, it is necessary to establish an ordering and delivery time frame to ensure that the courts and court-related offices have a current supply of jackets on-hand to handle case flow.

All case file and motion jackets ordered by July 10 in any given calendar year, must be delivered by December 1, of that same calendar year. Due to space constraints in some court buildings, some locations may request split-deliveries (see Delivery Schedule). In those cases, orders placed by July 10 in any given calendar year may be delivered after the December 1 deadline, if pre-arranged in writing by the ordering location.

All pricing shall remain firm for each respective period and courts shall have the right of order and re-order with each respective period.

### **Delivery Schedule:**

Delivery to all UCS ordering locations throughout New York State shall be Net F.O.B. Destination and include full inside delivery to the exact location indicated on the court/agency purchase orders.

UCS courts and agencies placing orders under the resulting contract(s) may request split deliveries, meaning that a Purchase Order will be placed for an entire calendar year, but delivery will be scheduled in shipments throughout the year to accommodate locations where storage space is at a premium. Payments will be processed as items are delivered and accepted. Pricing for the case file and motion jackets in which a split delivery is requested, will remain firm to the date when the Purchase Order was placed, rather than the date in which the delivery is made.

Delivery of all orders postmarked by the primary order period ending July 10<sup>th</sup> of any given year, must be completed by

December 1<sup>st</sup> of that same given year, unless previously arranged by an ordering location requesting a split delivery.

Note - Please see Exhibit B for a listing of potential ordering locations for shipping/delivery purposes. This list is based on a prior survey of the courts and locations that have ordered case file jackets in the past, however it does not guarantee that these locations will again order from any future awarded contract(s).

**Late Deliveries for Orders Placed by Ordering Deadline:**

**Important:** Any orders placed by the court and court-related offices on or before the July 10<sup>th</sup> deadline of any given year, that are not received by December 1<sup>st</sup> of that same year, without a previously arranged split-delivery schedule, will be considered late and may be subject to the following penalty at the discretion of the UCS: For every business day that the delivery is delayed after the December 1 deadline, one percent (1%) of the gross invoice for that shipment will be subtracted from the total amount due to the awarded contractor, until the delivery is made.

While contractor is expected to make all reasonable effort to deliver orders postmarked after July 10<sup>th</sup> by the December 1<sup>st</sup> deadline, the one percent (1%) adjustment penalty shall not apply for any lateness in these cases.

Timely delivery of these jackets are essential for the UCS court operations.

**Delivery Access:**

Deliveries to the exact location(s) noted on the Purchase Order(s) is based upon normal and reasonable access to court facilities. An awarded contractor's reasonable and necessary additional costs due to factors within the court's control (i.e., lengthy "wait time", obstructions to court facility) will be considered on a case-by-case basis.

**Note:** Bidders are advised that increased security measures are in effect in most court facilities and no special arrangements will be made, including, but not limited to, parking, loading, clearance with respect thereto. Accordingly, contractor shall be solely responsible for familiarity and compliance with any such special security or access measures. (Note - See paragraph "Access to Court Facilities).

**Packaging**

Case file and motion jackets produced under any awarded contract(s) should not be packed more than 500 folders per carton for shipping or delivery to any ordering location.

**Jacket Samples Provided to the Courts by Bidders:**

Bidders responding to this proposal must enclose two (2) sample jackets of each style (item) in each group for which a bid is being offered. All jacket samples must be clearly labeled or marked with respective style (item) designation. Where colored stock is referenced, it is sufficient to provide sample jacket style(s) in only one (1) color with a listing or samples of additional colors available. Failure to enclose samples may result in bid rejection.

C&PA may require additional samples of the product(s) offered for examination or testing purposes, at no charge. Such request may be made of the bidder prior to the award and/or of the contractor subsequent to the award and samples retained throughout the contract period. Samples shall be provided in a timely manner and will not be returned to bidder or contractor.

**Jacket Samples Provided to Bidders by the Courts:**

It is the responsibility of the bidders prior to submitting their bid response package to inspect the sample case file jackets provided by the courts and court-related offices. They will be available for examination during the mandatory pre-bid conference on June 1, 2011 at 11 a.m. at the Office of Court Administration, 42 Karner Road, Albany, NY 12205. Bidders must call (518) 285-5011 or email [gtanski@courts.state.ny.us](mailto:gtanski@courts.state.ny.us) to R.S.V.P. by May 31, 2011.

Sample jackets will only be available at the OCA offices at 42 Karner Road and will not be mailed to the participating vendors by either OCA or the individual court locations.

**Bidder's/Contractor's Facility:**

For purposes of evaluation, bidder(s) proposed facilities shall be available for inspection. Subsequent to the award, contractor(s) facilities shall be made available for periodic inspection upon request.

**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. The UCS does not guarantee that any specific number of case file and motion jackets shall be ordered nor that any specific number of courts and administrative offices will participate in any awarded contract(s).

**Contractor Reporting:**

Upon request, awarded contractor(s) may be required to submit a post-production report by January 31, of any given year covered under any awarded contract(s) which shall indicate ordering location, PO number, order date, style(s) and quantity(s) ordered and ship dates for any orders placed for the previous year's orders.

**Color Coding**

Color coding (any color) may be required per samples. Contractors will prepare necessary copy for color coding as designated by ordering courts/agencies.

**Sequential Numbering:**

Courts and court-related offices may require sequential numbering on the case file jackets and will indicate so on the individual purchase orders. Numbers will be minimum one-half inch (1/2") to maximum one-inch (1") high black ink. Charges are to be stated as cost per thousand. "Sequential" is defined as; one number following another without interruption.

**Bar Coding:**

Awarded contractor(s) will be required to provide bar coding of the type identified as **Code 39 - Full ASCII, Medium Resolution** upon any style jacket described in this solicitation. Such bar coding may be accomplished by printing directly on the jacket or by application of a pressure-sensitive label (to be performed by contractor) in black ink and in a

uniform location either on the face of the jacket or gusset as noted on the purchase order(s).

**NOTE:** See special bar coding/label requirements for NYC Civil Court, pages 17 - 20 of "Detailed Specs".

**Additional Jacket Options:**

Charges for options such as cloth/Tyvek reinforcements and/or tie strings shall also be stated as cost per thousand as designated in the correct pricing table on the Bid Response Form.

**\* \* \* DETAILED SPECIFICATIONS \* \* \***

**Construction:**

All seams and corners on all Group I and Group II jackets must be fully gum sealed, thoroughly and evenly with no visible openings whatsoever.

**Item Descriptions:**

**Group I - Flat Jackets:**

Item A: 9-1/2 x 15" Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
150#, 11 Pt. Stock - Manila

Item A1: 9-1/2 x 15" Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
150#, 11 Pt. Stock - Assorted Colors

Item B: 9-1/2 x 15" Flat Jacket - 4" Flap (min.),  
150#, 11 Pt. Stock - Manila

Item B1: 9-1/2 x 15" Flat Jacket - 4" Flap (min.),  
150#, 11 Pt. Stock - Assorted Colors

Item C: 9-1/2 x 15" Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
Sub. 40# Kraft

Item C1: 9-1/2 x 15" Flat Jacket - 3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
Sub. 40# Kraft - Gray

Item D: 9-1/2 x 14-3/4" Legal Size File Folder - 2/5 Cut, Left or Right Tab (Reinforced),  
150#, 11 Pt. Stock - Manila & Assorted Colors,  
with One (1) 2" Bonded Fasteners (Inside - Back, Left Side)

Item D1: 9-1/2 x 14" File Folder - 2/5 Cut, Left or Right Tab (Reinforced),  
150#, 11 Pt. Stock - Manila & Assorted Colors,  
with One (1) 2" Bonded Fasteners (Inside - Back, Left Side)

Item D2: 9-1/2 x 15-1/4" File Folder - 2/5 Cut, Left or Right Tab (Reinforced),  
150#, 11 Pt. Stock - Manila & Assorted Colors,  
with One (1) 2" Bonded Fasteners (Inside - Back, Left Side)

Item E: 10 x 15" Flat Jacket - 4" Flap (min.),  
150#, 11 Pt. Stock - Manila

Item F: 9-1/2 x 14-3/4" Legal Size File Folder - 2/5 Cut, Left or Right Tab (Reinforced),  
150#, 11 Pt. Stock - Assorted Colors

Item H: 9-1/2 x 15-1/2" (Overall Dimensions) Flat Jacket - 14-3/4" Full Top Tab Cut (Not Reinforced, No Thumb

Cut),  
3/4 x 8-1/2" Vertical Tab (reinforced by over-lapping seam),  
150#, 11 Pt. Stock - Manila

Item H1: 9-1/2 x 15-1/2" Flat Jacket (Overall Dimensions) - 14-3/4" Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
3/4 x 8-1/2" Vertical Tab (reinforced by over-lapping seam),  
150#, 11 Pt. Stock - Assorted Colors

**Group II - Expansion Jackets:**

Item I: 10 x 15 x 2" Expansion Jacket - Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
200#, 15 Pt. Stock - Manila,  
2" Exp. Reinforced w/ Eyelets,  
Fully Closed & Sealed Corners

Item J: 10 x 15 x 2" Expansion Jacket - 4" Flap (min.),  
200#, 15 Pt. Stock - Manila,  
2" Exp. Reinforced w/ Eyelets,  
Fully Closed & Sealed Corners

Item K: 9 x 15 x 2" Expansion Jackets - Full Top Tab Cut (Not Reinforced, No Thumb Cut),  
200#, 15 Pt. Stock - Manila,  
2" Exp. Reinforced w/ Eyelets,  
Fully Closed & Sealed Corners  
(For Specially-Sized File Cabinets)

Item L: 9-1/2 x 15 x 2" Expansion Jacket - No Back Cut (Even with Front, No Thumb Cut),  
200#, 15 Pt. Stock - Manila,  
2" Exp. Reinforced w/ Eyelets,  
Fully Closed & Sealed Corners

Item M: 9-1/2 x 14-3/4 x 2" Legal Size Expansion Jacket - 1/2" Full Back Cut with 1/2" Extended Side Tab (Upper Right or Left Corner),  
Red Rope (Manila-Lined with Gusset),  
2" Exp.  
Fully Closed and Sealed Corners

Item N: Type 3 Pressboard Legal Size, 1-Partition Folder - Overall dimensions 10 x 15-1/4" including 1/2" Extended Side Tab (Upper Right Corner/Side),  
2" Expansion w/ Tyvek Tape Reinforcement,  
Two (2) 2" Bonded Fasteners (Inside Folder - Front & Back, Left Side)  
Partition - 18 Pt. Kraft w/ One (1) 1" Duo Fastener

Item O: 10 x 15 x 5-1/4" Expanding Jacket - 8" Flap,  
200#, 15 Pt. Stock - Manila,  
5-1/4" Exp. with Tyvek Reinforced Double Gusset,  
Two (2) Dividers,  
Fully Closed and Sealed Corners,  
Grommet Secured Center Elastic Rope/Tie

Item P: 9-1/2 x 11-3/4" x 2" Expanding Folder - Overall dimensions 9-1/2 x 12-1/4" including 3/4" Extended Side Tab (8-1/2", Reinforced, Right Side),

150#, 11 Pt. Stock - Manila,  
Open-sided with Tyvek or Cloth 2" Exp.,  
Center Divider - 11-1/4" x 9-1/4" with a 1/3 Center Cut Tab,  
Two (2) 2" Bonded Fasteners Inside Folder (Front & Back, Left Side)  
One Duo Fastener on Center Divider

**Group III - New York City Civil Court Jackets:**

Important: All pricing for Group III - NYC Civil Court jackets is to be presented as a rate per thousand and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels. etc.)

**Flat Jackets:**

**CC1:**

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut),
- 150#, 11 Pt. Stock - Manila
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom),
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location
- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.
- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

**CC1-U (Unnumbered):**

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)
- 150#, 11 Pt. Stock - Manila
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom)
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location.

**CC2:**

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)
- 150#, 11 Pt. Stock - Blue
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom)
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location.
- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by

ordering location.

- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

CC2-U (Unnumbered):

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut),
- 150 #, 11 Pt. Stock - Blue
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom)
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location.

CC3:

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)
- 150#, 11 Pt. Stock - Grey
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom)
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location.
- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.
- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

CC3-U (Unnumbered):

- 9-1/2 x 15-1/4" Flat Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut),
- 150#, 11 Pt. Stock - Grey
- Sealed on Left & Right Sides with Two (2) 1" Reinforcing Panels (no visible openings on either side or bottom)
- Printing in Black Ink on Front & Back (2 Faces). Note - Artwork will be supplied with purchase order by ordering location.

### **Expansion Jackets:**

CC4:

- 9-1/2 x 14-3/4 x 2" Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)
- 200#, 15 Pt. Stock - Manila
- 2" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)
- 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")
- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location.
- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb

cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.

- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

CC4-U (Unnumbered):

- 9-1/2 x 14-3/4 x 2" Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Manila

- 2" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

CC4A:

- 9-1/2 x 14-3/4 x 2" Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Blue

- 2" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.

- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

CC4A-U (Unnumbered):

- 9-1/2 x 14-3/4 x 2" Expanding Jacket - 3/4" Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Blue

- 2" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

CC5:

- 9-1/2 x 14-3/4 x 4" Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Manila

- 4" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4"x 2")

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008

would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.

- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

**CC5-U (Unnumbered):**

- 9-1/2 x 14-3/4 x 4" Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Manila

- 4" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

**CC5A:**

- 9-1/2 x 14-3/4 x 4" Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 200#, 15 Pt. Stock - Blue

- 4" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- 9-1/2 x 15-1/4" Self Tab Glued on Back of Jacket to hold strip label (creating a 1/2" Side Tab and making overall dimensions of jacket - 9-1/2 x 15-1/4" x 2")

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

- Printing in Black Ink on Inside Top Center of Back of Jacket. The following indicators will be printed horizontally as one sequence of characters: Case Type, Case File Number, Dash, Year (ex: Civil Court Case, 026208, Dash, 2008 would appear in this space as: **CV026208-08**). Printing will be 1" x 2" and be visible and centered through the thumb cut on the front of the jacket. Note - Artwork and numbering sequence will be supplied with purchase order by ordering location.

- Jackets to be labeled per "Labels for NYC Civil Court" below. Note - Sequential Numbering series will be supplied with purchase order by ordering location.

**CC5A-U (Unnumbered):**

- 9-1/2 x 14-3/4 x 4" Expanding Jacket - Full Back Cut (Not Reinforced, 3/4 x 3" Thumb Cut)

- 15 Pt. Stock - Blue

- 4" Exp. with Fully Closed & Sealed Sides (no visible openings on either side or bottom)

- Printing in Black Ink on Front **or** Back (1 Face). Note - Artwork will be supplied with purchase order by ordering location

**Labels for NYC Civil Court:**

Please see Exhibit A for an example of the label. Example will be in black and white but samples of the actual color labels will be available for inspection at the pre-bid conference.

Labels to include the following "bars" of information from top to bottom:

1. Case File Number Bar:

Bar Color - White

Size (measured vertically) - ½"

Information to be Printed within Bar - 6-digit case file number printed horizontally in black ink. Number will appear on front and back of label in the same position. Note - Must contain 6 digits. Leading zeros may be used.

2. Year Indicator Bar:

Bar Color - The color of this bar will change annually by direction of NYC Civil Court.

Size (measured vertically) - 3/8"

Information to be Printed within Bar - 2-digit year indicator printed horizontally (ex.: 2012 would be 12). Number will appear on front and back of label in the same position.

3. County/Location Indicator Bar:

Bar Color - The color of this bar will vary from county to county. See "Anticipated Label Color Scheme by County".

Size (measured vertically) - 3/8"

Information to be Printed within Bar - Name of county (or location - Housing Court) printed horizontally. Name of county/location will appear on front and back of label in the same position.

4. Bar Code/Case Type Indicator Bar:

Bar Color - White

Size (measured vertically) - 2"

Information to be Printed within Bar -

Front: 2-letter case type indicator printed horizontally in black ink, one letter atop the other. See "Case Type Indicators" below for both NYC Civil Court and NYC Housing Court.

Back: bar code printed vertically in black ink (Code 39 - Full ASCII, Medium Resolution, see **Bar Coding** paragraph, page 11 for further detail). Underneath the bar code, the following indicators will also be printed vertically in black ink as one sequence of characters: Case Type, dash, Case Number, dash, Year, forward slash, County

(ex: Civil Court Case, 026208, Dash, 2008, New York County would appear under the Bar Code as:

**CV-026208-08/NY**).

5. Large Horizontal Case File Numbers:

Bar Color - Varies by Number. See "Anticipated Label Color Scheme by Digit" and Note below.

Size - Five (5) 1" boxes printed horizontally on front & back of label.

Information to be Printed within Bar - The first 4 boxes from top to bottom will contain one digit printed horizontally, front & back of label. The last box will contain the 2-digit Year also printed horizontally, one digit atop the other, front & back of label. (Note - For the 2-digit Year, box color will be based on the top digit of the number reading from top to bottom.)

2-Digit Indicator Codes for NYC Civil Court:

County Indicators:

New York	NY
Bronx	BX

Kings	KI
Queens	QU
Richmond	RI
Harlem	HM

Case Type Indicators:

Civil	CV
Name Change	NC
Transfer from Supreme	TS

2-Digit Indicator Codes for NYC Housing Court:

County Type Indicators:

New York	NY
Bronx	BX
Kings	KI
Queens	QU
Richmond	RI
Harlem	HM

Case Type Indicators:

Landlord and Tenant	LT
Housing Part	HP

**Anticipated Label Color Scheme for Counties/Locations:**

- |    |                         |            |
|----|-------------------------|------------|
| 1. | Bronx County            | Pink       |
| 2. | Kings County            | Brown      |
| 3. | New York County         | Black      |
| 4. | Queens County           | Yellow     |
| 5. | Richmond County         | Orange     |
| 6. | Red Hook Justice Center | Gray       |
| 7. | Harlem Justice Center   | Lime Green |

**Anticipated Label Color Scheme by Digit:**

- |   |        |   |        |
|---|--------|---|--------|
| 0 | Gray   | 5 | Pink   |
| 1 | Purple | 6 | Blue   |
| 2 | Green  | 7 | Red    |
| 3 | Yellow | 8 | Orange |
| 4 | Brown  | 9 | Black  |

**Bid Response Form:**

Bidders shall quote their pricing only on, and in the format prescribed on the Bid Response Form. In case of bidders errors in computation, the Unit Price / M will prevail.

Bidders may submit responses for one, all or any number of custom case file jacket groups. Bidders must quote a price for all items requested within a Group or indicate "No Charge" or "N/C". UCS will consider any blank spaces on the Equipment Profile/Bid Form where pricing is requested, to indicate no charge for that specific component.

All pricing noted for case file and motion jackets in Group I and II on the Bid Response Form must be net per thousand (1,000) jackets and include all costs associated with their production and delivery. Any additional chargeable printing and options per thousand (1,000) jackets are requested separately on the Bid Response Form. All pricing for Group III is to be presented as a rate per thousand (1,000) jackets and inclusive of all factors specified (i.e. printing, bar coding, sequential numbering, labels, etc.). All bid prices shall be firm for the initial three (3) year contract period.

**Bid Response Form - Group I**

<b>Group I, Item A:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	5,000	\$ _____
1 Color, 1 Face	\$ _____	x	79,000	\$ _____
1 Color, 2 Faces	\$ _____	x	215,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	2,000	\$ _____
2 Colors, 1 Face	\$ _____	x	2,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	171,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item A =</b>	<b>\$ _____</b>

<b>Group I, Item A1:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	61,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item A1 =</b>	<b>\$ _____</b>

<b>Group I, Item B:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	3,000	\$ _____
1 Color, 1 Face	\$ _____	x	110,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	80,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item B =</b>	<b>\$ _____</b>

**Bid Response Form - Group I**

<b>Group I, Item B1:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	21,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item B1 =</b>	<b>\$ _____</b>

<b>Group I, Item C:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	15,000	\$ _____
1 Color, 1 Face	\$ _____	x	43,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item C =</b>	<b>\$ _____</b>

<b>Group I, Item C1:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	3,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item C 1=</b>	<b>\$ _____</b>

**Bid Response Form - Group I**

<b>Group I, Item D:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	16,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item D =</b>	<b>\$ _____</b>

<b>Group I, Item D1:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	10,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item D1 =</b>	<b>\$ _____</b>

<b>Group I, Item D2:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item D2 =</b>	<b>\$ _____</b>

**Bid Response Form - Group I**

<b>Group I, Item E:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	19,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	22,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item E =</b>	<b>\$ _____</b>

<b>Group I, Item F:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item F =</b>	<b>\$ _____</b>

<b>Group I, Item H:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	28,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item H =</b>	<b>\$ _____</b>

**Bid Response Form - Group I**

Group I, Item H1:				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	28,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	Total Estimated	Annual Cost	Item H1 =	\$ _____

**Additional Options for Group I**

Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Sequential Numbering	\$ _____	x	208,000	\$ _____
Cloth/Tyvek Tape Reinforcement	\$ _____	x	1,000	\$ _____
Tie String w/ Circular Tabs or Elastic Ties	\$ _____	x	1,000	\$ _____
Bar Coding	\$ _____	x	1,000	\$ _____
Strip Labels with Bar Coding	\$ _____	x	176,000	\$ _____
Strip Labels <b>without</b> Bar Coding	\$ _____	x	28,000	\$ _____
	Total Estimated	Annual Cost	of Options =	\$ _____

**Additional Production Fees**

Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Charge for Changes to Proof after Final Approval/Post Production	\$ _____	x	2	\$ _____
New Plate Charge	\$ _____	x	2	\$ _____

**Total Estimated Annual Cost for Group I :**

\$ \_\_\_\_\_ (Total Estimated Annual Cost of Item A - Item H1)  
 + \$ \_\_\_\_\_ (Total Estimated Annual Cost of Options )  
 + \$ \_\_\_\_\_ (Total Estimated Annual Cost of Additional Production Fees )  
 = \$ \_\_\_\_\_ (Total Estimated Annual Cost of Group I)  
 x 3 (Multiplied by 3 - years in Initial Term)  
 = \$ \_\_\_\_\_ **Grand Total Estimated Cost of Group I**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**Bid Response Form - Group II**

<b>Group II, Item I:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	6,000	\$ _____
1 Color, 1 Face	\$ _____	x	12,000	\$ _____
1 Color, 2 Faces	\$ _____	x	6,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	6,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	81,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	6,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item I =</b>	<b>\$ _____</b>

<b>Group II, Item J:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	3,000	\$ _____
1 Color, 1 Face	\$ _____	x	12,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	16,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item J =</b>	<b>\$ _____</b>

**Bid Response Form - Group II**

<b>Group II, Item K:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item K =</b>	<b>\$ _____</b>

<b>Group II, Item L:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	4,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	2,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	3,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	7,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	17,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item L =</b>	<b>\$ _____</b>

**Bid Response Form - Group II**

<b>Group II, Item M:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	11,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item M =</b>	<b>\$ _____</b>

<b>Group II, Item N:</b>				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	14,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	10,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	<b>Total Estimated</b>	<b>Annual Cost</b>	<b>Item N =</b>	<b>\$ _____</b>

Bid Response Form - Group II

Group II, Item O:				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	1,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	Total Estimated	Annual Cost	Item O =	\$ _____

Group II, Item P:				
Printing Options	Unit Price/M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Blank - No Printing Requested	\$ _____	x	31,000	\$ _____
1 Color, 1 Face	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
1 Color, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
1 Color, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces and Sides	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
2 Colors, 2 Faces, Sides and Top of Flap	\$ _____	x	1,000	\$ _____
2 Colors, 1 Face and Top Rear Inside Edge	\$ _____	x	1,000	\$ _____
	Total Estimated	Annual Cost	Item P =	\$ _____

Bid Response Form - Group II

**Additional Options for Group II**

Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Sequential Numbering	\$ _____	x	116,000	\$ _____
Cloth/Tyvek Tape Reinforcement	\$ _____	x	14,000	\$ _____
Tie String w/ Circular Tabs or Elastic Ties	\$ _____	x	1,000	\$ _____
Bar Coding	\$ _____	x	1,000	\$ _____
Strip Labels with Bar Coding	\$ _____	x	19,000	\$ _____
Strip Labels <b>without</b> Bar Coding	\$ _____	x	97,000	\$ _____
	Total Estimated	Annual Cost	of Options =	\$ _____

**Additional Production Fees**

Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Charge for Changes to Proof after Final Approval/Post Production	\$ _____	x	2	\$ _____
New Plate Charge	\$ _____	x	2	\$ _____

**Total Estimated Annual Cost for Group II:**

\$ \_\_\_\_\_ (Total Estimated Annual Cost of Item I - Item P)  
 + \$ \_\_\_\_\_ (Total Estimated Annual Cost of Options )  
 + \$ \_\_\_\_\_ (Total Estimated Annual Cost of Additional Production Fees )  
 = \$ \_\_\_\_\_ (Total Estimated Annual Cost of Group II)  
     **x 3** (Multiplied by 3 - years in Initial Term)  
 = \$ \_\_\_\_\_ **Grand Total Estimated Cost of Group II**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Bid Response Form - Group III

Group III				
Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
CC1	\$ _____	x	326,000	\$ _____
CC1-U	\$ _____	x	400	\$ _____
CC2	\$ _____	x	520,000	\$ _____
CC2-U	\$ _____	x	50	\$ _____
CC3	\$ _____	x	7,000	\$ _____
CC3-U	\$ _____	x	1,000	\$ _____
CC4	\$ _____	x	1,000	\$ _____
CC4-U	\$ _____	x	1,000	\$ _____
CC4A	\$ _____	x	5,000	\$ _____
CC4A-U	\$ _____	x	1,000	\$ _____
CC5	\$ _____	x	1,000	\$ _____
CC5-U	\$ _____	x	1,000	\$ _____
CC5A	\$ _____	x	1,000	\$ _____
CC5A-U	\$ _____	x	1,000	\$ _____
		Total Annual Cost	of Group III =	\$ _____

Additional Production Fees

Item	Unit Price / M	Multiplied By	Est. Annual Qty.	Est. Annual Cost
Charge for Changes to Proof after Final Approval/Post Production	\$ _____	x	2	\$ _____
New Plate Charge	\$ _____	x	2	\$ _____

**Total Estimated Annual Cost for Group III:**

\$ \_\_\_\_\_ (Total Estimated Annual Cost of Item CC1 - Item CC5A-U)  
 + \$ \_\_\_\_\_ N/A \_\_\_\_\_ (Total Estimated Annual Cost of Options )  
 + \$ \_\_\_\_\_ (Total Estimated Annual Cost of Additional Production Fees )  
 = \$ \_\_\_\_\_ (Total Estimated Annual Cost of Group III)  
 x 3 (Multiplied by 3 - years in Initial Term)  
 = \$ \_\_\_\_\_ **Grand Total Estimated Cost of Group III**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date