STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

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

Bid Number: **OCA/CPA - 320- REBID**	**Commodity Group:**
Opening Date: 07/17/06 **Time: 2:00 P.M.**	**Commodity Name:** **2007 BOUND BOOKS**

NYS OFFICE OF COURT ADMINISTRATION
CONTRACT & PROCUREMENT ADMINISTRATION
42 KARNER ROAD
ALBANY, NY 12205
(Agency Name and Address)

Direct Inquiries to: **BETTY FALTERMEIER**

Telephone No.: **(518) 869-4732**

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

PER ATTACHED SPECIFICATIONS

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
UCS ATTACHMENT I , ATTACHMENT II, ATTACHMENT III, AND ATTACHMENT IV ARE ATTACHED & INCORPORATED HEREIN. **ESTIMATED QUANTITY TERM CONTRACT TO PROVIDE SPECIALLY MANUFACTURED BOOKS FOR JUDICIAL OPERATIONS.**	**ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORMS UNLESS OTHERWISE SPECIFIED HEREIN.**

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	

GENERAL SPECIFICATIONS

NOTE: IN ADDITION TO SUCH OTHER REQUIREMENTS AS MAY BE REFERENCED OR INCORPORATED HEREIN, THE NYS UNIFIED COURT SYSTEMS STANDARD REQUEST FOR BID PROPOSAL (RFB/RFP) CLAUSES, ATTACHMENT I, ATTACHMENT II - CONTRACTOR CERTIFICATION, ST-220, ATTACHMENT III AND ATTACHMENT IV ARE ATTACHED HERETO AND FULLY INCORPORATED HEREIN. ATTACHMENTS MUST BE COMPLETED WITH ORIGINAL INK SIGNATURES.

SUBMISSION OF BID PAPERWORK:

BID RESPONSES MUST BE IN ENGLISH.

BIDS MUST BE SUBMITTED IN THE ENVELOPE PROVIDED. FAILURE TO DO SO, MAY RESULT IN REJECTION OF BID.

SUBMIT YOUR BID/PROPOSAL **NO LATER THAN** JULY 17, 2006 AT 2:00 P.M. TO:

BETTY FALTERMEIER
COURT ANALYST
NYS OFFICE OF COURT ADMINISTRATION
CONTRACT AND PROCUREMENT ADMINISTRATION
42 KARNER ROAD
ALBANY, NY 12205
FAX: (518) 869-4735
EMAIL: BFALTERM@COURTS.STATE.NY.US

PURPOSE AND SCOPE:

THE NEW YORK STATE OFFICE OF COURT ADMINISTRATION, CONTRACT AND PROCUREMENT ADMINISTRATION UNIT (OCA-CPA) IS SOLICITING SEALED BIDS FOR THE PURPOSE OF ESTABLISHING ONE OR MORE **ESTIMATED QUANTITY** TERM CONTRACTS COVERING THE PROCUREMENT OF SPECIALLY MANUFACTURED BOUND BOOKS FOR COURTS AND AGENCIES OF THE UNIFIED COURT SYSTEM.

METHOD OF AWARD:

AWARD(S) WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER FOR EACH INDIVIDUAL ITEM (BOOK) DESIGNATION. LOWEST COST WILL BE DETERMINED BY THE UNIT PRICE MULTIPLIED BY THE NUMBER OF ANTICIPATED ORDERS PER BOOK. ANALYSIS OF BIDS RECEIVED SHALL INCLUDE, BUT NOT BE LIMITED TO: COMPLIANCE WITH THE SPECIFICATIONS HEREIN, BIDDER'S PERFORMANCE HISTORY, AVAILABILITY OF PRODUCT, EXPERIENCE WITH COMPARABLE AWARDS/CONTRACTS, FINANCIAL STABILITY, PAST PERFORMANCE HISTORY, COST FACTORS, AND ANY OTHER CRITERIA NECESSARY AND REASONABLE TO ESTABLISH BIDDER RELIABILITY.

PRICE:

ALL PRICES ARE TO BE NET **F.O.B. DESTINATION** AND INCLUDE FULL INSIDE DELIVERY TO THE EXACT LOCATION INDICATED ON THE PURCHASE ORDER. IN THE EVENT OF A BIDDER MISCALCULATION, UNIT PRICES WILL PREVAIL.

PURCHASE ORDERS:

UNDER NO CIRCUMSTANCES ARE AWARDED VENDORS TO PERFORM ANY WORK PRIOR TO THE RECEIPT OF A PURCHASE ORDER. ALSO, VENDORS MUST NOTIFY ORDERING COURT/AGENCY WITHIN SEVEN (7) DAYS OF RECEIPT OF ORDER.

TERM OF AWARD:

SEPTEMBER 1, 2006 - AUGUST 31, 2007

REORDERS:

COURTS AND OFFICES SHALL HAVE THE RIGHT TO PLACE ADDITIONAL ORDER(S) DURING THE TERM OF AWARDS FOR ANY ITEM/BOOK PREVIOUSLY PRODUCED AND DELIVERED ON/BEFORE DECEMBER 4, 2006.

COMPLIANCE WITH LAWS:

CONTRACTORS SHALL BE COMPLIANT WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS.

LIABILITY - PERSONAL INJURY:

AWARDED CONTRACTOR SHALL HOLD HARMLESS THE STATE OF NEW YORK, THE UNIFIED COURT SYSTEM AND THE OFFICE OF COURT ADMINISTRATION WITH RESPECT TO ANY INJURIES SUSTAINED BY CONTRACTOR'S EMPLOYEES, AGENTS, SUBCONTRACTORS, ETC. DURING THE CONTRACT PERIOD.

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.

DELIVERY SCHEDULE:

(A) DELIVERY OF ALL ORDERS MUST BE COMPLETED BY DECEMBER 4, 2006.

IMPORTANT: LATE DELIVERIES WILL BE HANDLED AS FOLLOWS: ONE PERCENT (1%) PER

BUSINESS DAY OF THE TOTAL DOLLAR AMOUNT DUE MAY BE DEDUCTED FROM VENDOR(S) INVOICE FOR EVERY BUSINESS DAY THE DELIVERY IS LATE.

(B) CONTRACTOR WILL PACK FOR DELIVERY ALL BOOKS CALLED FOR UNDER THE CONTRACT IN SUCH QUANTITIES AS WILL ASSURE CONVENIENT HANDLING AND SAFE STACKING IN GOOD CONDITION IN THE PARTICULAR COURT OR COUNTY CLERK'S OFFICE. ALL PACKAGES MUST BE WRAPPED IN STRONG KRAFT PAPERS AT LEAST 24" x 35" - 64 LB. (480 SHEETS TO REAM) SEALED WITH 2" GUMMED TAPE. PACKAGES MUST BE MARKED WITH THE NAME OF THE APPROPRIATE COURT OR COUNTY CLERK'S OFFICE, PURCHASE ORDER OR VOUCHER AND ITEM NUMBERS, AS SHOWN ON THE ORDER AND DELIVERED IN GOOD CONDITION. EACH ITEM MUST BE PACKED SEPARATELY. DELIVERY PACKAGES SHALL NOT WEIGH OVER 70 LBS.

(C) WITH THE DELIVERY, THE CONTRACTOR MUST RETURN THE STOCK SPECIFICATION, IF FURNISHED TO THE CONTRACTOR AT THE TIME THE ORDER IS PLACED, TOGETHER WITH ONE (1) SAMPLE LEAF SHOWING ALL RULINGS AND HEADINGS. IN CASE OF ANY CHANGE IN SPECIFICATIONS FROM THE STOCK SPECIFICATION SHEET, SUCH CHANGE MUST BE ESPECIALLY NOTED ON THE SAMPLE LEAF.

(D) UPON WRITTEN NOTICE FROM THE OFFICE OF COURT ADMINISTRATION, THE CONTRACTOR AGREES TO GIVE PREFERENCE IN DELIVERIES TO SUCH ITEMS AS THE OFFICE OF COURT ADMINISTRATION MAY DIRECT.

SAMPLES:

SAMPLE PAGES OF EACH ITEM TO BE BID ON MAY BE INSPECTED BY APPOINTMENT AT THE OFFICE OF COURT ADMINISTRATION, CONTRACT AND PROCUREMENT ADMINISTRATION, 42 KARNER ROAD, ALBANY, NY. PLEASE CALL (518) 869-4732 FOR AN APPOINTMENT. **BIDDERS ARE RESPONSIBLE FOR INSPECTING THE SAMPLES AND CONTACTING SPECIFIC COURTS FOR CLARIFICATION OF REQUIREMENTS**. (ALSO SEE BELOW UNDER "BID FORMS"). PROSPECTIVE BIDDERS WILL BE ALLOWED SUFFICIENT TIME FOR INSPECTION OF THE SAMPLES. HOWEVER, NO SAMPLES WILL BE PROVIDED PRIOR TO, OR SUBSEQUENT TO, THE AWARD(S) EXCEPT AS NOTED.

BID FORMS:

THE REQUIREMENT/BID FORMS INCLUDED IN THIS PACKAGE THAT DESCRIBE EACH ITEM ARE ALSO THE BID FORMS AND MUST BE COMPLETED BY THE VENDOR. VENDOR'S NAME, ORIGINAL INK SIGNATURE, UNIT COST, AND ITEM TOTAL COST MUST APPEAR ON EACH FORM. IF THE INFORMATION PROVIDED ON THE REQUIREMENT/BID FORM IS NOT SUFFICIENT TO SUBMIT A FIRM, RESPONSIBLE BID, IT IS THE BIDDER'S RESPONSIBILITY TO **INSPECT THE SAMPLE PAGES AND/OR CONTACT THE SPECIFIC COURT** FOR CLARIFICATION OF ANY VAGUE AREAS.

NOTE: BID FORMS MUST BE RETURNED IN THE EXACT NUMERICAL SEQUENCE AND ORDER RECEIVED BY BIDDER. IF SPECIFIC BOOKS ARE NOT BID, "NO BID" MUST BE ENTERED UNDER "UNIT PRICE". ALSO, BIDDERS ARE RESPONSIBLE FOR SUBMITTING THEIR ORIGINAL BID RESPONSE (CONSISTING OF THE FOLLOWING: BID RESPONSE FORMS, RFB FORM, AND COMPLETED AND EXECUTED ATTACHMENT I AND ATTACHMENT II FORMS, TOGETHER WITH *THREE (3)* COMPLETE COPIES OF THE AFOREMENTIONED. FAILURE TO COMPLY MAY RESULT IN REJECTION OF BID!

ALL DOCUMENTS WHICH REQUIRE SIGNATURES MUST BEAR THE **ORIGINAL SIGNATURE** OF THE SAME **AUTHORIZED INDIVIDUAL** AND SIGNATORY NOTARIZATIONS MUST BE THAT OF THE PERSON WHOSE SIGNATURE IS AFFIXED TO REQUIRED DOCUMENTS.

PLEASE NOTE: ORIGINAL AND COPIES OF THE BID DOCUMENTS, FORMS, BROCHURES, ETC. ARE NOT TO BE SUBMITTED IN A THREE-RING BINDER, OR IN ANY OTHER BOUND FASHION. PLEASE SUBMIT THE ORIGINAL AND COPIES BOUND ONLY BY RUBBER BANDS, CLIPS OR SIMILAR DEVICES.

COMPLETE THE PAPERWORK ON THE FORMS PROVIDED WITH THIS SOLICITATION. UNLESS OTHERWISE SPECIFIED HEREIN.

DO NOT RETYPE OR AMEND ANY PORTION OF THIS SOLICITATION. **FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BIDDER'S RESPONSE.**

PROOFS:

SUCCESSFUL BIDDER MUST CHECK PROOFS WITH THE APPROPRIATE COURT OR COUNTY CLERK'S OFFICE **BEFORE** PROCEEDING WITH WORK.

CHANGES:

UNDER NO CIRCUMSTANCES SHOULD VENDOR(S) ACT ON ANY VERBAL COMMUNICATIONS OF ORDERING COURT-AGENCY WITH RESPECT TO PURCHASE ORDERS, SAMPLES OR PROOFS. ANY AND ALL COMMUNICATION(S) OR CHANGES ARE TO BE WRITTEN. **VENDOR(S) ASSUMES ALL RISKS IN ACTING OTHERWISE.**

REFERENCES:

BIDDERS MUST PROVIDE THREE (3) REFERENCES FOR WHOM A SIMILAR TYPE OF WORK HAS BEEN DONE WITHIN THE LAST TWO (2) YEARS. PLEASE INCLUDE COMPANY/AGENCY NAME, COMPLETE ADDRESS AND TELEPHONE NUMBER.

SILENCE OF SPECIFICATIONS:

THE APPARENT SILENCE OF THE SPECIFICATIONS CONTAINED AS A PART OF THIS

PACKAGE AS TO ANY DETAIL OR TO THE APPARENT OMISSION OF A DETAILED DESCRIPTION CONCERNING ANY POINT, SHALL BE REGARDED AS MEANING THAT ONLY THE BEST COMMERCIAL PRACTICES ARE TO PREVAIL. ALL INTERPRETATIONS OF THESE SPECIFICATIONS SHALL BE MADE ON THE BASIS OF THIS STATEMENT.

IMPLIED REQUIREMENTS:

PRODUCTS AND SERVICES THAT ARE NOT SPECIFICALLY REQUESTED IN THE RFB, BUT WHICH ARE NECESSARY TO PROVIDE THE FUNCTIONAL CAPABILITIES PROPOSED BY THE BIDDER, SHALL BE INCLUDED IN THE OFFER, EXCEPT AS SPECIFIED HEREIN.

INQUIRIES:

PLEASE DIRECT ANY INQUIRIES **IN WRITING** TO:

BETTY FALTERMEIER
OFFICE OF COURT ADMINISTRATION
CONTRACT & PROCUREMENT UNIT
42 KARNER ROAD
ALBANY, NY 12205
PHONE: (518) 869-4732
FAX: (518) 869-4735
EMAIL: bfalterm@courts.state.ny.us

DETAILED SPECIFICATIONS

*** **IMPORTANT NOTE*****

UPON INSPECTION, ANY BOOKS FOUND NOT TO BE IN FULL COMPLIANCE WITH THESE DETAILED SPECIFICATIONS, ARE STRUCTURALLY DEFECTIVE, OR FAIL TO PERFORM SATISFACTORILY WHEN PUT INTO USE, MAY SUBJECT THE CONTRACTOR TO SUCH PENALTIES AS MAY BE ASSESSED BY THE OFFICE OF COURT ADMINISTRATION INCLUDING, BUT NOT LIMITED TO, SUSPENSION FROM FUTURE BID PARTICIPATION.

STYLE OF BOOKS

STYLE A - FULL CLOTH, TIGHT SLOTTED AND TAPED OR LIBERTY BACK. END PAPERS SINGLE KRAFT. LETTERED IN IMITATION GOLD LEAF WHEN LETTERING IS CALLED FOR ON BLANK BOOK SPECIFICATION SHEET. THIS TYPE OF BOOK IS GENERALLY USED FOR PERSONAL NOTES AND DOES NOT REQUIRE HEAVY REFERENCE.

STYLE B - FULL IMITATION LEATHER, ROUND CORNERS CUT FINISH, SADDLE SEWED IN ONE SECTION, KRAFT END PAPERS, SUBSTANCE 36, LINED HALF ON INSIDE WITH MUSLIN. STAMPING ONE IMPRESSION OF INK WHEN LETTERING IS CALLED FOR ON BLANK BOOK SPECIFICATION SHEET. PERSONAL NOTES SAME AS “A”.

STYLE C - FULL IMITATION LEATHER, ROUND CORNERS, CUT FLUSH. SMYTH SEWED IN 16 PAGE, 24 PAGE OR 32 PAGE SIGNATURES, DEPENDING ON WEIGHT OF PAPER. KRAFT END PAPERS, SUBSTANCE 36. STAMPING ONE IMPRESSION OF INK WHEN LETTERING IS CALLED FOR ON BLANK BOOK SPECIFICATION SHEET. PERSONAL NOTES SAME AS “A”.

STYLE F - FULL CANVAS, WHITE, SLATE OR OTHER SPECIFIED COLOR. END PAPERS SINGLE KRAFT. THIS TYPE OF BOOK IS GENERALLY USED FOR DOCKET OR MINUTE TYPE BOOKS REQUIRING PUBLIC OR SUBSTANTIAL REFERENCE.

STYLE G - FULL BOUND, FULL CANVAS, WHITE, SLATE OR OTHER SPECIFIED COLOR, RED BUFFING CORNERS, SPRING BACK AND HUBS. DOUBLE KRAFT END PAPERS, REINFORCED WITH MUSLIN AND SEWED TO BOOK. BACKBONE TO BE LINED WITH 8 OZ. CANVAS, EXTENDING FULL LENGTH OF BOOK AND OVERHANGING 3 ½" ON EACH SIDE. FOUR TAPES ON BACKBONE. HINGE ON WHICH COVER SWINGS TO BE MADE BY FOLDING WASTE SHEET TO EDGE OF BACKBONE, MAKING FOUR LAYERS AND GLUING TO CANVAS, FORMING A TONGUE. TONGUE MUST BE INSERTED BETWEEN LAMINATED BOARDS. EITHER SMYTH SEWN OR PATENT GUARDS AS PER ORDER. THIS TYPE OF BOOK IS GENERALLY USED AS DOCKET BOOK, CLERK’S MINUTE BOOK, MOTION BOOK OR INDEX BOOK REQUIRING HEAVY USAGE AND PUBLIC REFERENCE.

STYLE H - QUARTER BOUND, CUT FLUSH, IMITATION LEATHER BACK, MARBLE PAPER SIDES, WIRE STITCHED, SLOTTED AND TAPED, OR SMYTH SEWED AS SPECIFIED. THIS TYPE OF BOOK IS GENERALLY USED AS A RECEIPT BOOK, TRANSCRIPT OR JUDGEMENT CERTIFICATE BOOK OR DISPOSITION OF JUDGEMENT BOOK.

NOTE: ALL STYLE A,C,F,G, AND H BOOKS WHEN SEWED, SHALL HAVE THE END PAPERS SEWED ON. ALSO, REGARDLESS OF THE METHOD USED OF HOLDING SHEETS TOGETHER, A MUSLIN STRIP SHALL BE ATTACHED HALF AND HALF TO FRONT FLY-LEAF, AND FIRST PAGE OF BOOK AND HALF AND HALF TO BACK FLY-LEAF AND LAST PAGE OF BOOK.

LIBERTY OR SPRING BACK:

THE LIBERTY BACK WITHOUT HUBS, OR SPRING BACK WITH HUBS, MUST BE ATTACHED TO ITS BOOK WITH A CANVAS BANDAGE EXTENDING ITS ENTIRE LENGTH, AND PLACED IN THE ENTIRE LENGTH OF THE BOARDS, WITH THE TAPES AND STRAPPING LACED AT LEAST THREE INCHES IN BETWEEN THE BOARDS AND INSIDE COVER BOARD.

LIBERTY BACK - LIBERTY BACKS ARE TO BE FURNISHED ON STYLES A AND F UNDER 201 LEAVES ONLY WHEN CALLED FOR IN THE DETAILED SPECIFICATIONS.

SEWING:

I. SMYTH SEWN - (SECTION SEWN); OR,

II. PATENT BACK: PHILADELPHIA OR HUBER BACK - PHILADELPHIA OR HUBER BACKS ARE TO BE FURNISHED WHEN CALLED FOR IN THE DETAILED SPECIFICATIONS; WHEN FURNISHED, STITCHING MUST BE NOT LESS THAN 20 TO THE FOOT, DOUBLE SEWED AT LEAST THREE (3) INCHES TOP AND FOOT.

TO INSURE TIGHT BACKS EITHER (1) SLOT AND TAPE GUARDS OR (2) TIGHTEN GUARDS TO PREVENT SPACING USING GLUE OR OTHER METHOD. BACK AND GUARDS MUST BE TIGHT TO PREVENT SECTIONS FROM BEING REMOVED.

THREAD: (A) HAYES OR BARBOURS LINEN OR EQUAL, 16-4 CORD ON HAND SEWED FULL BOUND BOOKS.

(B) HAYES OR BARBOURS LINEN OR EQUAL, 16-3 CORD ON HAND SEWED HALF BOUND BOOKS.

(C) LINCOLN OR SUMMIT COTTON OR EQUAL, 16-4 CORD ON MACHINE SEWED BOOKS.

NOTE: UNLESS SPECIFICALLY STATED ON BLANK BOOK SPECIFICATION SHEET, BOOKS MAY BE EITHER HAND SEWED OR MACHINE SEWED.

EXTENDED TABS (OR TAGS): UNLESS OTHERWISE SPECIFIED, ALL EXTENDED TABS SHALL BE MADE OF HEAVY BUFFING, WHOLLY LINED ON INNER SIDE WITH MUSLIN AND THE PORTION OUTSIDE OF EDGE OF LEAF LINED WITH PRESSBOARD. THE PORTIONS ADHERING TO EACH SIDE OF LEAF SHALL HAVE MUSLIN STAYS ATTACHED TO THEIR SURFACES AND THE LEAF. LETTERING SHALL BE AS ORDERED, IN 23 KARAT GOLD LEAF.

RUB OFF OF LETTERING: WHEN BLANK BOOK HAS BEEN LETTERED, THE BINDER WILL TAKE A TYPE IMPRESSION OF ALL THE LETTERING ON BOOK, PASTING SAME ON SAMPLE SHEET OF RULING AND PRINTING. WHERE MORE THAN ONE BOOK IS ORDERED THE BINDER WILL INDICATE ON TYPE IMPRESSION ANY CHANGE IN LETTERING.

BOOK CLOTHS, IMITATION LEATHER AND CANVAS

(A) CLOTH-INTERLAKEN OR HOLLISTON COMMON COLORS OR EQUAL. PATTERN T OR AA NOT ACCEPTABLE UNLESS SPECIFICALLY STATED ON SPECIFICATION SHEET.

(B) BUCKRAM-HOLLISTON RECORD OR EQUAL.

(C) IMITATION LEATHER-FABRIKOID NO. 1100 QUALITY OR EQUAL.

(D) ARMY DUCK - AS IN NEW YORK CITY SPECIFICATION NO. 11-D-15-39T-WEIGHT-8-OZ. IF COLOR OF DUCK SPECIFIED IS NOT OBTAINABLE, ANOTHER COLOR OR WHITE MAY BE SUBSTITUTED, PROVIDED CONTRACTOR OBTAINS APPROVAL OF THE USING COURT OR COUNTY CLERKS'S OFFICE.

BINDERS BOARD:

(A) COVERS-MADE IN ACCORDANCE WITH U.S. COMMERCIAL STANDARD 50-34 OR EQUAL. A VARIATION OF 0.003 INCH (3 POINTS) ABOVE OR BELOW THE SPECIFIED THICKNESS IS PERMITTED ON BOARDS TO AND INCLUDING 0.120 INCH IN THICKNESS. A VARIATION OF 5 PERCENT ABOVE OR BELOW THE SPECIFIED THICKNESS IS PERMITTED ON BOARDS OVER 0.0120 INCH IN THICKNESS.

(B) SPRING BACK AND LIBERTY BACK-GREEN LABEL
DAVEY SOLID BOARD, OR EQUAL.

STYLE A AND STYLE F-TIGHT BACK OR SLOTTED AND TAPED

100 LEAVES OR LESS	-	CALIPER .147
101 LEAVES AND OVER	-	CALIPER .164

STYLE A AND STYLE F-LIBERTY BACK-LAMINATED BOARDS

201 TO 300 LEAVES	-	CALIPER .147
		CALIPER .098
		TOTAL .245
301 TO 400 LEAVES	-	CALIPER .147
		CALIPER .123
		TOTAL .270

401 TO 500 LEAVES	-	CALIPER .164 CALIPER .123 TOTAL .287
501 LEAVES OR OVER	-	CALIPER .164 CALIPER .164 TOTAL .328

STYLE G-LAMINATED BOARDS

200 LEAVES OR LESS	-	CALIPER .147 CALIPER .098 TOTAL .245
201 TO 300 LEAVES	-	CALIPER .147 CALIPER .123 TOTAL .270
301 TO 400 LEAVES	-	CALIPER .147 CALIPER .147 TOTAL .294
401 TO 500 LEAVES	-	CALIPER .164 CALIPER .147 TOTAL .311
501 LEAVES OR OVER	-	CALIPER .164 CALIPER .164 TOTAL .328

STYLE B

32 LEAVES OR LESS	-	CALIPER .074
OVER 32 LEAVES	-	CALIPER .098

STYLE C

64 LEAVES AND OVER	-	CALIPER .098

STYLE H

100 LEAVES OR LESS	-	CALIPER .098
101 TO 200 LEAVES	-	CALIPER .123
201 TO 350 LEAVES	-	CALIPER .147
351 LEAVES AND OVER	-	CALIPER .164

TOOLING AND GOLD LETTERING ON LEATHER: UNLESS DEFINITELY STATED ON BLANK BOOK SPECIFICATION SHEET, NO TOOLING WILL BE REQUIRED. VENDOR MUST CHECK WITH COURT OR COUNTY CLERK'S OFFICE FOR WHICH IT IS INTENDED BEFORE PROCEEDING WITH THE WORK.

SPECIAL INSTRUCTIONS CONCERNING PAPER:

ONLY STANDARD MILL BRANDS WATER-MARKED BOND AND LEDGER PAPER SHALL BE USED IN THE PERFORMANCE OF THIS CONTRACT. ALL SUCH PAPER IN QUANTITIES IN EXCESS OF 2,000 POUNDS SHALL BE IN COMPLIANCE WITH THE REQUIREMENTS OF THE NEW YORK CITY DEPARTMENT OF PURCHASE SPECIFICATION 29=P-3:63. PAPER IN QUANTITIES LESS THAN 2,000 POUNDS SHALL BE IN COMPLIANCE WITH THE REQUIREMENTS OF THE NEW YORK CITY DEPARTMENT OF PURCHASE SPECIFICATION 29=P-3:63 EXCEPT THAT ALL REQUIREMENTS OF TABLES I AND II OTHER THAN GRADE AND WEIGHT SHALL BE WAIVED. **BIDDER MUST STATE BELOW THE MILL BRANDS AND MANUFACTURERS OFFERED**. MORE THAN ONE BRAND OF PAPER MAY BE INDICATED FOR EACH GRADE OF PAPER.

REMINDER: BID FORMS MUST BE RETURNED IN THE EXACT NUMERICAL SEQUENCE AND ORDER RECEIVED BY BIDDER. ALSO, BIDDERS ARE RESPONSIBLE FOR SUBMITTING THEIR ORIGINAL BID RESPONSE (CONSISTING OF THE FOLLOWING ORIGINALS: BID RESPONSE FORMS, RFB FORM, NON-COLLUSIVE BIDDING CERTIFICATE, MANUFACTURER IDENTIFICATION, ACKNOWLEDGMENT FORM AND PRINTING CERTIFICATE WITH RECYCLED CERTIFICATION AND MANUFACTURER'S AFFIDAVIT IF APPLICABLE) ALONG WITH *THREE (3) COMPLETE COPIES* OF THE AFOREMENTIONED. FAILURE TO COMPLY MAY RESULT IN REJECTION OF BID**.**

IMPORTANT: ANY SAMPLE PAGES PROVIDED WITH "BOUND BOOK REQUIREMENT/BID FORM" ARE TO INDICATE PAGE CONTENT AND ARE NOT ACCURATE. SPECIFICATIONS HEREIN PREVAIL.

MANUFACTURER IDENTIFICATION

GRADE OF PAPER	MILL BRAND	NAME OF MANUFACTURER
BONDS		
50% RAG		
WHITE		
COLORS		
100% SULPHITE*		
WHITE		
COLORS		
LEDGERS		
50% RAG		
WHITE		
COLORS		
INDEX		

***EXCEPT FOR BOOKS SPECIFYING 100% SULPHITE BOND PAPER (WHITE OR COLORS), ALL OTHER BOOKS ARE TO BE MADE WITH 50% RAG LEDGER OR 50% RAG BOND PAPER.**

IMPORTANT: THESE PAPER SPECIFICATIONS SUPERSEDE ANY THAT MAY APPEAR ON PURCHASE ORDERS.

IMPORTANT: THE "BOUND BOOK REQUIREMENT/BID FORMS" **MUST** BE PROVIDED WITH RESPONSES. **THESE ARE THE "BID RESPONSE FORMS"** AND MUST BE RETURNED IN THE **EXACT NUMERICAL SEQUENCE AND ORDER RECEIVED BY BIDDER. IF SPECIFIC BOOKS ARE NOT BID, "NO BID" MUST BE ENTERED UNDER "UNIT PRICE".**

BID RESPONSE FORMS

IMPORTANT: ANY SAMPLE PAGES PROVIDED WITH "BOUND BOOK REQUIREMENT/BID FORM" ARE TO INDICATE PAGE CONTENT AND ARE NOT ACCURATE. SPECIFICATIONS HEREIN PREVAIL.

COPIES OF THE **REQUIRED** BID RESPONSE FORMS MAY BE OBTAINED BY CONTACTING BETTY FALTERMEIER, (518) 869-4732, FAX (518) 869-4735 OR EMAIL BFALTERM@COURTS.STATE.NY.US