

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

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

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

(Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER, COURT ANALYST
 Telephone No.: (518) 869-4732

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

PER ATTACHED RFP/RFB SPECIFICATIONS

Number: OCA/CPA-323 Issue Date: July 31, 2006	Commodity Group:
Opening Date: August 31, 2006 Time: 2:30 PM	Commodity Name: JUROR HANDBOOKS AND DATA CARDS

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

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p>UCS ATTACHMENT I, ATTACHMENT II ATTACHMENT III AND ATTACHMENT IV ARE ATTACHED & INCORPORATED HEREIN.</p> <p>Estimated quantity term contract for production of Juror Handbooks and Data Cards for the Unified Court System.</p> <p>Contract Term: One (1) year with an option to renew for two (2) additional one (1) year period. Initial period is November 1, 2006 through October 31, 2007. Option for extension, not to exceed 90 days.</p>	<p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP/RFB SPECIFICATIONS.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids/proposals 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/proposal deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid/proposal. The bid/proposal must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.
4. INDICATE THE BID/PROPOSAL NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.
5. Mail the bid/proposal to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

RESPONSES MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number	Email

DOCUMENT ENCLOSURE CHECKLIST

Page 1

All of the following documents and information, must be **fully executed** as indicated (**Notarized where required**) and returned as specified. Failure to include **any** of the required documents or information may result in rejection of the bidder's proposal.

- Document Enclosure Checklist
- Request for Bid Form
- Attachment I, pages 3, 4, 5, 6 and 7 of 10 to be completed. Page 7 must be completed by the **manufacturer of stock**.
- Attachment II - ST-220 (Vendor Tax Compliance & Certification)
- Attachment III - Vendor Responsibility Questionnaire
- Attachment IV - Lobby Law Legislation
- Appendix C - List of references
- Appendix D - Additional information. (See Eligibility of Bidder in General Specifications)
- Attachment V - Bid Response Form(s)
- Five (5) complete sets of bids/proposals and documentation as required

Note: 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.

DOCUMENT ENCLOSURE CHECKLIST

Page 2

Name of Firm: _____ Date: _____

Authorized Signature: _____

Name in Print: _____ Title: _____

**RFB #OCA/CPA-323
JUROR HANDBOOKS AND DATA CARDS**

**BID OPENING: 08/31/06
2:30 PM**

NOTE: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Standard Request for Bid Clauses & Forms - Attachment I, Contractor Certifications, ST-220, and Attachment III, Vendor Responsibility Questionnaire must be downloaded from the Contract & Procurement web site under addenda for the appropriate solicitation and are incorporated and made a part hereof.

Purpose and Scope:

The New York State Unified Court System (hereinafter UCA), Office of Court Administration, Contract and Procurement Administration (hereinafter CPA) is soliciting sealed proposals on behalf of the OCA Office of Court Research (hereinafter OCA/OCR) for the purpose of establishing a single estimated quantity term contract for the production of Juror Handbooks and Information cards for distribution to courts throughout New York State.

Term of Contract:

Contract will be awarded for an initial period of one (1) year commencing November 1, 2006 through October 31, 2007. The UCS reserves the right to renew such contract for two (2) additional one (1) year period upon the same terms and conditions. The UCS further reserves the right to extend the contract for a period not to exceed ninety (90) days upon written notification to contractor prior to contract termination date, or any renewal period thereof. Any such renewal or extension shall be subject to approval by the Office of the Attorney General (hereinafter OAG) and the Office of the State Comptroller (hereinafter OSC).

Eligibility of Bidders:

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

References:

Bidders must provide at least three references including: Company/Agency Name, complete address, contact name, title and telephone number. The contact must be familiar with the quality of service provided by the bidder.

Method of Award:

A single contract will be awarded to the lowest, responsible bidder determined to be in compliance with the RFB and specifications. **Responsible shall be defined** to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial stability, resources, cost factors and experience with comparable awards/contracts. Delivery schedule may be a factor in determination of the award.

Determination of Lowest Cost:

Lowest dollar cost shall be determined by the Grand Total, which is the sum of the price/M times (x)

the estimated quantity for each lot. In the event of a miscalculation, the unit price/M will prevail.

Price:

Prices quoted shall be per thousand (M) and net F.O.B. destination and include full inside delivery to the exact location indicated on the purchase order(s). Prices shall be inclusive of all requirements and services contained herein including, but not limited to paper, printing, plates and negatives (if applicable) which shall become the property of the NYS Unified Court System, assembly, ink, etc. except as may be specified herein and shall remain firm throughout the initial contract period and any extensions thereof except as may otherwise be required by the new York State Department of labor Prevailing Wage Rates.

Important: All plates and negatives are considered the property of the New York State Judiciary and at OCA-OCR's option shall be relinquished without costs upon completion of all work and deliveries. Plates and negatives from the previous contract, if available, will be provided to the awarded vendor, however no guarantee is stated or implied regarding their applicability for the current solicitation.

Price Increase/Adjustment:

All pricing bid, awarded and contracted shall remain firm throughout the initial one (1) year term of the contract. Pricing adjustments applicable to the **renewal** period **may** be allowed upon presentation of **reasonable, necessary and documented** cost increase for factors beyond contractor's control, except that no such cost increases will be allowed for labor, wage or benefit factors except as required by law. Contractor must present any request for increase(s) **in writing** to the Contract & Procurement Administration not later than ninety (90) days prior to the expiration date of the initial contract term. No price adjustment(s) will be allowed for any **extension** period.

Pricing Structure:

Pricing shall be submitted only on, and in the format prescribed by the Bid Response Form. Bidder must enter a price or "No Charge" or "N/C" for each category of pricing presented on the form. The submission of an inaccurate or incomplete Bid Response Form **may result in rejection of the bid**. Proposers are cautioned to be thorough and accurate. In the event of a miscalculation, the unit pricing will prevail.

Price Re-Negotiation:

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

Estimated Quantities:

Any requirements specified in this solicitation constitute estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an **estimated quantity term contract**. The Juror Handbook and Insert Card Distribution List (Appendix B) has been attached for informational purposes only.

Quantities noted are **estimates** only and no guarantee is expressed for implied.

Actual order quantities shall be as set forth in the “Detailed Specifications” incorporated herein.

Samples:

Please contact:

Betty Faltermeier
Senior Court Analyst
OCA Contract & Procurement Unit
42 Karner Road
Albany, NY 12205
email: bfalterm@courts.state.ny.us Fax: (518)869-4735

for samples of the Juror Handbook and Insert Card Distribution List.

Note: The samples provided are for informational purposes only. Actual requirements are determined by the specifications contained herein.

Proofs & Deliveries:

Upon contract award, the contractor will receive purchase orders and specific copy. The contractor will then prepare and deliver a first proof of the “Juror Handbook” and “Information Card” to OCA-OCR within the time period stated on the Bid Response Form. OCA-OCR shall have the right to make any copy modifications or corrections to the first proof without any additional charges. After the second proof is delivered (per Bid Response Form), the location may make corrections to the text without any additional charges. Any modifications after the second proof may subject OCA-OCR to such additional charges by the contractor as may be appropriate and reasonable (subject to review and approval by OCA-CPA). Upon return of second proof, contractor must deliver the final products within the time period specified in the “Detailed Specifications” as “Printing and Delivery Schedule for Booklet and Info Card”. Delivery shall be to the exact location noted on the Purchase Order(s).

Delivery time may be a factor in determining the successful bidder. OCA reserves the right to reject, or re-negotiate, excessive delivery time-frames.

Late Delivery Penalty:

Failure to make delivery within the required time frame may result in a reduction of invoiced charges as follows; 1% of the total invoice for each business day that the delivery is delayed.

Alternate Proposals:

In the event satisfactory bids are not received, the CPA reserves the right to consider alternate proposals containing deviations from specifications. Bidders shall explain in detail where such alternatives deviate from or qualify the terms of the proposal and specifications as issued.

Payments:

Upon receipt of true and accurate invoice(s), payments will be processed as items are delivered and accepted.

Note: Payments will only be processed for services covered by the resulting contract. Performance of any other services by contractor shall be wholly at their own risk.

Contractor Identification:

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

Failure to Provide Data:

Failure to submit any documents or information requested by the CPA in a timely manner, may result in rejection of bidder's proposal.

Order Communication:

Any and all corrections, changes, clarifications, etc. communicated between the OCA-OCR and the contractor must be in writing. **Contractor will assume all risks if acting otherwise.**

Required Copies:

In addition to all required original RFB documents (fully executed RFB form, Non-Collusive Bidder Certificate, Acknowledgment, ST-220 Taxpayer Certification, Bid Response Form, Vendor Responsibility Form, Lobby Law Legislation Form) and any other required documentation, brochures, etc., **bidder must include five (5) copies of all such material. Failure to provide same may result in disqualification of bidder's response!**

Please note: Copies of the bid, brochures, samples, etc., should **not** be submitted in a binder, or in any other bound fashion except that they may be submitted 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.

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.

Unacceptable Proposals:

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the State of New York; who have been declared not responsible, or disqualified by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualification of the bidders to receive public contracts.

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.

Silence of the 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.

Submission of Paperwork:

Bid responses must be in English.

Please read “Bid Instructions - General Requirements” on the Bid Instruction page of the Procurement & contract Opportunities site (<http://www.nycourts.gov/admin/bids>) carefully.

Bidders are cautioned to check the web site often for any changes or amendments to the solicitation. (See On-Line Package Disclaimer)

All bids and proposals must be submitted in a sealed envelope, package or carton and marked in large block letters on two (2) sides:

SEALED BID - DELIVER IMMEDIATELY

The lower left corner of the outside of the envelope must be marked:

**Bid - do not Open
OCA/CPA-323
Due Date: August 31, 2006
Time: 2:30 p.m.**

and received **on or before** 2:30 pm on August 31, 2006 to the attention of:

Betty Faltermeier
Senior Court Analyst
NYS Office of Court Administration
Contract and Procurement Administration
42 Karner Road
Albany, NY 12205

All times indicated are E.S.T. or E.D.S.T. (Eastern Standard Time or Eastern Daylight Savings Time)

Online RFB/RFP Package Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website <http://www.nycourts.gov/admin/bids> shall remain solely and wholly responsible for reviewing the

respective solicitation and 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.

The paperwork is to be organized as follows:

1. **Document Enclosure Checklist**
2. **Signed and completed Request for Bid Form.**
3. **Fully executed and appropriately notarized Attachment I**, including all applicable pages (see "Document Enclosure Checklist")
4. **Fully executed and appropriately notarized Attachment II** (ST-220 Tax Compliance & Certification)
5. **Fully executed and appropriately notarized Attachment III** (Vendor Responsibility Questionnaire)
6. **Fully executed Attachment IV** (Lobby Law Legislation)
7. **Appendix C - List of References** List of three (3) references, including names and phone numbers of clients for whom comparable services have been performed within the past two (2) years, including name and title of the person having direct knowledge of bidder's performance.
9. **Appendix D - Additional Information**
10. **Attachment 5** - Completed Bid Response Form(s)

Compliance with Laws:

Contractor(s) shall be compliant with all applicable Federal, State and Local laws, rules and regulations.

Liability - Personal Injury:

Awarded contractor(s) 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.

Vendor Liability - Damages/Theft/Loss:

Contractor shall be held responsible for damages caused to the facilities, furnishings, or equipment of the courts or agencies. Should such damages occur, repairs or replacements shall be performed to the satisfaction of the respective location and fully at the expense of the contractor.

Contractor shall also be responsible for any theft, loss or damage of any material referenced herein while in contractor's possession.

Detailed Specifications

The following are the detailed and technical specifications governing the production of Juror's Handbooks and Information cards.

Note: The samples provided are for informational purposes only. Actual requirements are determined by the specifications contained herein.

Juror Handbook:

Printing of approximately 300,000 copies of the UCS "Juror Handbook" consisting of approximately 32 pages (8 sheets, 8 1/2" X 11") including cover. A sample handbook is available upon request but **may not reflect specified stock for this printing**. Also, **actual text may change**.

Size	4 1/4" X 11" (High) pre-trimmed
Stock	Text Interior - 28 pages, 70 lb. Finch Opaque Offset Cream, Vellum Finish, <u>Recycled Stock</u> or equal. Cover - 4 pages, 65 lb., Finch Opaque Cover Cream, Vellum Finish, <u>Recycled Stock</u> or equal.
Printing	Interior - contains five (5) Duotones, one (1) Duotone is a two (2) page/two (2) sheet spread that bleeds two sides on each page/sheet. The other four (4) photos are single page photos that bleed together at inside fold. Interior Covers - No printing on inside covers. Exterior Covers - Contain two (2) drawings (one per cover) that each bleed on three (3) outer edges and bleed together at cover fold. Entire copy backed up as indicated on sample and/or instructions.
Color	Two (2) color printing. Black and one additional PMS color (Duotone) as indicated in sample.
Binding	Saddle Stitched
Copy	Final text, photographs and drawings will be provided to awarded contractor in "Syquest" disc format (Quark Express). Note: Awarded contractor must furnish complete set of blue line proofs and one color key which will be reviewed and returned within 72 hours of receipt . Vendor will receive the text for each location and must do the typesetting.
Printing & Delivery	Initial printing and delivery of approximately 100,000 booklets, within six (6) weeks of sing-off of final proof by OCA-OCR Two (2) additional re-printings of approximately 100,000 booklets, each to be delivered per awarded contractor's stated time frame.
Pack	Minimum of 400 booklets per carton, but not to exceed thirty (30) pounds. Each carton must be clearly labeled, "Juror Handbook - 2007" and quantity.

Juror Information Cards:

Printing of approximately 300,000 copies of the UCS “Juror Information Card” (a sample card may be found in sample handbook). Cards will be inserted in “Juror Handbook” by court personnel. A sample card is available with the Handbook samples upon request but **may not reflect specified stock for this printing.** Also, **actual text may change.**

Size	4 1/4" X 11"
Stock	Same as “cover” for “Juror handbook” (65 lb. Finch Opaque Cover Cream, Vellum Finish, recycled stock, or equal).
Color	One (1) color, text.
Printing	Two (2) sides consisting of approximately seventy (70) versions (one for each jury operation in New York State). Approximately sixty-six (66) with common back with three (3) bleeds and one (1) side information - county specific. Approximately four (4) with no common back and information on both sides - no bleeds. The four (4) with no common backs are for New York, Queens, Bronx and Kings.
Copy	Final copy will be provided to awarded contractor in “Syquest” disc format (Quark Express). Note: Awarded contractor must furnish complete set of blue line proofs and one color key which will be reviewed and returned within 72 hours of receipt. Vendor will receive the text for each location and must do the typesetting.
Pack	Cards must be bundled and shrink-wrapped by individual location (up to 70 different locations). Carton may not exceed 30 pounds and be clearly labeled “Juror Information Cards” with respective location and quantity noted.
Printing & Delivery	Printing up to seventy (70) versions totaling approximately 300,000 for each of three (3) printings (3 X 100,000 = estimated total 300,000) Note: Multiple orders of approximately 100,000 cards may be placed simultaneously.

Copy Changes:

In the event of any required text changes with respect to “Juror Handbook” or “Juror Information Card” subsequent to initial printing, contractor may submit reasonable billing for additional set-up charges, plates, film prorated and based on contractor’s original bid pricing.

Printing and Delivery Schedule for Booklet and Information Card:

- Initial printing and inside delivery to be within six (6) weeks of proof arrival.
- Inside delivery of second printing to be within sixteen (16) weeks of initial printing and delivery.
- Inside delivery of third printing to be within sixteen (16) weeks of second printing and delivery.

Type Styles:

All type styles and sizes will be per samples, unless otherwise specified.

Composition:

All composition to be set. Camera ready copy will only be furnished for the seal of the Unified Court System.

**Attachment V
Bid Response Form**

Item	Price/M	Estimated Quantity	Extension
Juror Handbook		300,000	
Juror Info Card		300,000	

Grand Total: _____

Note: Above "Juror handbook" pricing is to be based on initial 32 pages. However, the count may change in subsequent printings. Bidder is to note price for:

*Price additional per page if page count exceeds 32 \$ _____

*Price decrease per page if page count is below 32 \$ _____

** Delivery - First Proof: _____ Days after primary order period.

** Delivery - Second Proof: _____ Days after primary order period.

**May be a factor in determination of award.

Note: OCA reserves the right to re-negotiate any printing cost factors deemed not to be in line with prior contract prices, or excessive. Failure to amend such "excessive" pricing may result in rejection of bid.

All stock to be used in production of this commodity to be recycled - "See Detailed Specifications"

Bidder hereby certifies that the above quoted prices are applicable to all customers for comparable quantities, quality, styles or services.

VENDOR SECTION

Name of Firm

Authorized Name in Print

Address

Authorized Signature

City, State, Zip Code

Title

APPENDIX B

Juror Handbook and Insert

Distribution List

JUROR HANDBOOK AND INSERT CARD DISTRIBUTION LIST

County	Commissioner	Building	Address	City	Zip	Quantity of Each Per Delivery	Quantity of Each Per Year
New York	William T. Stevenson	NY Supreme Civil Court	71 Thomas St.	New York	10013	1,000	3,000
	Doreen Burgess	New York State Supreme Court	Juror Assembly Room 111 Centre Street, Rm. 362	New York	10013	2,000	6,000
	Marlene Gutterman	Juror Assembly Room	111 Centre Street, Rm. 1121	New York	10013	3,000	9,000
	Rhonda Johnson	Juror Assembly Room	100 Centre Street, Rm. 1517	New York	10013	2,500	7,500
	Irene Kallan	Juror Assembly Room	60 Centre Street, Rm. 452	New York	10007	6,000	18,000
Kings	Harold Frank	Supreme Court Juror Assembly Room	320 Jay Street	Brooklyn	11201	8,000	24,000
	Anthony Lafauci	Kings County Clerk's Office Juror Division	360 Adams Street Room 258	Brooklyn	11201	8,000	24,000
	Kathy Tricia Frank	Civil Court Juror Assembly Room	141 Livingston Street Room 305	Brooklyn	11201	2,000	6,000
Queens	Laura Tucker	Queens Civil Court Central Jury Room 173	89-17 Sutphin Blvd.	Jamaica	11435	5,000	15,000
	Ruth Deutsch	Long Island City Courthouse, Central Jury Room	25-10 Court Square	Long Island City	11101	2,000	6,000
	Alexis Cuffee	Kew Gardens Central Jury Room Borough Hall Building	120-55 Queens Boulevard	Kew Gardens	11424	5,000	15,000
Bronx	Hector Diaz	Supreme Court Building	851 Grand Concourse	Bronx	10451	2,000	6,000
Richmond	Stephen J. Fiala	County Courthouse	126 Stuyvesant Place	Staten Island	10301	1,500	4,500

JUROR HANDBOOK AND INSERT CARD DISTRIBUTION LIST

County	Commissioner	Building	Address	City	Zip	Quantity of Each Per Delivery	Quantity of Each Per Year
Albany	John Diamond	County Courthouse	16 Eagle Street, Room #70	Albany	12207	1,500	4,500
Allegany	Lisa O'Connell	County Courthouse	Court Street	Belmont	14813	100	300
Broome	Chris Esworthy	County Courthouse	92 Court Street	Binghamton	13901	1,500	4,500
Cattaraugus	Sandra Wogick	County Courthouse	303 Court Street	Little Valley	14755	200	600
Cayuga	Kelly Wejko	County Courthouse	152 Genesee Street	Auburn	13021	200	600
Chautauqua	Kathleen D. Krauza	County Courthouse	3 North Erie Street	Mayville	14757	600	1,800
Chemung	Marilyn Patno	Hazlett Bldg.	203 Lake Street, 6th Flr.	Elmira	14901	500	1,500
Chenango	Mary Weidman	County Office Bldg.	5 Court St.	Norwich	13815	200	600
Clinton	Datus Clark	County Gov't Center	137 Margaret Street	Plattsburg	12901	300	900
Columbia	Loretta Salvesvold	County Courthouse	401 Union Street	Hudson	12534	300	900
Cortland	Elizabeth Wenz	County Courthouse	46 Greenbush St., Suite 301	Cortland	13045	200	600
Delaware	Allison Barnes	County Clerk's Office	3 Court Street	Delhi	13753	100	300
Dutchess	Hooker Heaton	County Courthouse Annex	228 Main Street	Poughkeepsie	12601	500	1,500
Erie	Mehrl King	County Hall	25 Delaware Avenue, Room G12	Buffalo	14202	4,500	13,500
Essex	Darlene Gough	County Courthouse	7559 Court Street	Elizabethtown	12932	100	350
Franklin	Kathleen M. Monette	County Courthouse	355 Main Street	Malone	12953	100	300
Fulton	John Gottbehut	County Building	223 W. Main Street	Johnstown	12095	100	300
Genesee	Bonnie McJury	County Courts Facility, 2nd Floor	1 West Main Street, 2 nd Floor	Batavia	14020	400	1,200

JUROR HANDBOOK AND INSERT CARD DISTRIBUTION LIST

County	Commissioner	Building	Address	City	Zip	Quantity of Each Per Delivery	Quantity of Each Per Year
Greene	Mary Ann Kordich	County Courthouse	320 Main Street	Catskill	12414	300	900
Hamilton	Sadie Speece	Comm. Of Jurors	P.O. Box 780	Indian Lake	12842	100	300
Herkimer	Teresa Tangora	County Courthouse	301 N. Washington Street, Room 5551	Herkimer	13350	200	600
Jefferson	Helen Farrell	County Courthouse	163 Arsenal Street	Watertown	13601	300	900
Lewis	Ann Marie Hill	County Courthouse	7660 State Street	Lowville	13367	100	300
Livingston	James Culbertson	County Courthouse	2 Court Street	Geneseo	14454	100	300
Madison	Marianne Kincaid	County Office Bldg.	North Court Street	Wampsville	13163	100	300
Monroe	Charles Perreaud	Commissioner of Jurors	99 Exchange Blvd,Rm.29	Rochester	14614	5,000	15,000
Montgomery	Victoria Sollecito	County Courthouse	Court Street	Fonda	12068	100	300
Nassau	Richard Kotowski	Central Jury	100 Supreme Court Drive	Mineola	11501	5,000	15,000
Niagara	Christopher Pannozzo	County Courthouse	Park Ave. & Hawley St.	Lockport	14094	1,000	3,000
Oneida	John Daniels, Jr.	County Courthouse	Elizabeth & Charlotte	Utica	13501	1,000	3,000
Onondaga	Sidney Oglesby	County Courthouse	505 South State St.	Syracuse	13202	2,000	6,000
Ontario	Lucille Eldredge	County Courthouse	27 N. Main St. Rm #130	Canandaigua	14424	500	1,500
Orange	Tonie Murphy	County Gov't Center	285 Main Street	Goshen	10924	2,000	6,000
Orleans	Barbara Hale	County Courthouse	3 South Main Street	Albion	14411	100	300
Oswego	Fran Wallace	Public Safety Center	39 Churchill Road	Oswego	13126	300	900
Otsego	Gloria L. Chandler	County Office Bldg.	197 Main Street	Cooperstown	13326	200	600
Putnam	Irene Schech	County Courthouse	47 Gleneida Ave.	Carmel	10512	200	600
Rensselaer	Ann Marie Brady	County Courthouse, Annex	80 Second Street, 1 st Floor	Troy	12180	800	2,400

JUROR HANDBOOK AND INSERT CARD DISTRIBUTION LIST

County	Commissioner	Building	Address	City	Zip	Quantity of Each Per Delivery	Quantity of Each Per Year
Rockland	Patricia Zippilli	County Courthouse	1 South Main Street, Suite 250	New City	10956	1,500	4,500
Saratoga	Gayle Gavin	County Municipal Center	30 McMaster Street Bldg. 3	Ballston Spa	12020	300	900
Schenectady	Hope Splittgerber	Judicial Building	612 State Street, Rm, 208	Schenectady	12305	1,200	3,600
Schoharie	Forest Wollaber	County Courthouse	Main Street	Schoharie	12157	100	300
Schuyler	Linda Compton	County Courthouse	105 9th Street, Unit 8, 1 st Floor	Watkins Glen	14891	100	300
Seneca	Elizabeth C. Young	County Courthouse	48 W. Williams Street	Waterloo	13165	100	300
Steuben	William Deninger	County Clerk's Office	3 Pulteney Square	Bath	14810	300	900
St. Lawrence	Constance F. Martin	County Courthouse	48 Court Street	Canton	13617	300	900
Suffolk	Michael O'Donohoe	County Courthouse	225 Griffing Ave.	Riverhead	11901	8,000	24,000
Sullivan	Loretta Duarte	County Courthouse	Bank Street & Broadway	Monticello	12701	500	1,500
Tioga	Joann Peet	County Clerk's Bldg.	16 Court Street	Oswego	13827	100	300
Tompkins	Nancy Joch	County Courthouse	320 North Tioga St.	Ithaca	14850	300	900
Ulster	Richard Matthews	County Courthouse	285 Wall Street	Kingston	12401	500	1,500
Warren	Bonnie Nadig	County Municipal Center	1340 State Route 9	Lake George	12845	300	900
Washington	Vincent M. Dietrich	County Courthouse	383 Broadway	Fort Edward	12828	200	600
Wayne	Ellis Bozzolo	Hall of Justice	54 Broad St. Rm 106	Lyons	14489	200	600
Westchester	Fran Tursi	County Courthouse	2nd Floor, 111 Martin Luther King Jr., Blvd.	White Plains	10601	5,000	15,000
Wyoming	Marianne Kelly	County Courthouse	147 N. Main Street	Warsaw	14569	100	300
Yates	Marian Mann	County Courthouse	415 Liberty Street	Penn Yan	14527	100	300

JUROR HANDBOOK AND INSERT CARD DISTRIBUTION LIST

County	Commissioner	Building	Address	City	Zip	Quantity of Each Per Delivery	Quantity of Each Per Year
* OCA	Martha Perez	Office of Court Research	25 Beaver Street, Room 975	New York	10004	2,000	6,000
Total						100,000	300,000

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