

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(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
 SENIOR COURT ANALYST
 Telephone No.: (518) 285-5011

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

PER ATTACHED RFP/RFB SPECIFICATIONS

Bid Number: OCA/CPA-326	Commodity Group:
Opening Date: APRIL 19, 2007 Time: 11:00 AM	Commodity Name: CASE FILE & 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>UCS ATTACHMENT I, ATTACHMENT III AND ATTACHMENT IV ARE ATTACHED & INCORPORATED HEREIN.</p> <p>ESTIMATED QUANTITY TERM CONTRACT(S) COMMENCING JULY 01, 2007 - JUNE 30, 2010 FOR PRODUCTION OF 2008 - 2010 CASE FILE & MOTION JACKETS USED BY COURTS STATEWIDE.</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFB/RFP SPECIFICATIONS.</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	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
- 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)
- Bid Response Form(s)
- One (1) original and Three (3) 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: _____

Email Address: _____

BID RESPONSE FORM (PART 1 OF 3)

**2008 REQUIREMENTS
 BID# OCA/CPA-326**

GROUP I - FLAT JACKETS:

ITEM	UNIT PRICE/M	TIMES	ESTIMATED QUANTITY	ITEM TOTAL
A	\$	X	720,000	\$
A1	\$	X	105,000	\$
B	\$	X	200,000	\$
B1	\$	X	20,000	\$
C	\$	X	80,000	\$
C1	\$	X	29,000	\$
D	\$	X	11,000	\$
D1	\$	X	36,000	\$
D2	\$	X	23,000	\$
E	\$	X	94,000	\$
F	\$	X	17,000	\$
H	\$	X	188,000	\$
H1	\$	X	25,000	\$
TOTAL	EST. GROUP I			\$

GROUP II - EXPANSION JACKETS:

ITEM	UNIT PRICE/M	TIMES	ESTIMATED QUANTITY	ITEM TOTAL
I	\$	X	148,000	\$
J	\$	X	38,000	\$
K	\$	X	50,000	\$
L	\$	X	27,000	\$
M	\$	X	7,000	\$
N	\$	X	33,000	\$
P	\$	X	5,000	\$
TOTAL	EST. GROUP II			\$

BID RESPONSE FORM (PART 2 OF 3)

GROUP III - SPECIAL NYC CIVIL COURT JACKETS:

(NOTE SPECIAL PRICING FORMAT - PAGE TWELVE OF SPECIFICATIONS)

ITEM	UNIT PRICE/M	TIMES	ESTIMATED QUANTITY	ITEM TOTAL
CC1	\$	X	355,000	\$
CC2	\$	X	565,000	\$
CC3	\$	X	5,500	\$
CC4	\$	X	8,000	\$
CC5	\$	X	18,000	\$
TOTAL	EST. GROUP III			\$

For uniformity of responses, a completed file jacket will be used as the reference point in counting the number of sides and faces to be printed. A face is the front or back of the jacket after construction. The sides are the expanded portion of the expanding jackets only.

The cost of printing should include the cost of color coding by means of a printed border.

Examples: An expansion jacket printed on the front face, color coded with a border in the same color as the text on front face only, will be considered 1 color - 1 face.

Printing Cost per 1,000 Jackets:

<u>DESCRIPTION</u>	<u>GROUP I</u>	<u>GROUP II</u>
1 COLOR, 1 FACE	\$	\$
1 COLOR, 2 FACES	\$	\$
1 COLOR, 2 FACES AND SIDES		\$
1 COLOR, 2 FACES, SIDES AND TOP REAR INSIDE EDGE		\$
1 COLOR, 2 FACES, SIDES AND TOP OF FLAP		\$
1 COLOR, - FACE AND TOP REAR INSIDE EDGE	\$	\$
2 COLORS, 1 FACE	\$	\$
2 COLORS, 2 FACES	\$	\$
2 COLORS, 2 FACES AND SIDES		\$
2 COLORS, 2 FACES, SIDES AND TOP REAR INSIDE EDGE		\$
2 COLORS, 2 FACES, SIDES AND TOP OF FLAP		\$
2 COLORS, 1 FACE AND TOP REAR INSIDE EDGE	\$	\$

BID RESPONSE FORM (PART 3 OF 3)

OPTIONS (COST PER 1000 JACKETS):

DESCRIPTION	PRICE/M
SEQUENTIAL NUMBERING	\$
CLOTH/TYVEK TAPE REINFORCEMENT	\$
TIE STRINGS WITH CIRCULAR TABS OR ELASTIC TIES	\$
BAR CODING	\$
STRIP LABELS WITHOUT BAR CODING	\$
STRIP LABELS WITH BAR CODING	\$

VENDOR HEREBY CERTIFIES THAT THE ABOVE-QUOTED PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY AND STYLES.

NAME OF FIRM	AUTHORIZED SIGNATURE
ADDRESS	NAME IN PRINT
DATE	TITLE

GENERAL SPECIFICATIONS

CASE FILE & MOTION JACKETS
OCA/CPA-326

BID OPENING: APRIL 19, 2007
11:00 AM

The RFB/RFP Process

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

Failure to return any required forms or documents referenced in this solicitation may result in the rejection of bidder's response.

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.

Submission of Documents

Bidders may **not** submit their bid/proposal responses online.

All documents must be submitted in English and shall be quoted in United States currency. Please pay careful attention to "Bid Instructions - General Requirements" on the "Bid Instructions" page of the Procurement & Contract Opportunities site.

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

"DELIVER IMMEDIATELY TO BETTY FALTERMEIER- SEALED BID" The lower left corner must be marked:

**"BID - DO NOT OPEN
OCA/CPA-326
DUE DATE: APRIL 19, 2007
TIME: 11:00AM"**

Bids/Proposals must be **clearly addressed and submitted to:**

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

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 Thursday April 19, 2007 on or before 11:00 a.m. or the bid will be declared a late bid and may be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

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

Questions

All questions must be addressed **in writing** only, by e-mail or by fax, to:

Betty Faltermeier
Senior Court Analyst
NYS Office of Court Administration
42 Karner Road
Albany, NY 12205
Fax: 518-869-4735 Email: Bfalterm@courts.state.ny.us

The **deadline** to submit questions is April 10, 2007 at 4:00 pm.. No questions will be entertained after this deadline. All questions will be answered in writing. A Questions & Answers (Q&A) listing all the questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids.

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.

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.

References

Bidders must provide at least three government references for whom they are providing similar commodities and scope, including: Agency Name, complete address, contact name, title and telephone number. The contact must be familiar with the quality of service provided by the bidder.(Appendix C)

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.

Test/Samples

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.

Required Original Forms & Copies

See "Document Enclosure Checklist" for requirements.

Original documents and copies are **not** to be submitted in binders or other bound fashion. They are to be bound by rubber bands, clips or stapled only.

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.

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; or

who have any proceeding pending against them 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/RFP, 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.

Compliance with Laws

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

Termination

In the event of the termination of the contract, the UCS shall be obligated only for orders placed up to and including the effective date of termination. Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available at law 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.

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.

RFB # OCA/CPA-386

Purpose and Scope

The New York State Office of Court Administration (OCA) - Contracts & Procurement Administration Unit (C&PA) is soliciting sealed bids for the purpose of establishing estimated quantity term contract(s) covering the procurement of case file and motion jackets by courts and offices of the

Unified Court System. Therefore, bids submitted in response to this solicitation shall constitute agreement to contract by the respective bidder(s) and to abide by the terms and conditions of the contract.

Term of Contract

The term of this contract(s) shall be from July 1, 2007 - June 30, 2010, a period of three (3) years.

Extension

Awarded contract(s) may be extended for a period of three (3) months (July 01, 2010 - September 30, 2010) upon expiration of the contract term and upon the same terms and conditions. Pricing in effect at the time of the contract expiration shall remain in force for such extension period.

Bid Prices

All bid prices noted on the Bid Response Form must be net per thousand (1,000) jackets and include all cost factors except as indicated otherwise herein. All bid prices shall be firm for the initial contract period of 07/01/07 - 06/30/08.

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 Adjustments

Price adjustments will be **considered** for periods **subsequent to the initial period** based on **necessary, reasonable and documented** cost increases to contractor for materials and supplies. Any increase on the basis of labor (in whole or in part) shall be considered only to the extent required by the NYS prevailing wage as established by the NYS Dept. Of Labor. Any such increases must be forwarded with complete documentation **prior to 05/01/08 or 05/01/09** to the attention of UCS Contracts & Procurement.

Purchase Orders

UCS courts and agencies placing orders under the resulting contract(s) may request split deliveries. Payments will be processed as items are delivered and accepted. Awarded contractor(s) must notify ordering locations **in writing** within seven (7) business days of receipt of Purchase Orders. In no event is contractor to perform any work prior to receipt of Purchase order and sample(s) where required.

Method of Award

Award will be **by group** to the lowest cost, **responsible** bidder for each group:

GROUP I-FLAT JACKETS:	ITEMS - A, A1, B, B1, C, C1, D, D1, D2, E, F, H, H1
GROUP II-EXPANSION JACKETS:	ITEMS - I, J, K, L, M, N, O, P
GROUP III- NYC CIVIL COURT JACKETS	ITEMS - CC1, CC2, CC3, CC4, CC5

PARTIAL GROUP AWARDS WILL NOT BE MADE.

“Lowest cost” shall be determined by the following formula:

Bidder’s base jacket price per thousand for each style in Group I, Group II or Group III times (x) respective estimated quantity = total estimated Group I, Group II or Group III cost.

NOTE: In the event of a tie bid, each respective bidder shall be given a single opportunity to submit a “re-bid” of the item or items in question, the lower of which shall be the deciding factor.

NOTE: OCA reserves the right to renegotiate any printing cost factors deemed not to be in line with prior contract prices, or excessive. Notwithstanding bidder’s “Lowest Cost” position for Group I or II pricing, failure to amend such “excessive” pricing may result in rejection of bid.

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, experience with comparable awards/contracts, and any other criteria necessary and reasonable to establish the bidder’s responsibility. OCA/CPA reserves the right to require any and all information or documentation deemed necessary to determine the “responsibility” of bidder. Failure to provide such information or documentation may result in rejection of bidder’s submission. Sufficient resources to ensure the ability to adhere to the delivery schedule shall be a factor in the determination of the award.

Eligibility

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. (Appendix D)

Changes/Order Communication

Under no circumstances should contractor(s) act on any verbal communications of ordering court/agencies with respect to purchase orders, samples or proofs. Any and all communications, corrections, changes, or clarifications must be in writing. **Contractor(s) assume(s) all risks in acting otherwise.**

Printing Requirements

Actual printing requirements will be as designated on the purchase order(s) and/or accompanying sample(s) or “mock-ups” submitted with “PO” by the ordering court or agency. See “**Jacket Information/printing**” for additional information.

Jacket Information/Printing

Printing will be black line copy as per samples (available for inspection). Specific copy will be as indicated on the individual purchase orders and/or accompanying jacket as submitted by court/agency. While some standard copy is utilized by the various courts, bidders are advised that there are approximately **two hundred (200) printing variations** required by the courts in each group. Where available, negatives will be furnished.

Proofs

Ordering locations will provide camera ready copy, **where required**. Awarded contractor(s) must check proofs with respective court or office. It is the responsibility of the contractor(s) to clarify any discrepancies in writing. Courts will be allowed to make necessary changes (including compliance with statutory requirements) to the original proof without additional charge. Any subsequent changes to text or layout required by the court may be subject to reasonable and necessary additional charges upon approval of the OCA/C&PA.

Primary Order Periods & Reorders

Primary order periods ending **June 21, 2007, 2008, 2009 and 2010 will apply for the respective period requirements of 07/01/07 - 06/30/08, 07/01/08 - 06/30/09 AND 07/01/09 - 06/30/10.** All pricing shall remain firm for each respective period and courts shall have the right of order and reorder 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.

Delivery of all orders **postmarked** by the primary order period ending June 21, 2007, 2008 and 2009 **must be completed by 12/01/07, 12/01/08 and 12/01/09 respectively.**

Important: At the discretion of the UCS C&PA, late deliveries will be handled as follows; undelivered quantities may be subject to one percent (1%) of gross amount per business day deduction from contractor's invoice for every day the delivery is late. While contractor is expected to make all reasonable effort to deliver orders postmarked after the designated date by the December deadline, the one percent (1%) adjustment shall not apply for any lateness.

It cannot be stressed strongly enough, how critical timely delivery of these jackets are for the UCS court operations.

Delivery Access:

Contractor deliveries to the exact location(s) noted on the Purchase Order(s) is based upon normal and reasonable access to court facility.

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.

Samples/Bid Response

Unless previously awarded by OCA/C&PA and no production deviations will be employed in connection with this RFB. Bidders responding to this proposal **must** enclose six (6) 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.

Samples/Inspection

It is the responsibility of the bidders to inspect sample case file jackets which are available for examination at OCA office of Contracts & Procurement Administration Unit, 42 Karner Road, Albany, NY 12205. Bidders must call (518) 869-4732, Fax (518) 869-4735 or email bfalterm@courts.state.ny.us for appointment.

Sample Jackets will not be mailed or provided by the courts!

Estimated Quantities

The appearance of any quantities herein is based on estimates submitted by individual courts and past awards and is intended for informational purposes only. Any requirements specified in this solicitation constitute estimates only, and accordingly, no commitment or guarantee to reach any specified volume of business is expressed or implied. Accordingly, the award shall be for an **estimated quantity term contract**. Contract shall be for actual amounts shipped.

Contractor Reporting

Upon request, awarded contractor(s) may be required to submit a post-production report by January 31, 2008, 2009, 2010 which shall indicate ordering location, PO number, order date, style(s) and quantity(s) ordered and ship dates.

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/agencies may require sequential numbering in the case file jackets and will so designate on the purchase orders. Numbers will be **minimum** one-half inch ($\frac{1}{2}$ ") 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 defined herein. 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.

Other Options

Charges for options such as cloth/Tyvek reinforcements and/or tie strings shall also be stated as cost per thousand.

***** 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. Flat Jacket - No Flap, 150 Lb. 11 Pt. Manila, Size 9-1/2" X 15", Manila with Full, Top Tab Cut .
- Item A1. Same as "A" in Assorted Colors.
- Item B. Flat Jacket - with Min. 4" Flap - Otherwise, Same as "A."
- Item B1. Same as "B" in Assorted Colors.
- Item C. Flat Jacket - No Flap, Sub. 40 Kraft, Size 9-1/2" X 15" with Full, Top Tab Cut.
- Item C1. Same as "C" Except in Grey.
- Item D. Legal Size File Folder, 9-1/2" X 14-3/4" (Including Reinforced Tab) with "Rem" Clip(s), 2/5 L-R Tab Cut, 150 Lb., 11 Pt. Stock.
- Item D1. Same as "D" except size is 9 1/2" X 14".
- Item D2. Same as "D" except size is 9 1/2" X 15 1/4" with Left or Right tab.
- Item E. 10" X 15" Flat with Min. 4" /Flap - All Other Specs. As per "A".
- Item F. Legal Size File Folder, 9-1/2" X 14-3/4" (Including Reinforced Tab), 2/5 L-r Tab Cut, 150 Lb., 11 Pt. Colored Stock.
- Item H. Flat Jacket 9 -1/2" X 15-1/2" 150 Lb. 11 Point Manila with 14-3/4" Top Tab Cut and 8-1/2" Vertical, Reinforced Left or Right Tab.
- Item H1. Same as "H" except Colored Stock.

GROUP II - EXPANSION JACKETS:

- Item I. Expanding Jacket - No Flap, 2" Expansion, 200 Lb. 15 Pt. Manila, Size 10" X 15" X 2" with Reinforced Eyelets, Full Top Tab Cut, Fully Closed and Sealed Corners.
- Item J. 10" X 15" X 2" Expansion with Min. 4" Flap, 200 Lb. 15 Point Manila, Reinforced Eyelets, Fully Closed/sealed Corners.
- Item K. 9" X 15" X 2" Expansion for Special Size File Cabinets. All Other Specifications as per "I".
- Item L. 9½" X 15" X 2" Expansion with Reinforced Eyelets, No Back Cut, 200 Lb. 15 Pt. Manila, Fully Closed/sealed Corners.
- Item M. Legal Size , 9-1/2" X 14-3/4" X 2" Red Rope, Manilla-lined with Gusset, 3/4" Full Back Cut and ½" Side Tab, Fully Closed/sealed Corners
- Item N. Legal-size Two (2) Tab Classifier Partition Folder, 9-1/2" X 14-3/4" **Excluding ½" Tabs** (Top-right/right Side). Twenty-five (25) Point Red Press Board Type 3 with One 91) Eighteen (18) Point Kraft, Accordion Tape Reinforced at Top and Bottom and "Rem" Clips Front, Back and One (1) "Duo Tang" Style Clip on Divider/partition.
- Item P. 9-1/2" X 12-1/4" 150 Lb. 11 Point Manila Open Sided with Bottom Tyvek Or Cloth 2" Expansion, Reinforced Top and Right-side 8-1/2" Vertical Tab, 11-1/4" X 9-1/4" Center Divider with 1/3 Top Centered Cut and Rem Clips on Left Sides of Front, Divider and Back.

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 (Items CC1, CC2, CC3):

11 pt. manila, blue or grey stock, sealed on three sides with no visible openings. Dimensions to be 9 - 1/2" (back) 8-3/4" (front) x 15-1/4" wide plus two (2) 1" side seams. Printing to be black ink on front & back - artwork supplied by the court. Jackets to be labeled per "**labels**" below. Numbering series will be provided by the court.

Expansion Jackets - Item CC4:

15 pt. manila or blue stock, sealed on three sides with no visible openings. Dimensions to be 9-1/2" (back) 8-3/4" (front) x 14-3/4" wide with 2" expansion. 9-1/2" x 15-1/4" self tab glued on back to hold strip label. Printing to be black ink - one face with artwork supplied by court. Estimated 8,400 quantity to be pe-numbered with letters "TS" on front side of 2" white bar with number series to be provided by court.

Expansion Jackets - Item CC5:

All Specifications per "CC4", **Except 4" Expansion.**

LABELS (NYC CIVIL COURT):

Labels to include the following from top to bottom (**subject to change**):

1. A ½" white bar measured vertically containing a six digit number printed horizontally, at the top of this bar, example 212680. This number to be printed on both sides.
2. A 3/8" two digit year indicator bar measured vertically printed on both sides. The color of this bar to change annually. The year to be printed horizontally (eg. 08).
3. A 3/8" county indicator bar measured vertically with the name of the county printed horizontally on both sides. The color of this bar will vary from county to county.
4. A 2" white bar measured vertically, with a bar code printed vertically on the back side under which is vertically printed the following indicators: Case Type, Case Number, Dash, Year and County.

CIVIL CASE JACKETS

County Type Indicators:

Case Type Indicators:

New York	NY	Civil	CV
Bronx	BX	Name Change	NC
Kings	KI	Transfer from Supreme	TS
Queens	QU		
Richmond	RI		
Harlem	HM		

Examples: CV000001-08NY (New York County, Civil Case Type)
NC000001-08QU (Queens County, Name Change)
TS000001-08KI (Kings County, Transfer from Supreme)

Additionally, on the front side of the jackets and printed vertically in this box:

Blue Jacket (Civil) with the letters "CV"
Blue Jacket Expandable (Transfer from Supreme) with the letters "TS"
Gray Jacket (Name Change) with the letters "NC"

HOUSING CASE JACKETS

A 2" white bar measured vertically, with a bar code printed vertically on the back side under which is vertically printed the following indicators: Case Type, Case Number, Dash, Year and County.

County Type Indicators:

Case Type Indicators:

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

Landlord and Tenant	LT
Housing Part	HP

Examples: LT000001-08QU (Queens County, Landlord and Tenant)
 HP000001-08RI (Richmond County, Housing Part)

Additionally, on the front side of the jackets and printed vertically in this box:

Manila Jacket (Landlord and Tenant) with the letters "LT"
 Manila Jacket (Housing Part) with the letters "HP"

4. Five 1" boxes with the first four boxes containing one digit and the last box containing two digits printed vertically. Each digit from 0-9 will be assigned a color. The two digit box will be assigned the color of the top number (digit in the tens place).
5. 2" horizontal x 1" vertical white bar label with case # printed in black on the front top center of back flap of Jacket, (eg. 212680-08).

ANTICIPATED FILE FOLDER COLOR SCHEME FOR COUNTIES

- | | | |
|-----|-------------------------|------------|
| 6. | Bronx County | Pink |
| 7. | Kings County | Brown |
| 8. | New York County | Black |
| 9. | Queens County | Yellow |
| 10. | Richmond County | Orange |
| 11. | Red Hook Justice Center | Gray |
| 12. | Harlem Justice Center | Lime Green |

ANTICIPATED FILE FOLDER COLOR SCHEME NUMBERS FOR EACH FILE

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

Note: Each County will have a sequence of numbers preprinted on the folders as per the attached samples. These numbers will be printed on the jackets as per items # 1, 2, 3, 4, 5, & 6 in the label section.

ACTUAL YEAR BAR FOR "2008" - (NOT YET DECIDED)

******All Samples must be submitted for approval before printing******