

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
 25 BEAVER STREET
 ROOM 840
 NEW YORK, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Telephone No.: (212) 428-2727

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

 As per specifications

| | |
|--|---|
| Bid Number: OCA/AV-108 Issue Date: 12/26/2005 | Commodity Group: Miscellaneous Services |
| Opening Date: JANUARY 25, 2006 Time: 3 PM | Commodity Name: AUDIO/VISUAL EQUIPMENT RENTALS |

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

| | |
|---|---|
| <p style="text-align: center;">Agency's Specification of item(s) Required (include quantities)</p> <p>UCS ATTACHMENT I, II and III ATTACHED & INCORPORATED HEREIN.</p> <p>To be downloaded from Contract & Procurement website</p> | <p style="text-align: center;">Bidder's Quotation and Specific Description of Item Offered</p> <p>ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p> |
|---|---|

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid 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 | |

AUDIO/VISUAL EQUIPMENT RENTALS

DOCUMENT ENCLOSURE CHECKLIST

All of the following documents and information must be executed and returned as specified. Failure to include any of the required documents or information may result in rejection of the bidder's proposal:

1. UCS Request for Bid Form with original signature.
2. Non-collusive bidding certificate with original ink signature - Attachment I, p.3
3. Corporate acknowledgment with original ink signature. - Attachment I, p.4
4. Vendor Tax Compliance & Certification - Attachment II, Form ST-220, 4 pages
5. Vendor Responsibility Questionnaire - Attachment III
6. List of at least three (3) references (names, contacts, addresses, phone numbers)
7. Bid Sheet - 6 pages (signed and dated)
8. Organizational chart and copies of resumes/diplomas/certifications
9. Certificate of insurance coverage
10. Bidder's full and complete original proposal with signature
11. Five (5) complete copy-sets of above (in addition to original bid response)

Note: all documents requiring original signature must bear the signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to required documents.

BID SHEET

| <u>Equipment Cost</u> | <u>Cost per unit per day</u> |
|--|------------------------------|
| 1. Kodak Ektagraphic III Slide Projector | \$ _____ |
| 2. Elmo EV-400 Visual Presenter | \$ _____ |
| 3. Elmo Slide to Video Transfer Unit | \$ _____ |
| 4. Dukane 4000 Lumen Overhead Projector | \$ _____ |
| 5. Eiki LC-X70 5000 Lumen LCD Projector | \$ _____ |
| 6. Eiki LC-XB25 2500 Lumen LCD Projector | \$ _____ |
| 7. Eiki LC-XB15 1700 Lumen LCD Projector | \$ _____ |
| 8. Projection Screen | |
| a. 9' x 12' Fast Fold | \$ _____ |
| b. 10' x 14' Fast Fold | \$ _____ |
| c. 6' x 6' Tripod | \$ _____ |
| d. 8' x 8' Tripod | \$ _____ |
| e. 10' x 10' Cradle | \$ _____ |
| f. 12' x 12' Cradle | \$ _____ |
| 9. Mackie SRM 450 Speaker | \$ _____ |
| 10. JBL EON power 10 Speaker | \$ _____ |
| 11. Electrovoice DX34 Digital Signal Processor | \$ _____ |

Bid Sheet (cont)

- 12. Mackie 2404 24ch Mixing Console \$ _____
- 13. Mackie 1402 14ch Mixing Console \$ _____
- 14. Shure M367 6ch Mic Mixer \$ _____
- 15. Shure SM-58 Microphone \$ _____
- 16. Shure U24D UHF Wireless Microphone Kit \$ _____
- 17. Shure MX-412 Microphone \$ _____
- 18. Crown PC 160 Microphone \$ _____
- 19. Marantz PMD-222 Cassette Player \$ _____
- 20. Marantz PMD 370 CD Player \$ _____
- 21. Panasonic AG-456U Camcorder \$ _____
- 22. Panasonic DVC-80P DV Camcorder \$ _____
- 23. Video Tripod, Lt. Wt. \$ _____
- 24. Sony D-35 Video Camera Studio Configuration \$ _____
- 25. Video Tripod, Heavy Duty \$ _____
- 26. Panasonic S-VHS Player \$ _____
- 27. Sony Beta SP Player/Recorder \$ _____
- 28. Sony DSR 1500A DVCAM Player/Recorder \$ _____
- 29. Panasonic 27" TV/VCR Combo \$ _____
- 30. Sony 32" Monitor \$ _____

Bid Sheet (cont)

- 31. NEC LCD 2080 20" LCD Monitor \$ _____
- 32. Pioneer PDP 433 43" Plasma Display \$ _____
- 33. Pioneer PDP V503 50" Plasma Display \$ _____
- 34. Bretford AV Cart
 - a. 54" w/Skirt \$ _____
 - b. 42" w/Skirt \$ _____
 - c. 26" w/Skirt \$ _____
- 35. Presidential Tele-prompter \$ _____
- 36. Folsom Screen Pro Switcher \$ _____
- 37. Folsom Presentation Pro Switcher \$ _____
- 38. Analog Way GSW611 Switcher \$ _____
- 39. Pioneer DVD-V7400 DVD Player \$ _____
- 40. Acer 254ELCI Laptop Computer \$ _____
- 41. Philips CDR-778 CD Audio Recorder \$ _____

Labor

Rate per hour

Technician for hours of 9:00 am to 5:00 pm Monday - Friday \$ _____

Technician for hours on Monday - Friday
before 9: am and after 5:00 pm, weekends and holidays \$ _____

Bid Sheet (cont)

Substitute Equipment Schedule:

| | <u>Make & Model #</u> | <u>Cost per unit per day</u> |
|--------------------------------------|---------------------------|------------------------------|
| 1. Slide Projector | _____ | \$ _____ |
| 2. Document Camera | _____ | \$ _____ |
| 3. Slide to Video Transfer Unit | _____ | \$ _____ |
| 4. High Intensity Overhead Projector | _____ | \$ _____ |
| 5. 5000 Lumen LCD Projector | _____ | \$ _____ |
| 6. 2500 Lumen LCD Projector | _____ | \$ _____ |
| 7. 1700 Lumen LCD Projector | _____ | \$ _____ |
| 8. Projection Screens: | | |
| a. 9' x 12' fast fold | _____ | \$ _____ |
| b. 10' x 14' fast fold | _____ | \$ _____ |
| c. 6' x 6' tripod | _____ | \$ _____ |
| d. 8' x 8' tripod | _____ | \$ _____ |
| e. 10' x 10' cradle | _____ | \$ _____ |
| f. 12' x 12' cradle | _____ | \$ _____ |
| 9. Portable Speaker | _____ | \$ _____ |
| 10. Portable Powered Speaker | _____ | \$ _____ |
| 11. Digital Audio Signal Processor | _____ | \$ _____ |
| 12. 24 channel audio mixing board | _____ | \$ _____ |

RFB# OCA/AV-108

**BID OPENING: JANUARY 25, 2006
3:00 PM**

| Bid Sheet (cont) | <u>Make & Model #</u> | <u>Cost per unit per day</u> |
|---|---------------------------|------------------------------|
| 13. 14 channel audio mixing board | _____ | \$ _____ |
| 14. 6 channel microphone mixer | _____ | \$ _____ |
| 15. Dynamic cardioid microphone | _____ | \$ _____ |
| 16. UHF wireless microphone kit | _____ \$ _____ | |
| 17. Condenser cardioid microphone | _____ | \$ _____ |
| 18. Wide area pick up microphone | _____ | \$ _____ |
| 19. Audiocassette player | _____ | \$ _____ |
| 20. CD player | _____ | \$ _____ |
| 21. SVHS camcorder | _____ | \$ _____ |
| 22. MiniDV camcorder | _____ | \$ _____ |
| 23. Video tripod, light weight | _____ | \$ _____ |
| 24. DVCAM camera | _____ | \$ _____ |
| 25. Video tripod, heavy duty | _____ | \$ _____ |
| 26. S-VHS player | _____ | \$ _____ |
| 27. Beta SP or M-II component player/record deck | _____ | \$ _____ |
| 28. DVCAM or DVCPro player/recorder | _____ | \$ _____ |
| 29. TV/VCR combo | _____ | \$ _____ |
| 30. 32" Video monitor | _____ | \$ _____ |
| 31. 20" LCD monitor | _____ | \$ _____ |

| Bid Sheet (cont) | <u>Make & Model #</u> | <u>Cost per unit per day</u> |
|-------------------------------|---------------------------|------------------------------|
| 32. 42" Plasma display | _____ | \$ _____ |
| 33. 50" Plasma display | _____ | \$ _____ |
| 34. A/V carts: | | |
| a. 54" w/skirt | _____ | \$ _____ |
| b. 42" w/skirt | _____ | \$ _____ |
| c. 26" w/skirt | _____ | \$ _____ |
| 35. Teleprompter | _____ | \$ _____ |
| 36. A/V presentation switcher | _____ | \$ _____ |
| 37. A/V presentation switcher | _____ | \$ _____ |
| 38. A/V presentation switcher | _____ | \$ _____ |
| 39. DVD player | _____ | \$ _____ |
| 40. Laptop computer | _____ | \$ _____ |
| 41. CD-R audio recorder | _____ | \$ _____ |

Company Name: _____

Authorized Officer's
Name and Title: _____

Signature and Date: _____

***** GENERAL SPECIFICATIONS *****

Note: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, Attachment II - Vendor Tax Compliance & Certification, and Attachment III - Vendor Responsibility Questionnaire, **must be downloaded** from the Contract & Procurement website under “Addenda” for the appropriate solicitation and are incorporated and made a part hereof.

Online RFB Package: Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website www.nycourts.gov/admin/bids under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Purpose and Scope:

The New York State Unified Court System (hereafter “UCS”) Office of Court Administration (hereafter “OCA”) is soliciting sealed bids to establish an estimated quantity term contract for the rental of audio/visual equipment and the provision of related services by qualified personnel for the presentation and audio and/or video tape recording of seminars presented by faculty and sponsored by the UCS. The UCS intends to conduct educational programs and judicial seminars throughout the State of New York, as per the tentative schedule for 2006 (see Detailed Specifications), from 2006 to 2009 included.

Term of Award:

A single estimated quantity term contract will be awarded for an initial term of one (1) year effective January 1, 2006. The UCS reserves the right to renew the contract for three (3) additional one-year (1) periods and to further extend the contract for up to one hundred and eighty (180) days, upon the same terms, pricing and conditions. The contract and its renewals and or extension shall be subject to the approval of the New York State Attorney General’s Office and the Office of the Comptroller.

Bidder’s/Contractor’s Facilities - Location and Site Visits:

Bidders’ facilities shall be located within the states of New York, New Jersey and Connecticut. OCA will conduct mandatory site visits of bidders’ facilities as part of the bid responses’ evaluation process. Subsequent to the award, contractor’s facilities shall be made available for periodic inspection upon request. Site visits will be conducted to ensure that vendor’s inventory and qualified labor are available at all times, based on this RFB’s general and detailed specifications.

Method of Award:

A single contract shall be awarded to the contractor scoring the highest point total for the following criteria:

- 1. Total Cost: a + b** **60 points**
- a. Equipment cost 40 points
- b. Labor cost 20 points

The method of awarding points for each category a. and b. will be to award 40 points to the lowest responsible bidder offering the lowest grand total cost for all equipment listed on the attached cost schedule, 20 points to the lowest total labor cost to be split between the rate per hour during regular business hours - 10 points - and the rate per hour for overtime - 10 points. A percentage of 40 and 10 points will be awarded to each additional responsible bidder, equal to the ratio of the lowest bid price to the bid price of each other bid times 40 or 10. Points will then be added for a total points.

$(\text{Lowest } \$ \text{ bidder/second (third, etc.) lowest } \$ \text{ bidder}) \times 40 \text{ (or 10)} = x \text{ points}$

Example (with 40 points):

| | | |
|----------------------|----------|-------------------------------|
| Lowest bidder | \$100.00 | |
| Second lowest bidder | \$125.00 | |
| | | (100/125) x 40 = 32 points |
| Third lowest bidder | \$140.00 | |
| | | (100/140) x 40 = 28.57 points |
| Etc. | | |

2. Equipment and Facilities

30 points

Facilities and equipment will be evaluated based on the availability of the equipment listed under “Necessary Stock of Required Equipment” in the Detailed Specifications. Points will be awarded in the following manner:

Bidders who meet or exceed the number of pieces listed for:

| | |
|---|------------------------|
| 100% of the items - or 19 items - shall receive | 30 points |
| 75% 14 items - shall receive | 22.5 points (30 x .75) |
| 50% 9 items - shall receive | 15 points (30 x .50) |
| 25% of the items - or 5 items - shall receive | 7.5 points (30 x .25) |
| Less than 25% | 0 points |

3. Vendor’s prior experience

10 points

A maximum of 10 points will be awarded to respondents based upon prior experience, particularly on similar and comparable projects and for other governmental agencies.

Pricing:

Bidder shall quote its labor costs on a per hour basis for regular business days 9:00 am to 5:00 pm, for extended hours before 9:00 am and after 5:00 pm, and for holidays and week-ends.

Prices shall include all set ups and break downs.

Bidder shall quote equipment on a per unit per day basis.

Charges to the UCS shall be based on “rental order(s)” for equipment and labor.

All prices are to be net f.o.b. destination. Prices shall include all equipment, materials, supplies, and labor, as well as full inside delivery and full installation and configuration to the exact location indicated on the rental order form. Prices shall include travel time and any other additional expenses. No additional charges shall be allowed.

Estimated Quantities:

Any requirements, including equipment quantities, number of scheduled seminars, etc., 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**.

Additional Programs:

Additional programs/seminars may be added at a later date. Bidders must be able to provide equipment and personnel for these programs on a thirty (30) days notice.

Evaluation:

A committee consisting of three managerial personnel representing OCA shall review and analyze the bid responses according to the Method of Award stated above.

Supporting Presentation and Recording Samples:

OCA may request bidders to make an oral and visual presentation(s), on an individual basis, in support of their proposals and to submit samples of previous recording work.

Bidders' Qualifications:

Bidder shall provide an organizational chart identifying the names and titles of the account manager and team members responsible for the OCA account. Bidder shall also provide copies of technicians' resumes and certifications. Technicians shall have at least five (5) years of experience in the A/V and recording field, to include set ups, operations, and break-down of all equipment listed in this RFB's Specifications.

Bidder shall explain in detail how it proposes to provide equipment and personnel, and their back-up, anywhere in New York State. Bidders must demonstrate and confirm statewide service capability.

Bidders must be able to provide equipment and personnel for additional programs on a thirty (30) days notice.

Bidder's responses must document their ongoing experience in providing the full range of services contained in this RFP's specifications or their responses may be rejected.

Mandatory Reserve Pool:

Awarded contractor must maintain a reserve pool of a certain number of units of each model of core equipment as specified in the paragraph "Necessary Stock of Required Equipment" in this RFB. This reserve equipment should satisfy last-minute or additional requests during seminars/conferences or in case of equipment failure.

Such back-up units must be reserved for the exclusive use of the UCS, and must be shipped and installed as soon as possible following notification by UCS.

Equipment:

Bidder shall provide equipment that meet, at minimum, industry quality standards. There must be a complete complement of equipment for each scheduled day of a seminar, plus an adequate amount of back-up. Such equipment shall be installed at the site according to the directions of OCA's assignment manager. Vendor's technicians shall be present to assist the faculty in the presentation of any materials.

Damaged Equipment:

Awarded vendor shall immediately report real or suspected equipment damage to the OCA assignment manager.
OCA shall not be held responsible for charges on equipment cancelled by OCA one day prior to a scheduled start.

References:

Bidders must provide at least three references including company/agency name, complete address, contact name, title and telephone number, for whom bidders have provided similar services for the past three years.

Changes:

Under no circumstances should vendor act on any verbal communications of ordering court/agency with respect to purchase orders, samples or proofs. Any and all communications or changes are to be in writing. Vendor assumes all risks in acting otherwise.

Ordering Instructions/Rental Orders:

OCA shall provide, at bidders' request, a sample Rental Order Form which has detailed ordering instructions. A Rental Order Form includes a heading including the following: seminar, date(s), location, type of equipment, and authorized signature. Separate columns are also provided on all work order forms for equipment types, quantity, etc.

Awarded vendor shall present the Rental Order(s) to the assignment manager for review and approval at the beginning of each scheduled day of a seminar. The Rental Order(s) shall serve as the basis for all invoices submitted to OCA.

Invoices and Miscellaneous Costs:

Based upon the Rental Order(s), payment shall be made upon submission of invoices detailing all charges.

If equipment listed on the Rental Order(s) for a presentation or a recording is damaged or fails to operate properly, and it is not repaired by the awarded contractor, **either during or after a program, OCA shall incur no costs for that equipment.** OCA shall not be held responsible for charges on equipment cancelled by OCA one day prior to a scheduled start.

Contractor's Responsibilities:

Bidder shall be solely responsible for equipment and services that they bid. Awarded contractor shall assume full responsibility for delivery, installation, maintenance, and support services for all equipment specified in this solicitation. Contractor shall be responsible to verify that equipment is complete and in compliance with this RFP's specifications, in order to meet OCA's needs. Contractor shall ensure that there be no interruption of services during the term of the contract.

Contractor must be able to provide enough equipment to handle a full complement of faculty at our largest program, with additional back-up in the event of equipment failure, and any additional equipment requested during the course of a seminar. Contractor must provide technicians for set up operation and break down for all seminars.

Contractor must provide equipment and personnel to cover the presentational needs and their recording by means of either video or audio tape, or both.

UCS/OCA's Responsibilities:

The assignment manager has primary responsibility for set up of all audio/visual and recording equipment. The assignment manager shall provide the awarded vendor with the logistical information specific to each seminar in advance of such seminar. The assignment manager shall coordinate all A/V requirements as well as communications between the awarded vendor and the site personnel. The assignment manager is responsible for reviewing and approving the Rental Order Form at the beginning of each day of a seminar.

Questions:

Questions may be addressed in writing only, by email or fax, to

Marie-Claude Ceppi
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004
Fax: 212-428-2819 Email: Mceppi@courts.state.ny.us

The deadline to submit questions is January 17, 2006 at 5:00 p.m. All questions will be answered in writing and posted online at www.nycourts.gov/admin/bids under “Current Solicitation” and this RFB Number.

Bid Response: Original and Copies

Bidder shall submit all required original RFB documents: Proposal, executed RFB Form, Attachment I , pages 3, and 4 of 10 only, Attachment II - Form ST-220, Attachment III - Vendor responsibility Questionnaire, and any other required documentation, brochures, etc. as listed on the Document Enclosure Checklist. Bidder must include five (5) copies of all such material.

Failure to provide all original documents and the requested number of copies may result in disqualification of bidder’s response.

Please note: original and copies of the solicitation should not 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.

All proposals shall remain binding on bidders until such time as OCA provides written notification of intent to award contract, or bidders withdraw their proposals in writing, whichever occurs first.

Packaging, Identifying and Delivery of Proposals:

Bidders may not submit their bid responses online.

All bid submissions must be securely contained in a sealed package or carton and clearly marked in large block letters on two sides as follows: **“DELIVER IMMEDIATELY SEALED BID”.**

The lower left corner of the bid package must be marked “BID - DO NOT OPEN” “OCA/AV-108 DUE JANUARY 25, 2006 AT 3:00 P.M.”.

Failure to seal, mark and address as prescribed may result in non-delivery and/or rejection of proposal. Please note that bids must be received by Marie-Claude Ceppi on January 25, 2006 at 3:00 pm at the latest, or bids will be declared “late bids”. It is recommended that bidders allow several extra days for shipping their bid response in order to meet the **deadline.**

Bids must be submitted to:

Marie-Claude Ceppi
Principal Court Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

The OCA reserves the right to reject any and all proposals or bids submitted in response to this

solicitation.

No-Bid:

Bidders are **requested to send a no-bid letter** to OCA, attn: Marie-Claude Ceppi, 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/AV-108**.

Unacceptable Proposals:

OCA may reject any proposals from bidders who are in arrears to the State of New York upon any debt or contract; 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.

Compliance with laws:

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations.

Subcontracting:

No Subcontracting or outsourcing is permitted.

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. Contractor is 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 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, employment and worker's compensation insurance of contractor or any of its employees or subcontractors.

Unsatisfactory Performance and Contract Termination:

If the awarded vendor fails to fulfill any terms of this agreement on time, OCA expects the awarded vendor to immediately rectify problems with equipment and/or personnel. Failure to have fully functioning equipment and back-up equipment, as well as trained and cooperative technicians (and their back-ups) on site as needed may result in contract termination. In such a

case, OCA shall notify awarded vendor in writing of the contract termination, to be effective as of the date of written notification and without any further obligation from OCA under said contract. Such a termination may result in a vendor being declared “non responsible” by the UCS/OCA, pursuant to the Office of the State Comptroller’s 2005 guidelines on vendors responsibility and removed from the UCS/OCA’s bidders list.

Financial stability:

Upon request, bidder shall provide a copy of financial filings as audited by a certified auditing firm for the past three consecutive years and a copy of its last three annual reports.

Contractor’s General Liability and Property Damage Insurance:

Bidder must include with their submission proof of a minimum of \$1,000,000.00 per occurrence of professional liability insurance coverage. Such coverage shall be at no cost to the UCS and OCA and shall remain in force for any period a contractual agreement exists with OCA.

A certificate of coverage shall be acceptable.

Awarded contractor may be requested by each building managing agent or owner at his or her discretion to provide such a certificate of insurance before contractor may access the premises.

**** DETAILED SPECIFICATIONS ****

Necessary Stock of Required Equipment:

Because more than one program could be running in different locations at the same time, as well as an individual programs with multiple rooms with A/V requirements, the UCS requires the prospective vendor to have on hand a large enough inventory of certain equipment, listed below, to handle all program needs. The UCS recognizes the fact that a prospective vendor, even if they are engaged with other clients, needs to be capable of providing equipment to cover our proposed schedule of events. The UCS expects prospective vendors to carry in their inventory enough equipment to avoid any over reliance on sub-contractor rentals in order to satisfy demand. The amount of equipment inventories listed below suggest what the UCS feels is the ideal amount of stock a vendor should have on hand to meet our demands without going outside its own shop.

| | | | |
|----------|-----------|-----------|-----------|
| Item # 5 | 15 pieces | Item #10 | 20 pieces |
| Item # 6 | 15 pieces | Item #12 | 4 pieces |
| Item # 7 | 15 pieces | Item #13 | 4 pieces |
| Item #8a | 4 pieces | Item #14 | 10 pieces |
| 8b | 4 pieces | Item #15 | 30 pieces |
| 8c | 20 pieces | Item # 16 | 10 pieces |
| 8d | 20 pieces | Item #17 | 20 pieces |
| 8e | 4 pieces | Item #18 | 10 pieces |
| 8f | 4 pieces | Item # 22 | 10 pieces |
| Item # 9 | 20 pieces | | |

These numbers are considered ideal for the proposed vendor to be operating with, and are not required in order for the vendor to bid on the RFB. A site inspection of the proposed vendor's inventory levels will award points based on the relative status to the above ideal inventory. The method of award details how many points can be awarded to the proposed vendor who can meet or exceed these numbers.

Equipment Schedule:

Equipment Item

1. Kodak Ektagraphic III Slide Projector
2. Elmo EV-400 Visual Presenter
3. Elmo Slide to Video Transfer Unit
4. Dukane 4000 Lumen Overhead Projector
5. Eiki LC-X70 5000 Lumen LCD Projector
6. Eiki LC-XB25 2500 Lumen LCD Projector
7. Eiki LC-XB15 1700 Lumen LCD Projector
8. Projection Screen
 - a. 9' x 12' Fast Fold
 - b. 10' x 14' Fast Fold
 - c. 6' x 6' Tripod
 - d. 8' x 8' Tripod
 - e. 10' x 10' Cradle
 - f. 12' x 12' Cradle
9. Mackie SRM 450 Speaker
10. JBL EON power 10 Speaker
11. Electrovoice DX34 Digital Signal Processor
12. Mackie 2404 24ch Mixing Console

13. Mackie 1402 14ch Mixing Console
14. Shure M367 6ch Mic Mixer
15. Shure SM-58 Microphone
16. Shure U24D UHF Wireless Microphone Kit
17. Shure MX-412 Microphone
18. Crown PC 160 Microphone
19. Marantz PMD-222 Cassette Player
20. Marantz PMD 370 CD Player
21. Panasonic AG-456U Camcorder
22. Panasonic DVC-80P DV Camcorder
23. Video Tripod, Lt. Wt.
24. Sony D-35 Video Camera Studio Configuration
25. Video Tripod, Heavy Duty
26. Panasonic S-VHS Player
27. Sony Beta SP Player/Recorder
28. Sony DSR 1500A DVCAM Player/Recorder
29. Panasonic 27" TV/VCR Combo
30. Sony 32" Monitor
31. NEC LCD 2080 20" LCD Monitor
32. Pioneer PDP 433 43" Plasma Display

33. Pioneer PDP V503 50" Plasma Display
34. Bretford AV Cart
 - a. 54" w/Skirt
 - b. 42" w/Skirt
 - c. 26" w/Skirt
35. Presidential Tele-prompter
36. Folsom Screen Pro Switcher
37. Folsom Presentation Pro Switcher
38. Analog Way GSW611 Switcher
39. Pioneer DVD-V7400 DVD Player
40. Acer 254ELCI Laptop Computer
41. Philips CDR-778 CD Audio Recorder

Labor

Technician for hours of 9:00 am to 5:00 pm Monday - Friday

Technician for hours on weekends or Monday - Friday after 5:00 pm

Technician for Holidays

Substitute Equipment Schedule:

1. Slide Projector
2. Document Camera
3. Slide to Video Transfer Unit
4. High Intensity Overhead Projector
5. 5000 Lumen LCD Projector
6. 2500 Lumen LCD Projector
7. 1700 Lumen LCD Projector
8. Projection Screens:
 - a. 9' x 12' fast fold
 - b. 10' x 14' fast fold
 - c. 6' x 6' tripod
 - d. 8' x 8' tripod
 - e. 10' x 10' cradle
 - f. 12' x 12' cradle
9. Portable Speaker
10. Portable Powered Speaker
11. Digital Audio Signal Processor
12. 24 channel audio mixing board
13. 14 channel audio mixing board
14. 6 channel microphone mixer
15. Dynamic cardioid microphone
16. UHF wireless microphone kit
17. Condenser cardioid microphone
18. Wide area pick up microphone
19. Audiocassette player
20. CD player
21. SVHS camcorder
22. MiniDV camcorder
23. Video tripod, light weight
24. DVCAM camera
25. Video tripod, heavy duty
26. S-VHS player
27. Beta SP or M-II component player/record deck
28. DVCAM or DVCPPro player/recorder
29. TV/VCR combo
30. 32" Video monitor
31. 20" LCD monitor

- 32. 42" Plasma display
- 33. 50" Plasma display
- 34. A/V carts:
 - a. 54" w/skirt
 - b. 42" w/skirt
 - c. 26" w/skirt
- 35. Teleprompter
- 36. A/V presentation switcher
- 37. A/V presentation switcher
- 38. A/V presentation switcher
- 39. DVD player
- 40. Laptop computer
- 41. CD-R audio recorder

Bidders shall provide the make and model number of any equipment item they plan to substitute from the above list. Bidders must include in their bid responses any technical literature or specifications on substituted items for comparison purposes. Any and all substituted items must meet or exceed the specifications of items listed above.

Prospective Schedule of Judicial Institute Programs*

2006 Judicial Seminars

June & July 2006

The Seminars consist of seven two day seminar sessions, with as many as six programs offered at the same time. Beside requests for presentation set ups, all the sessions must be video recorded during the first session held in June. Agenda TBA.

Either of the two last weeks of June, on LI at a site TBD.
Events schedule TBA

After the fourth of July, two sessions at the Judicial Institute** (**JII**) in White Plains, one in either Albany or Saratoga area, one in western New York, in either Buffalo or Rochester, and one additional session on LI, all sites TBD, sessions conclude by July 28th.

* All programs and sessions held in New York State.

** Programs held at the **JII** require mainly labor support, with occasional equipment requests.

2006 Legal Update

This program is for UCS court attorneys and legal staff in general, to satisfy mandatory CLE credits. It consists of a two day seminar with as many as seven sessions going on at one time. All sessions must be video recorded at the first program of the Update's cycle. Each cycle begins in September. The first required recording under this contract will occur in September, '06, the start of the 2006-07 program cycle.

January 9-12, 2006

Two programs held at the **JJ**, events schedule TBA

March 7 & 8, 2006

One program at the LI Marriott, Uniondale, event schedule TBA

April 4 & 5, 2006

One program, same LI location, event schedule TBA

One of the last two weeks of September 2006

First program of the cycle, held in Rochester, site TBD and event schedule TBA

Late October or early November 2006

Held in Albany or Saratoga, site TBD and event schedule TBA

Appellate Judges Seminar

October 27 to 29, 2006

Weekend seminar for Appellate Division Justices and Court of Appeals Judges at a site TBD, and agenda TBA. One room meeting requiring A/V support and recording services.

Newly Elected Judges Seminar

December 11 to 15, 2006

Program held at the **JJ**, up to four rooms at a time during the course of the week. Agenda TBA.

Lunch & Learn Programs

First Thursday of each month starting October of '06 until June of '07

A one hour topic networked by a combination of streaming media and IP video conference technology, while simultaneously recorded for the **JJ**'s web site library archive. While this program is usually handled in house, there have been times when both recording and A/V support were needed. Sites rotate around the state, specific sites TBD, and topics TBA.

Court Association Programs

Mid September to early November, 2006

Four to five two day sessions for the various court clerk, librarian, law clerk and County Clerk and Commissioner of Jurors Associations. Sessions are usually held at the **JJ**, agendas TBA.

Executive Managers Meetings

Late March, 2006

Two day meeting held in the auditorium at the **JJ**.

Town and Village Justice Certification Programs

February 20 to 22, 2006

Association of Towns Meeting at the Sheridan Hotel on 54th St. and Broadway, NYC. A/V set ups, primarily PowerPoints, two rooms for the magistrates, and one room for their clerks. Events program TBA.

Early March and September, 2006

Two train-the trainers programs at sites in Syracuse TBD. A/V set ups for meeting room, and CD-R audio recording of the session.

Last week of July, 2006

Full week program consisting of basic certification, advanced certification, and advanced seminar studies that may require either A/V support, or recording services. Sessions held in Northern New York State at a site TBD. Agenda for basic course is set, advanced certification is set, advanced seminars TBA.

Administrative Judges Meetings

Date TBD

Two day meeting of statewide administrative judges, A/V support required for the main conference room, and dining facility. Site and agenda TBA.

Miscellaneous Programs and Seminars

These are programs and seminars planned by other divisions of the UCS. All dates, sites and agendas are reflective of past practices, and all requests for coverage of these programs shall conform to the thirty day notice provision required by the UCS when identifying specific dates, sites and needs.

Matrimonial Seminars, March or April of '06, site and agenda TBD, a three day seminar requiring both A/V support and recording services. The program is primarily a plenary, but coverage of a few breakout sessions is common.

Family Violence Task Force Program, April thru June of '06, a one day, one room program, that sometimes requires both A/V support and recording services. The program is offered at various sites around the state during each spring season, sites TBD, and the agenda TBA.

NYC Family Court Training Programs, and NYC Criminal Court Training Programs, programs held on various dates, usually at the **JJ**, some as short as a day, some as long as a week with breakout sessions..

Center for Court Innovation Training Programs, two to three day programs, scheduled throughout the year for various court personnel working in new specialty courts (Integrated Domestic Violence Courts, Drug Courts, Community Courts, Mental Health Courts, etc.). Most programs held at the **JJ**, requiring both A/V support and recording services that sometimes need vender's supplementing.