

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
 Email: mceppi@courts.state.ny.us

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

PER RFB SPECIFICATIONS

Bid Number: OCA/JI-192 Issue Date: 03/30/12	Commodity Group:
Opening Date: April 20, 2012 Time: 3:00 P.M.	Commodity Name: 2012 SUMMER JUDICIAL SEMINARS

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 ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.</p>	<p>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>
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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 E-mail address:	

DOCUMENTS ENCLOSURE CHECKLIST

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ___ Fully executed Bid Response Form for each seminar
- ___ UCS Request for Bid Form with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ Attachment II - Not applicable
- ___ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire
 - questionnaire file online via OSC VendRep System
- ___ Attachment IV - Procurement Lobbying Forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ___ Proof of workers compensation and disability benefit insurance coverage under NYS law (please check Workers Compensation Board's website at www.wcb.state.ny.us)
- ___ Menus
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Original bid response + two (2) complete copies
- ___ Signed Documents Enclosure Checklist

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name: _____

Authorized Officer's Name and Title:

Signature: _____ Date: _____

* * * GENERAL SPECIFICATIONS * * *

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The Vendor Responsibility Questionnaire, a required component of all UCS solicitations, is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. However, vendors may choose to complete and submit a paper questionnaire. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RFB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's

submission.

Online RFB/RFP Package : Disclaimer

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

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (see paragraph 2 of the General Specifications); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist.

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

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter “OCA”) provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may **not** submit their bid/proposal responses online.
Bids/Proposals must be **clearly addressed and submitted** to:

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

All envelopes/cartons must also be labeled with the following information on two sides:

“Deliver immediately to Marie-Claude Ceppi”
“Sealed bid - Do not open”
”OCA/JI- 192 due April 20, 2012 at 3:00 p.m.”.

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by April 20, 2012 at 3:00 pm at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: 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/JI-192.

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.

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.

The OCA also reserves the right to reject any bidder whose facilities and/or resources in the opinion of OCA are either inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation, who do not provide references for comparable work, whose references report significant failure to comply with specifications, and/or who otherwise in the opinion of the UCS are unable to meet specifications.

References

Bidders must include with their response , the names of at least three (3) clients, private or governmental entities (including contact persons and phone numbers) other than the NYS Unified Court System.

Questions

Any and all questions bidder may have in connection with this solicitation are to be directed by **email only** to the attention of:

Marie-Claude Ceppi
mceppi@courts.state.ny.us

Please indicate in "Subject" field: OCA/JI-192 Question(s)

The deadline to submit questions is April 6, 2012 at 5:00 pm. No questions will be entertained after this deadline. Questions will receive a written response and a Q&A listing all the questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the addenda column for the appropriate solicitation.

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.

Compliance with laws

Awarded contractor(s) shall be compliant with all applicable federal, state and local laws, rules and regulations, including the fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must be in full compliance with all public accommodation requirements of the American with Disabilities Act (ADA), as necessary to provide goods and services to individuals.

Insurance Requirements

Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Workers' compensation and disability benefit insurance coverage as required under NYS law (see Workers' Compensation Board website at www.wcb.state.ny.us for coverage requirements), or, if it is exempt from such coverage, proof of exemption.

Please note that ONLY the following forms will be accepted: Workers Compensation Board Form 192 C-105.2 (workers' compensation coverage) and Form 192 DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.) An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

Commercial General Liability Insurance (bodily injury and property damage on an occurrence

basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers admitted to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Implied requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of 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.

Independent Contractor Status

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Termination pursuant to the Procurement Lobbying Act

UCS shall have the right to terminate the agreement between the awarded vendor and UCS upon thirty (30) days prior written notice in the event that it is found that bidder's/vendor's certification regarding bidder's/vendor's disclosure of prior determinations of non-responsibility, as required by the Procurement Lobbying Act (State Finance Law §139-k), was intentionally false or intentionally incomplete.

II. RFB# OCA/JI-192

Purpose and Scope

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA"), on behalf of the NYS Judicial Institute (hereafter "JI") is soliciting sealed bids to provide hotel accommodations for attendees at **four (4) two-day seminars** to be held June 26-27 (Seminar 1), July 10-11 (Seminar 2), July 17-18 (Seminar 3) and July 31-August 1, 2012 (Seminar 4) at the New York State Judicial Institute in White Plains, New York. The conference services solicited include lodging starting the night before the first day of each seminar, catering, audiovisual service and shuttle services.

Quality of Facility

The facility's location, design, furnishings, features, organization of space, cleanliness and professionalism of staff must be of the quality appropriate for professionals at the top corporate executive level.

Site Visits

The UCS/JI will conduct a site visit as part of its evaluation of bid responses to verify that bidder's hotel/facility meets all the requirements stated in the general and detailed specifications. The UCS/JI will also conduct one or more site visits to the awarded vendor(s) between the award of the purchase order(s) and the beginning of the program to ensure that the quality of services and the physical condition of the hotel/facility shall be the same or better at the time of performance as at the date of award.

Right of Cancellation

The UCS/JI reserves the right not to hold the program at the awarded vendor's hotel/facility if UCS/JI determines that the quality of facility has deteriorated between the award of the purchase order and the beginning of the program.

Purchase Order(s)/Agreement(s)

The purchase order(s)/agreement(s) issued to the awarded vendor(s) are subject to the approval of the NYS Office of the Comptroller.

Rates and Charges

Bidder may bid on one, all, or any number of the seminars. **All rates are to be quoted on a per unit basis and include any service charge.** Bidder shall indicate which services are subject to service charge and the applicable percentage. Bidder shall quote one rate per room per night for either single or double occupancy room alike. The rate must be the same for single or double occupancy. Bidder shall quote one rate per meal. Please see Bid Sheets. Rates must not exceed the state rates for the geographic area, and rates must be net of taxes as the UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate “no charge” or “N/C”. Any charges not included on the Bid Sheets will not be compensable. See Bid Sheets.

Method of Award

A single purchase order will be issued for each seminar to the lowest dollar cost, responsible bidder. Lowest dollar cost is defined as the lowest “Total Cost per Seminar” quoted by bidder on the Bid Sheets. In case of a bidder’s mathematical error, unit price will prevail.

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Payments

The awarded vendor(s) must provide a master bill for all charges. Payment will be made by direct bill with payment due thirty (30) business days, not including legal holidays, from receipt of invoice. No payment or deposit of any kind will be made in advance of the event. UCS will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

***** D E T A I L E D S P E C I F I C A T I O N S *****

Location

The hotel facility(ies) must be located in close proximity to downtown White Plains area, in Westchester County, NY, within a ten (10)-mile radius from the NYS Judicial Institute, 84 North Broadway, White Plains, NY 10603.

Lodging

Single/double occupancy rooms are required on the following dates:

Seminar 1: June 25 – 50 rooms
 June 26 – 250 rooms

Seminar 2: July 9 – 50 rooms
 July 10 – 250 rooms

Seminar 3: July 16 – 50 rooms
 July 17 – 250 rooms

Seminar 4: July 30 – 50 rooms
 July 31 – 250 rooms

Bidder shall hold the guest room block exclusively for the UCS Judicial Seminars. Internet access must be available in all guest rooms.

Catering

Bidder shall serve one dinner for each seminar on the dates indicated below. In its bid response, bidder must offer a choice of hot buffet or plated dinner, vegetarian and kosher dishes, beverages and desserts, and bidder must include its menus for the choices offered. Bidder shall dedicate space exclusively for the use of Judicial Seminar participants for the dinners, served in a private room on the following dates:

Seminar 1: June 26 – 250 people
Seminar 2: July 10 – 250 people
Seminar 3: July 17 – 250 people
Seminar 4: July 31 – 250 people

Meeting Space

The meeting space must be available from 6:00 p.m. to 10:00 p.m. on the nights of the dinners (June 26, July 10, July 17 and July 31) for exclusive use by the UCS judges and personnel. Bidder must provide one large meeting room with sufficient space to comfortably hold two hundred and

fifty (250) people for a general session. This space must be separate from the space used for the dinners.

The meeting space will be set classroom/schoolroom style with enough space for a panel of up to five (5) presenters, audiovisual setup and tables to display seminar materials in the back of the room. The walls of the meeting room must be sound-proof. Internet access must be available in the meeting room.

Program Coordination

Ability to designate one professional from Convention Services Department to handle and oversee all aspects of programs.

Audiovisual

Bidder shall provide standard audio visual equipment and services during the dinner and evening session if needed. This should include a podium at the dinner and the standard microphone system for five (5) presenters in the meeting room.

Parking

Bidder shall provide free parking for all guests.

Security

Awarded vendor shall provide access to UCS security personnel before and during the program.

Transportation

Bidder shall provide a round-trip shuttle service approximately twice a day, in the morning and in the afternoon, for transportation between its location and the Judicial Institute; bidder shall also offer such shuttle service for transportation between its location or the Judicial Institute and the White Plains Railway Station as well as the Westchester County Airport. Bidder may assume that the vast majority of the hotel guests will require shuttle service from the hotel to the Judicial Institute.

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, please indicate "N/C" or "No charge" on the appropriate line.

Seminar 1 dates: June 26-27, 2012

	Rate per room	X	# Rooms	=	Cost
	per night				
Lodging: (single/double occupancy)					
6/25 (50 rooms)	\$ _____	X	50	=	\$ _____
6/26 (250 rooms)	\$ _____	X	250	=	\$ _____

Catering

Dinner					
6/26 (250 ppl.)	\$ _____	X	250	=	\$ _____

Meeting Space/Room Rental	Rate per day	X	Days	=	Cost
Dinner area (private for 250 ppl.)	\$ _____	X	1	=	\$ _____
One (1) large meeting room (250 ppl.)	\$ _____	X	1	=	\$ _____

Miscellaneous

Shuttle service	\$ _____	X	3	=	\$ _____
Audiovisual service (evening)	\$ _____	X	1	=	\$ _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, please indicate "N/C" or "No charge" on the appropriate line.

Seminar 2 Dates: July 10-11, 2012

	Rate per room per night	X	# Rooms	=	Cost
Lodging: (single/double occupancy)					
7/9 (50 rooms)	\$ _____	X	50	=	\$ _____
7/10 (250 rooms)	\$ _____	X	250	=	\$ _____

Catering

Dinner					
7/10 (250 ppl.)	\$ _____	X	250	=	\$ _____

	Rate per day	X	Days	=	Cost
Meeting Space/Room Rental					
Dinner area (private for 250 ppl.)	\$ _____	X	1	=	\$ _____
One (1) large meeting room (250 ppl.)	\$ _____	X	1	=	\$ _____

Miscellaneous

Shuttle service	\$ _____	X	3	=	\$ _____
Audiovisual service (evening)	\$ _____	X	1	=	\$ _____

Total Cost of Seminar: **\$ _____**

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, please indicate "N/C" or "No charge" on the appropriate line.

Seminar 3 Dates: July 17-18, 2012

	Rate per room per night	X	# Rooms	=	Cost
Lodging: (single/double occupancy)					
7/16 (50 rooms)	\$ _____	X	50	=	\$ _____
7/17 (250 rooms)	\$ _____	X	250	=	\$ _____

Catering

Dinner					
7/17 (250 ppl.)	\$ _____	X	250	=	\$ _____

Meeting Space/Room Rental	Rate per day	X	Days	=	Cost
Dinner area (private for 250 ppl.)	\$ _____	X	1	=	\$ _____
One (1) large meeting room (250 ppl)	\$ _____	X	1	=	\$ _____

Miscellaneous

Shuttle service	\$ _____	X	3	=	\$ _____
Audiovisual service (evening)	\$ _____	X	1	=	\$ _____

Total Cost of Seminar: **\$ _____**

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, please indicate "N/C" or "No charge" on the appropriate line.

Seminar 4 Dates: July 31-August 1, 2012

	Rate per room per night	X	# Rooms	=	Cost
Lodging: (single/double occupancy)					
7/30 (50 rooms)	\$ _____	X	50	=	\$ _____
7/31 (250 rooms)	\$ _____	X	250	=	\$ _____

Catering

Dinner					
7/31 (250 ppl.)	\$ _____	X	250	=	\$ _____

Meeting Space/Room Rental	Rate per day	X	Days	=	Cost
Dinner area (private for 250 ppl.)	\$ _____	X	1	=	\$ _____
One (1) large meeting room (250 ppl)	\$ _____	X	1	=	\$ _____

Miscellaneous

Shuttle service	\$ _____	X	3	=	\$ _____
Audiovisual service (evening)	\$ _____	X	1	=	\$ _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

**OCA/JI-192
SUMMER 2012 JUDICIAL
SEMINARS - WESTCHESTER**

**BID OPENING: April 20, 2012
3:00 PM**