

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  
Division of Financial Management  
4 Empire State Plaza, 19<sup>th</sup> Fl.  
Albany, NY 12283-1450  
  
(Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi  
E-mails: [mceppi@nycourts.gov](mailto:mceppi@nycourts.gov)

<b>Bid Number:</b> OCA/AS-238A	<b>Commodity Group:</b>
<b>Opening Date:</b> 8/9/2019 <b>Time:</b> 3:00 pm <b>Issue Date:</b> 7/18/2019	<b>Commodity Name:</b> PRINTING OF DIVORCE BOOKLETS

Price to include delivery to (describe exact location and method of delivery) All prices to be net and inclusive of all services specified herein unless otherwise specified.

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

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<b><u>UCS ATTACHMENT I, III, and IV ATTACHED &amp; INCORPORATED HEREIN.</u></b>	<b>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b>

**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:	
		NYS Vendor ID Number:	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail:	

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**DOCUMENT ENCLOSURE CHECKLIST (2 pages)**

\_\_\_\_\_ Pricing Sheet: Exhibit A/Pricing Sheet **must be fully executed and included** in bidder’s proposal. Failure to do so may disqualify bidder’s response.

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

\_\_\_\_\_ UCS Request for Bid/Proposal Form (rfb1.frm) and complete bid response with original signature

\_\_\_\_\_ Attachment I - Standard Request for Bid Clauses & Forms

- p.3 - Non-Collusive Bidding Certificate
- p.4 – Acknowledgment of Individual or Corporation
- p.5 – Bidder’s Certification of work (Printing)
- p.6 – Bidder’s Certification of Recycled Products
- p.7 – Manufacturer’s Affidavit of Recycled Content

Attachment II - Not Applicable

\_\_\_\_\_ Attachment III - Vendor Responsibility Questionnaire

- Questionnaire filed online via OSC VendRep System and certified within 6 months of the bid opening due date, **or**
- Paper questionnaire

\_\_\_\_\_ Attachment IV - Procurement Lobbying forms

- Disclosure of Prior Non-Responsibility Determination (UCS 420)
- Affirmation of Understanding and Agreement (UCS 421)

\_\_\_\_\_ Certificates of NYS Worker’s Compensation and NYS Disability Benefits

Insurance, or Certificate of Attestation of Exemption. Please see paragraph “Insurance Requirements” for a list of accepted forms.

\_\_\_\_\_ Copies of bidder’s certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.

\_\_\_\_\_ List of references

\_\_\_\_\_ Signed Document Enclosure Checklist

\_\_\_\_\_ Proprietary information in separate folder from bid response, if applicable

In addition, bidder shall provide:

\_\_\_\_\_ Bidder’s contact name and required information.

\_\_\_\_\_ Account Manager’s contact information, including business address, phone number(s) and email address.

\_\_\_\_\_ Paper stock samples (3 samples of each paper stock specified in this RFB)

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\_\_\_\_\_ Bidder’s description of its experience (min. three (3) years)

**IMPORTANT:**

- 1. 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.
- 2. Exhibit A/Pricing Sheet and the other forms listed above must all have the SAME COMPANY NAME AND TAX ID NUMBER in order for a purchase order or contract to be approved by the NYS Comptroller.
- 3. Do not alter this solicitation in any manner. Any changes, deletions, or additions (including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A/Pricing Sheet, may result in the rejection of the bid as non-responsive.**
- 4. Please note that the terms and conditions of this RFB will form the basis of the contract with the awarded vendor (hereafter “Vendor”.)
- 5. Please verify that all required documents are included before signing.**
- 6. DO NOT PLACE YOUR BID RESPONSE IN BINDERS, STAPLE IT, BIND IT IN SPIRAL BOOKS OR IN ANY OTHER MANNER. CLIPS, RUBBER BANDS AND/OR PLAIN ENVELOPES ARE THE ONLY ACCEPTABLE METHODS OF KEEPING YOUR BID RESPONSE TOGETHER.**

COMPANY NAME:

\_\_\_\_\_

AUTHORIZED OFFICER’S NAME AND TITLE:

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## I. PURPOSE AND SCOPE

### **Divorce Booklets**

The New York State Unified Court System “(UCS)” Office of Court Administration (“OCA”) is soliciting sealed bids for the printing, collating, and delivery to specified locations of two divorce booklets:

- Booklet 1: Uniform Uncontested Divorce Packet, Forms (White cover) (“B1: Forms”), and
- Booklet 2: Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover) (“B2: Instructions”).

It is estimated that UCS will require approximately 54,700 of each booklet per year.

The frequency of delivery is estimated to be three (3) times a year to locations listed in Exhibit D/ List of Ship-to Addresses attached hereto

See Exhibit B/Scope of Services attached hereto for detailed specifications.

### **Minimum Qualifications**

UCS will consider proposals submitted by entities that demonstrate a minimum of three (3) years’ experience in the provision of similar services required under this solicitation.

## II. BID RESPONSE SUBMISSION

### **Bidder’s Contact Name and Required Information**

Bidder shall designate, in its bid response, a staff member as primary contact for all questions OCA may have regarding bidder’s bid response. Bidder must include in its bid response all forms and documents listed on the Document Enclosure Checklist.

### **Packaging, Identifying and Delivering of Bids/Proposals**

Bids/Proposals must be clearly addressed and submitted to:

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
Division of Financial Management  
4 ESP – Suite 2001. 19<sup>th</sup> Fl.  
Albany, NY 12223-1450

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  
RFB# OCA/AS-238A **due August 9, 2019 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 **August 9, 2019 at 3:00 pm** at the latest or bids will be declared late bids 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: RFB# OCA/AS-238A. No-bid letters may be sent by email to [mceppi@nycourts.gov](mailto:mceppi@nycourts.gov). Please indicate in "Subject" field: RFB# OCA/AS-238A – No-Bid.

**Questions**

Any and all questions bidders may have in connection with this solicitation are to be directed by email only to:

Marie Claude Ceppi  
[mceppi@nycourts.gov](mailto:mceppi@nycourts.gov)

Please indicate in "Subject" field: "RFB# OCA/AS-238A - Question(s)."

The deadline to submit questions is **July 25, 2019 before 5:00 pm**. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under RFB# OCA/AS-238A.

## PRINTING OF DIVORCE BOOKLETS

3:00 pm.

**IMPORTANT:** All questions regarding this solicitation must be in writing by email and 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 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.

**Required Bid Documents****a. Narrative Description - Organizational Experience/Capacity**

Bidders must submit with their bid response a narrative which demonstrates their capacity and experience to meet the minimum qualifications listed in Article II, above, including a description of its capability to produce and deliver similar quantities of materials required hereunder on an as-needed basis.

**b. References**

Each bidder must submit three (3) references, other than UCS, including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

**c. Paper Stock Samples**

Bidder shall provide three (3) samples of each paper stock specified in Exhibit B under Technical -Specifications, i.e.

- white un-coated, 110 lbs. index card stock
- white text stock 20 lbs.
- purple (or similar color) un-coated, 67 lbs. vellum bristol cover stock

Samples shall be provided at no cost to OCA and they will not be returned.

(Note: Bidder may request hard copy samples of current divorce booklets by sending a request by e-mail to Marie-Claude Ceppi [mceppi@nycourts.gov](mailto:mceppi@nycourts.gov).)

**d. Additional Documents**

In addition to the documents listed above, bidders must submit all documents listed in the Document Enclosure Checklist contained on pages 3-4 above.



### **III. AWARD**

#### **Term of Award**

A single estimated quantity term contract (“Contract”) will be awarded for an Initial Term of three (3) years (“Initial Term”). The Contract will begin on or about January 1, 2020. OCA reserves the right to renew such Contract for two (2) additional one (1) year periods (each, a “Renewal Term”) upon the same terms and conditions excluding pricing.

OCA further reserves the right to extend the Contract for a period not to exceed six (6) months, upon written notification to awarded contractor (“Vendor”) prior to the expiration date of the Initial Term or the First Renewal Term, upon the same terms and conditions including pricing as the preceding Term. The Contract, renewals and extension thereof are subject to the approval of the NYS Attorney General and the NYS Comptroller.

### **IV. PRICING**

#### **Pricing**

All pricing submitted pursuant to the solicitation shall be net f.o.b. destination and include all costs for the performance of all services required under this solicitation, including all costs associated with the provision of services required hereunder.

There shall be no other charge, cost, reimbursement or expense of any kind payable by UCS in connection with or arising from Vendor’s performance of the services set forth herein other than the Unit Price. Vendor shall be solely responsible for all costs and expenses incurred in connection with the performance of such services.

Pricing shall be submitted only on, and in the format prescribed by, Exhibit A/Pricing Sheet. Bidder must quote pricing on a cost per unit basis (price per 1,000 booklets) and compute all price extensions listed in Exhibit A/Pricing Sheet. In the event of a bidder’s miscalculation, the unit price will prevail and UCS reserves the right to make mathematical corrections based on unit price(s.) Pricing in the Contract for booklet amounts in increments not equal to 1,000 booklets will be prorated accordingly.

Pricing will remain unchanged for the initial three (3)-year term of the Contract.

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Vendor may also charge an hourly fee for certain proof corrections, as set forth in Exhibit B, "Proofs" Section 2.b.ii and listed in Exhibit A/Pricing Sheet.

**Price Adjustments**

Pricing shall be subject to increase as of the commencement date of each Renewal Term by the percentage equal to the lesser of: (i) the increase, if any, in the Consumer Price Index for All Urban Consumer - New York-Northern NJ - Long Island - NY-NJ-CT-PA (Index 1982-1984 - 100) - NSA (Not Seasonally Adjusted), reference base ("CPI") as of the third month prior to the commencement date of each such Renewal Term, over the CPI as of the third month prior to the commencement date of the immediately prior term of the Agreement, or (ii) five percent (5%). Pricing shall thereafter remain unchanged for the balance of each such term, and shall further remain unchanged during any extension term of the Agreement.

**Billing**

Vendor shall send true and accurate invoices on a monthly basis by email to Zola Hill, Senior Management Analyst, at [zhill@nycourts.gov](mailto:zhill@nycourts.gov) or such other person or email address as UCS/OCA shall designate.

Payment shall be made monthly in arrears and shall be made within thirty (30) days of submission by Vendor and approval by UCS of invoices satisfactory to UCS and OSC.

**V. METHOD OF AWARD**

A single Contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with this RFB and specifications. Lowest dollar cost is defined as the lowest Grand Total Cost of all estimated services to be performed for the initial three (3)-year term of the Contract, as indicated by bidders in the Exhibit A/Pricing Sheet.

**VI. MISCELLANEOUS****Artwork, Negatives and Electronic File(s)**

All artwork, negatives and electronic file(s) provided to or created by the vendor in connection with the Contract shall be the property of UCS. Vendor shall not use the UCS Seal, artwork, negatives, text and graphics (collectively, the "UCS Artwork") for any purpose other than

**PRINTING OF DIVORCE BOOKLETS****3:00 pm.**

providing the services under the Contract. All tangible copies of the UCS Artwork shall, at the direction of UCS, be either destroyed or returned to UCS, and electronic copies of the UCS Artwork shall be deleted from Vendor's computers, within thirty (30) days after the termination of the Contract.

**Contractor Identification**

The awarded contractor's logo, trademark or any other identifying information (except union logo, if applicable, and recycled symbol) must not appear on any portion of the completed product.

**Inspection of Bidder's/Vendor's Facilities**

The UCS/OCA reserves the right to inspect bidder's proposed facilities, as part of the bid evaluation. Subsequent to award, Vendor's printing facilities shall be made available for periodic inspection. In all instances, advance notification will be communicated by appropriate court personnel.

**Access to Court Facilities**

Bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. No special accommodations can or will be made by court staff with respect to security measures, access or parking.

**Subcontracting**

Subcontracting and any other transfer of any duties or obligations to be performed hereunder will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

The Vendor will be the prime Vendor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with Vendor and the Vendor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives.

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**Exhibits:**

Exhibit A/Pricing Sheet

Exhibit B/Scope of Services

Exhibit C (separate pdf document)

- “Booklet 1: Forms”: Uniform Uncontested Divorce Packet, Forms (White cover) and
- “B2: Instructions”: Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover)

Exhibit D/Runs 1 to 3 –List of Ship-to Addresses and Delivery Quantities

**VII. The RFB/RFP PROCESS: GENERAL SPECIFICATIONS****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) and Affirmation of Understanding and Agreement (UCS 421) 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 Vendor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire 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 Vendor’s legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

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The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete a paper questionnaire and submit it with their proposal.

Online Questionnaire: 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/index.htm> or go directly to the VendRep System online at <https://portal.osc.state.ny.us/Enrollment/login>. Vendors must provide their New York State Vendor Identification Number when enrolling (see paragraph headed 'New York State Vendor File Registration' for instructions on obtaining a Vendor

Identification Number.) 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 [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us).

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. Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFB/RFP. 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.

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/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

### **3. New York State Vendor File Registration**

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the OSC. This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

**If the bidder is already registered in the Vendor File**, the vendor must enter the vendor's ten-digit Vendor ID on the first page of this bid document.

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**If the bidder is not currently registered in the Vendor File**, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form ([http://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf)) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the Vendor. Once the process is initiated, Vendor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website: [http://www.osc.state.ny.us/vendor\\_management/](http://www.osc.state.ny.us/vendor_management/).

**Online RFB/RFP Package: Disclaimer**

Bidders accessing any UCS/UCS/OCA solicitations and related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://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**

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3, 4, 5, 6 and 7 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420 and Affirmation of Understanding and Agreement UCS 421; proof of Workers' Compensation and Disability Benefits insurance coverage (See "Insurance Requirements"); and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents 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 UCS/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.

**PRINTING OF DIVORCE BOOKLETS****3:00 pm.****Estimated Quantities**

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

**Compliance with Laws**

Vendor(s) must comply with all applicable federal, state and local laws, rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP.

**Independent Vendor Status**

It is expressly understood and agreed that the Vendor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the Vendor is an employee of the UCS, OCA or State of New York. The Vendor 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 Vendor 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 Vendor or any of its employees or subcontractors.

**Rejected and Unacceptable Bids/Proposals**

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, 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, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

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UCS also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

**Responsible Bidder**

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.

**Clarification/Correction of Bids/Proposals**

In addition to any rights articulated elsewhere in this solicitation, UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder’s proposal and/or to determine a bidder’s compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS’s request for clarification, shall be included as a formal part of the bidder’s proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder’s proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

**Indemnity**

Vendor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney’s fees and the cost of legal defense) which UCS may incur by reason of: (i) Vendor’s breach of any term, provision, covenant, representation or warranty contained in the contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of Vendor or its employees, subcontractors, agents, volunteers or of other



## PRINTING OF DIVORCE BOOKLETS

3:00 pm.

persons under its direction and control; (iii) Vendor's performance or failure to perform under the contract; and (iv) enforcement by UCS of the awarded contract or any provisions thereof.

**Unified Court System Self-Insurance**

UCS, a New York State governmental entity, is self-retained for risk of loss and liability.

**Insurance Requirement**

Vendor shall be required to maintain during the term of the contract, including any renewal terms, at their own cost and expense:

1. Workers' compensation and disability benefit insurance coverage as required under NYS law. **Each vendor must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption.** Vendor must obtain the appropriate Workers Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. See Workers' Compensation Board website at <http://www.wcb.ny.gov> under "Forms" for a manual listing required forms and procedures. Any questions regarding workers' compensation coverage requirements or debarments should be directed to:

Workers' Compensation Board

Bureau of Compliance

(518) 462-8882

(866) 298-7830

**Only the following forms will be accepted:**

Proof of Workers' Compensation Coverage

- **Form C-105.2** - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers'

PRINTING OF DIVORCE BOOKLETS

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Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance, or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms that have a space for a certificate holder to be listed, the carrier must enter:

NYS Unified Court System  
Office of Court Administration  
25 Beaver Street, Room 829  
New York, NY 10004

The insurance carrier will notify the certificate holder if a policy is canceled.

Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

For additional information regarding worker's compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at: <http://www.wcb.ny.gov> under "Employers/Businesses."

2. 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
Contractual and Products/ Completed Operations	\$2 million aggregate
	\$1 million

Auto Liability, Combined single limits	
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Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York.

**Confidentiality and Data Security**

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, Vendors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of UCS. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by UCS and may subject the bidder to further penalties.

Vendor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records.

Any and all material and documents, records and any other data or information developed by Vendor, or any person or entity acting on behalf of Vendor, remains the sole property of the UCS.

Vendor is prohibited from maintaining files and records provided to or generated by Vendor in a mobile or portable device. In addition, Vendor will be required to comply with the data security and confidentiality requirements of other government agencies that supply data to UCS.

**Bidder Confidential/Proprietary Information**

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

**Financial Stability**

Upon request by UCS, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

**Termination**

Early termination of the contract for cause may result in, among other consequences, all remedies available to UCS and New York State, the Vendor both being declared non-responsible by the UCS/UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the Vendor's removal from the UCS/UCS/OCA's bidders list for future solicitations.

**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 the Specifications**

The apparent silence of the specifications contained as 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.

**EXHIBIT A/PRICING SHEET**

Do not alter this Pricing Sheet in any manner. Any changes, deletions, or additions to the Pricing Sheet may result in rejection of the bid response.

Bidders must bid on both booklets (B1 and B2.)

“B1: Forms” - Booklet 1:Uniform Uncontested Divorce Packet, Forms (White cover)

“B2: Instructions” - Booklet 2: Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover).

**A. Booklets**

	Production/ Delivery Cost per thousand booklets	Estimated annual quantity of 54,700 of each type of booklets	Estimated annual cost	Estimated cost for initial 3-year contract term
B1: Forms	\$ _____	x 54.7	= \$ _____	x 3 = \$ _____
B2: Instructions	\$ _____	x 54.7	= \$ _____	x 3 = \$ _____
			Total Cost 2 booklets (A)	= \$ _____

**B. Proof Corrections (See Exhibit B, “Proofs” Section 2.b.ii.)**

	Hourly Charge	Estimated annual number of changes	Estimated annual cost	Total Estimated cost for initial 3-year contract term (B)
	\$ _____/hour	x 3 hours/year	= \$ _____	x 3 = \$ _____

<b>Grand Total Cost for initial three-year term (A+ B)</b>	= \$ _____
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**OCA/AS-238A**

**BID OPENING DATE: August 9, 2019**

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

EXHIBIT A/PRICING SHEET (cont.)

Company Name:

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Authorized Officer's Name and Title:

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Signature and Date:

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## EXHIBIT B/SCOPE OF SERVICES

### Booklets

The estimated annual quantity of booklets to be printed and delivered is 109,400: 54,700 of “B1: Forms”: Uniform Uncontested Divorce Packet, Forms (White cover) and 54,700 of “B2: Instructions”: Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover)

One set includes one (1) “B1: Forms” and one (1) “B2: Instructions.” The estimated annual quantity of sets is 54,700.

See Exhibit D/Runs 1 to 3 – Annual Printing and Delivery Quantities.

Two (2) additional printing runs of 5,000 sets each may be ordered on an as needed basis.

### Purchase Orders

OCA estimates purchase orders will be issued approximately five times per year. Purchase orders will describe the titles of the booklets and quantities required. “Exhibit D/Runs 1 to 3- Annual Printing and Delivery Quantities” and “Exhibit D/List of Ship-to Addresses” will be attached to each purchase order.

### Order Communication

Any and all corrections, changes, clarifications to a purchase order issued by OCA shall be in the form of a "Change of Purchase Order." All questions and clarification sought by the Vendor must be sent in writing by email to Zola Hill at [ZHILL@nycourts.gov](mailto:ZHILL@nycourts.gov) or such other individual as OCA shall designate.

Under no circumstances shall vendor act on verbal communications only. All verbal communications for all order changes, proof corrections, text changes, clarifications or any other communications between OCA and the Vendor **must be backed up by in writing** (or via electronic transmission, upon agreement of UCS/OCA) to Zola Hill at [ZHILL@nycourts.gov](mailto:ZHILL@nycourts.gov) or such other person or address as shall designate. Vendor shall likewise designate a person and address for receipt of such communications from OCA.

## Electronic Transmission of Files to Vendor

Files in pdf format containing the layout of divorce booklets will be sent electronically to the Vendor for the initial order and each change in layout.

## Proofs

### 1. Delivery of Proofs

The Vendor must deliver one (1) hard copy proof of Booklet 1: Uniform Uncontested Divorce Packet, Forms (White cover) (“B1: Forms”) and Booklet 2: Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover) (“B2: Instructions”) prior to the initial printing run as well as after OCA submits any changes to the proof. Blueline and color proofs must be delivered by vendor within five (5) business days of submission of the electronic file by OCA.

All proofs must be sent to Zola Hill, NYS Office of Court Administration, 9th Floor, New York, NY 10004, or such other person as OCA may designate by written notice to the Vendor, for review and written approval. Upon receipt of written approval from OCA, the Vendor shall proceed with printing and deliver the booklets fifteen (15) days after sign-off.

### 2. Review of Proofs

#### a. Pre-Sign-Off Corrections

OCA/JSO may either approve or make corrections to a proof. If OCA so requests, the vendor shall produce corrected proofs as needed at no additional cost or charge, until OCA/JSO signs off on the proof.

#### b. Post- Sign-Off Corrections

- i. Corrections or changes required due to the Vendor's error shall be made by vendor at no charge to OCA.
- ii. Corrections or changes required due to the OCA's error will be subject to an hourly editing fee for corrections made to a previously approved proof. Bidder must indicate editing charges, if any, for such corrections/fixes text modifications, where provided on the Pricing Sheet; it is estimated that such corrections/fixes will require approximately three (3) hours of labor over the initial three (3) year term of the Contract.



**PRINTING OF DIVORCE BOOKLETS****3:00 pm.****Booklet Changes**

OCA estimates that it will require vendor to substitute a booklet page with a revised page approximately three (3) times a year. Page substitution will not involve any typesetting from the Vendor. OCA will send to the Vendor all corrections electronically. All new pages, will must be inserted in the approved proof, and thereafter, the next print run of booklets. A new proof of the document including the new page(s) shall be submitted to OCA for approval in accordance with the provisions of the section above entitled, "Proofs". Page substitution review and approval will be at no charge to OCA, unless due to OCA error, as indicated above.

**Booklet Collation**

OCA will deliver hard copies of an insert to Vendor, entitled, "Certificate of Dissolution of Marriage" ("Certificates") for insertion by vendor into all B1: Forms. Any associated costs shall be deemed included in vendor's price to produce the booklets.

Vendor will insert Certificates in all "B1: Forms" prior to delivery.

**Schedule/Delivery**

The delivery of booklets is estimated to be: three (3) times a year, after each print run (Run 1, Run 2, Run 3), to the "Ship-to Addresses" listed in Exhibit D, attached, and to OCA at NYS Office of Court Administration, 25 Beaver Street, 8<sup>th</sup> Floor, New York, NY 10004

Run 1 to 3 must be delivered within fifteen (15) business days after delivery to the Vendor of final, signed-off blue-line and/or color proof.

Vendor must make full inside delivery to the specific locations indicated in Exhibit D/List of Ship-to Addresses as well as to OCA.

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

**Packaging**

Packaging will be in standard, one cubic foot cartons for both booklets. Each carton must be packed with fifty (50) "B1: Forms" and one hundred (100) "B2: Instructions." Each box must be marked on the outside to indicate the names and quantities of Booklets.

**Technical Specifications – "B1: Forms": and "B2: Instructions"**

**Specifications for "B1: Forms" - Uniform Uncontested Divorce Packet, Forms (White cover)**

Size: 8 ½ " x 11"

Finish: Stapled at the top left corner

White un-coated, 110 lbs. index card stock for the front and back covers.

White text stock 20 lbs.

1-sided printing

All-black ink

Post Card - Matrimonial Action: White un-coated, 110 lbs. index card stock.

No bleeds

Total number of pages including all forms: estimated at 110 pages (not including front and back covers.)

**Specifications for "B2: Instructions" - Uniform Uncontested Divorce Packet, Filing Instructions & Glossary (Purple cover)**

Size: 8 ½ " x 11"

Finish: Saddle-stitched (2 staples)

Purple, or similar color, un-coated, 67 lbs. vellum bristol cover stock for the front and back covers.

White text stock 20 lbs.

2-sided printing

All-black ink

No bleeds

Total number of pages including all forms: estimated at 45 pages (not including cover and back pages)

### **Recycled Paper**

All booklets to be printed on recycled paper (See also Attachment I, p. 2 of 10 and pp. 5, 6 and 7 of 10 for additional information.)

The minimum content requirement for post-consumer material shall be:

White un-coated, 110 lbs. index card stock: 10% post-consumer material

White text stock 20 lbs.: 30% post-consumer material

Purple, or similar color, un-coated, 67 lbs. vellum bristol cover stock for the front and back covers: 10% post-consumer material

Brightness: 92

No flex paper

## EXHIBIT D/LIST OF SHIP-TO ADDRESSES AND PRINTING/DELIVERY QUANTITIES

Printing and delivery quantities vary among four groups of locations/addresses. Each location/address within a group will each receive the same quantities of sets after each of the three (3) runs. Booklets must be shipped directly to the addresses listed below.

1. 10 locations
2. 15 locations
3. 27 locations
4. OCA

### 1. Addresses and Printing/Delivery Quantities to 10 Locations

The following estimated quantities of sets will be delivered to each of the ten (10) locations below after each of the three print runs:

After Run 1: 1,000 sets each location (total 10,000 sets)

After Run 2: 500 sets each location (total 5,000 sets)

After Run 3: 500 sets each location (total 5,000 sets)

1. Hope Schneider  
Kings County Supreme Court  
360 Adams Street, Room 122C  
Brooklyn, NY 11201
2. New York County Supreme Court  
Office of the Self-Represented  
60 Centre Street, Room 116  
New York, NY 10007
3. Mary Ellen Guarneri  
Supreme Court, Bronx  
851 Grand Concourse  
Office of the Self-Represented  
RM 121

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

Bronx, NY 10451

4. Jean Cawley  
Queens Supreme County  
88-11 Sutphin Blvd  
Jamaica, NY 11435
5. Naomi Molina/Denise Basso  
Suffolk County  
Supreme & County Courts  
400 Carleton Avenue  
Central Islip, NY 11722
6. Joseph Alamo  
Richmond County Supreme Court  
HELP CENTER  
25 Hyatt Street - 5<sup>th</sup> Fl  
Staten Island, NY 10301
7. Richard Seibt  
Matrimonial Center  
400 County Seat Drive  
Mineola, NY 11501
8. Jacqueline Becker/E. Scott Brown  
Supreme & County Courts  
Onondaga County Courthouse  
505 South State Street, Ste 110  
Syracuse, NY 13202
9. Margaret M. Hasselberg  
Erie County Supreme Court  
25 Delaware Avenue  
Buffalo, NY 14202
10. Adeline Dailey  
Westchester County Supreme Court  
Civil Calendar Office  
111 Dr. Martin Luther King Jr. Blvd.  
White Plains, NY 10601

2. Addresses and Printing/Delivery Quantities to 15 Locations

The following estimated quantities of sets will be delivered to each of the fifteen (15) locations below after each of the three print runs:

After Run 1: 300 sets each location (total 4,500 sets)

After Run 2: 300 sets each location (total 4,500 sets)

After Run 3: 300 sets each location (total 4,500 sets)

1. Richard R. Reilly, Chief Clerk  
Rensselaer County Supreme Court  
Congress & Second Street  
Troy, NY 12180
2. Rochelle Coley  
Monroe County Supreme Court  
545 Hall of Justice  
Rochester, NY 14614
3. Paula Eannance, Esq.  
Chief Clerk  
Oneida County Supreme Court  
Courthouse -Law Library  
Elizabeth Street  
Utica, NY 13501
4. Bill Harkins  
Nassau County Supreme Court  
HELP Center  
100 Supreme Court Drive  
Mineola, NY 11501
5. Barbara Briggs  
Supreme Court Library  
401 Montgomery Street - 5<sup>th</sup> Fl.  
Syracuse, NY 13202
6. Cindy Dillon

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

Rockland County Courthouse  
1 South Main Street  
New City, NY 10956

7. Deanna Morse, Chief Clerk  
Jefferson County Supreme Court  
Dulles State Office Building  
317 Washington Street - 10th Fl  
Watertown, NY 13601
8. Lorraine Van Deweert  
Orange County Supreme Court  
285 Main Street  
Goshen, NY 10924
9. Rohan Cumberbatch  
Dutchess County Supreme Court  
10 Market Street  
Poughkeepsie, NY 12601
10. Charles Diamond, Chief Clerk  
Supreme Court  
Albany County Courthouse  
Albany, NY 12207
11. Cindy L. Campbell  
Saratoga Supreme & County Court  
30 McMaster Street  
Ballston Spa, NY 12020
12. Susan Ralston  
Clinton County Clerk's Office  
137 Margaret Street  
Plattsburgh, NY 12901
13. Kathleen Palkovic  
Chautaugua Supreme/County Courts  
3 North Erie Street  
Mayville, NY 14657
14. Colleen Phillips/Samatha Pike  
Chemung Supreme/County Clerk's Office  
203 Lake Street, 6<sup>th</sup> Fl

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

Elmira, NY 14901

15. Margaret M. Hasselberg  
Erie Supreme Court  
25 Delaware Avenue  
Buffalo, NY 13202

3. Addresses and Printing/Delivery Quantities to 27 Locations

The following estimated quantities of sets will be delivered to each of the twenty-seven (27) locations indicated after each of the three print runs:

After Run 1: 200 sets each location (total 5,400 sets)

After Run 2: 200 sets each location (total 5,400 sets)

After Run 3: 200 sets each location (total 5,400 sets)

1. Marcilyn Morrissey  
Ontario Supreme /County Courts  
Ontario County Courthouse  
27 North Main Street, RM 130  
Canandaigua, NY 14424
2. Anne L. Sherman  
Oswego County Combined Courts  
25 E. Oneida Street  
Oswego, NY 13126
3. Camela Tacy  
Sullivan Supreme Court  
414 Broadway  
Monticello, NY 12701
4. Natalie Spilman  
St. Lawrence Supreme/County Courts  
48 Court Street  
Canton, NY 13617
5. Jamie Gleason  
Tompkins Supreme/County Court  
320 N. Tioga Street  
Ithaca, NY 14851



**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

6. Suzanne Leisenring  
Seneca Supreme/County Court  
48 West William Street  
Waterloo, NY 13165
7. Kristy Hults  
Ulster Supreme/County Court  
285 Wall Street  
Kingston, NY 12401
8. Lori Rich  
Warren Supreme/County Courts  
1340 State Route 9  
Lake George, NY 12845
9. Carol Winslow  
Yates Supreme/County Court  
415 Liberty Street  
Penn Yan, NY 14527
10. Michael McGovern  
Otsego Supreme Court  
197 Main Street  
Cooperstown, NY 13326
11. Deborah Earl  
Lewis Combined Courts  
7660 N. State Street  
Lowville, NY 13367
12. Ellen Brower  
Green Supreme/County Court  
320 Main Street  
Catskill, NY 12414
13. Dave Iamele  
Madison County Court  
138 North Court Street  
Wampsville, NY 13163
14. Lucinda Racsummerger  
Niagara Supreme Court  
775 Third Street  
Niagara Falls, NY 14302

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

15. Jose Cruzado  
Livingston Supreme/County Court  
2 Court Street  
Geneseo, NY 14454
16. Kimberly Sitts  
Chenango Supreme Court  
13 Eaton Avenue,  
Norwich, NY 13815
17. Linda Von Kramer  
Genesee Supreme/County Court  
One West Main Street  
Batavia, NY 14020
18. Kelly Sanfilippo  
Delaware Supreme Court  
3 Court Street  
Delhi, NY 13753
19. Sharon Barnes  
Herkimer Supreme Court  
County Office and Court Facility  
301 North Washington Street, RM 5509  
Herkimer, NY 13350
20. Niagara County Court  
Att: Crystal  
Niagara County Courthouse  
175 Hawley Street, 2<sup>nd</sup> Fl.  
Lockport, NY 14094
21. Timothy Riley  
Montgomery County Courthouse  
58 Broadway  
Fonda, NY 11501
22. Kristin Nicholson  
Orleans Supreme Court  
1 South Main Street, Ste 3  
Albion, NY 14411

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

23. Catherine A. Miller, Law Library Assistant  
Jefferson County Supreme Court Law Library  
Jefferson County Court Complex  
163 Arsenal Street, 2d Floor  
Watertown NY 13601
  
24. Patricia Perry  
Broome Supreme & County Court  
92 Court Street - Rm 204  
Binghamton, NY 13902
  
25. Cortland Supreme & County Court  
attn: Laurie Case  
Cortland County Courthouse  
46 Greenbush Street, Suite 301  
Cortland, NY 13405
  
26. Nicole Cassavaugh  
Franklin Supreme & County Courts  
335 West Main Street  
Malone, NY 12953
  
27. Cheryl J. Davis  
Nassau County Supreme Court  
Court Information Center  
100 Supreme Court Drive  
Mineola, NY 11501

4. Address and Printing/Delivery Quantities to OCA

The following estimated quantities of sets will be delivered to OCA after each of the three print runs:

After Run 1: 3,000 sets each

After Run 2: 1,000 sets each

After Run 3: 1,000 sets each

**OCA/AS-238A**

**BID OPENING DATE: August 9, 2019**

**PRINTING OF DIVORCE BOOKLETS**

**3:00 pm.**

NYS Office of Court Administration

25 Beaver Street, 8<sup>th</sup> Floor

New York, NY 10004

Attn: Zola Hill