



**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch**



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: September 10, 2020

SUBJECT: Solicitation Number DCSC-20-IFB-123- Printing & Delivery Services

**PROPOSAL
SUBMISSION**

DATE: September 17, 2020, by 12:00 p.m., Eastern Standard Time (EST).

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those Offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

Geoffrey A. Mack

**Geoffrey A. Mack
Contracting Officer**

This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

DCSC-20-IFB-123 Printing and Delivery Services
Questions and Responses

Question 1) Would you be able to provide us with an idea of average order quantity for these items or past order history? This will help is calculate average freight.

R1) The Court will not be able to provide this information.

Q2) Are samples available? I can give you my UPS number.

R2) Please refer to Attachments J.9 of the solicitation.

Q3) Do we have to bid on all items or will items be awarded separately?

R3) You must bid on all of the items.

Q4) Can you provide us current pricing? A bid tab from the previous award.

R4) The Court does disclose current/previous contract pricing.

Q5) For the Carbonless forms-

a. Are standard paper weights and paper colors acceptable?

R5a. The paper weights and colors for the carbonless forms are as follows:

2-part: (20 lbs) white and canary

3-part: (20 lbs) white, canary, pink

4-part: (20 lbs) white, canary, pink, and goldenrod

5-part: (20 lbs) white, canary, pink, goldenrod and green

6-part: (20 lbs) white, canary, pink, goldenrod, green and blue

b. Are these forms glued on the edge or do they have a stub.

R5b. The forms are glued on the top edge after printing.

c. Are they printed one side only? Any back printing or part to part copy changes?

R5c. Some forms are printed on the back (both sides) and some are printed part to part.

d. Item B.4.28- is the 4th ply Green card stock? If so what paper weight do you require?

R5d. (Out Card Form) SC-766 are 110 lbs. - Green Index.

Q6) Unit Price- What price goes in this area? I understand Min price and Max price but am confused on Unit price.

R6) If the unit is each then the unit price should be for each item. For example if the item cost \$1.00 the unit price is \$1.00.

Q7) B.4.3.7 Jury Summons forms – what are the paper and ink specifications on this form?

R7) Jury Summons Form are printed in blue, red and black ink- 4/4 90 lbs., White Index (see attached sample).

Q8) Letterhead and Business cards- Is this all raised printing thermography or do some items require foil stamping?

R8) Some Letterheads and Business Cards are raised printing thermography and some are not. Some also require foil stamping.

Q9) Confirming that you want the price grid filled out as per Each pricing and not Per 1000 pricing?

R9) Bidders are required to complete all grids.



OFFICE OF THE
CLERK OF THE SUPERIOR COURT
OF THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20001-2131

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OFFICIAL JURY SUMMONS

OPEN TO ALL • TRUSTED BY ALL • JUSTICE FOR ALL

www.dccourts.gov/jurorservices

Información en español:
(202) 879-4604, opción 2.

SAMPLE

SAMPLE

JUROR QUALIFICATION FORM

Please Complete This Form Online At: www.dccourts.gov/jurorservices
OR Complete Below and Mail

YOU ARE REQUIRED BY LAW TO RESPOND IMMEDIATELY UPON RECEIPT



Please indicate whether the following describes you:

- U.S. Citizen
- Resident of D.C. for the last 6 months
- 18 years or older
- Able to read, speak, and understand English
- Served jury duty in the D.C. Superior Court within the last 2 years
If yes, please give dates and name under which you served: _____
- Have a pending felony or misdemeanor charge in any D.C., federal, or state court
- Have been convicted of a felony
If yes, it has been at least 10 years since the completion of your incarceration, parole or probation

- | YES | NO |
|--------------------------------|--------------------------|
| <input type="checkbox"/> - 1 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 2 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 3 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 4 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 5 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 6 - | <input type="checkbox"/> |
| <input type="checkbox"/> - 7 - | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Juror's Name _____

Name Changes, If Any _____

Last 4 Digits of Social Security Number: _____
(Required for IRS 1099 form)

Sex: M F

Race/Ethnicity:
D.C. Law requires you to indicate your race in order to avoid discrimination in jury selection. Please select one or more that describe your race.

Am. Indian/Alaska Native Asian Black/African Am.
 White Hispanic/Latino Two or More Races
 Other _____

Date of Birth (Month/Day/Year): ____/____/____

FOLD LINE ▲

FOLD LINE ▼

FOLD LINE ▲

If it has not been at least 10 years, it has been at least 1 year since the completion of your incarceration, parole or probation

- Have a physical or mental disability which would not permit you to serve as a juror
If yes, please explain briefly and submit a verifiable medical certificate

- | | |
|--------------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> - 8 - | <input type="checkbox"/> |

Address Changes, If Any _____

Phone Number: Cell Home E-mail Address _____

I agree to receive juror notifications via:

- Email Text
- Employment: Government Non-Government
(Check One) Retired Unemployed

Occupation _____

Employer _____

Will your employer pay your salary during your service?
 Yes No

Accommodations:

- If you are Deaf or Hard of Hearing, are you requesting one of the following?
 ASL PSE ORAL CART OTHER _____

- Please list any accommodations you require to enable you to serve:

Any person who intentionally misrepresents a material fact on a juror qualification form for the purpose of avoiding or securing service as a juror may be fined not more than \$300 or imprisoned not more than 90 days, or both (D.C. Code §11-1906).
I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT MY RESPONSES TO THE ABOVE QUESTIONS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Signature _____

Date _____

PLEASE MOISTEN THIS AREA AND 2 SPOTS AT SIDES, FOLD AND RETURN

Jury Summons

PLEASE BRING THIS SECTION WITH YOU WHEN YOU REPORT FOR JURY DUTY. DO NOT MAIL THIS SECTION BACK.

BY ORDER OF THE CHIEF JUDGE OF THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA, YOU ARE HEREBY SUMMONED TO SERVE AS A JUROR AS INDICATED. FAILURE TO APPEAR AS DIRECTED BY THIS SUMMONS MAY RESULT IN A FINE OF NOT MORE THAN \$300 OR IMPRISONMENT FOR NOT MORE THAN 7 DAYS OR BOTH. (D.C. CODE §11-1906).

DETACH HERE FOR JUROR BADGE

SAMPLE

JUROR

Dear Citizen:

You have been randomly selected by the Superior Court of the District of Columbia to perform a vital service to your community-Jury Duty. Immediately upon receipt of your summons, please visit eJuror Services at www.dccourts.gov/jurorservices to complete the juror qualification form. Please log in using the bar-coded juror number that appears on your summons. To determine if you are required to report, please call 202-879-4604 (Select Option 5) between 5pm and midnight one business day prior to your service date.

Pursuant to D.C. law, jury service is mandatory. You may not be excused from service based on your occupation. Please bring your jury summons as well as a valid photo ID on the reporting date. All persons entering the Moultrie Courthouse must pass through security screening upon arrival. Please plan to arrive early so that you can report to the Jurors' Office on time.

You are assigned to serve as a grand or petit juror, as indicated on your summons. Grand jurors investigate accusations of crimes committed in the District of Columbia and serve for a total of 27 workdays. Petit jurors serve on civil and criminal trials. In order to make petit jury service as convenient as possible, the Superior Court uses a One Day or One Trial system. At the end of the first day, if you are not selected for a trial, your jury service obligation should be satisfied. If you are selected for a trial, you will serve for the duration of that trial. The judge in each case will advise you how long the trial is expected to last. Many trials can last for 3-5 days, but a trial might continue for several weeks. Please plan accordingly to avoid conflicts.

If your summons date presents a conflict, you may reschedule one time to a date of your choosing within 90 days of the original date. Your new date must be on the same day of the week as the original summons. If you need to request a different date, please visit us online at www.dccourts.gov/jurorservices, or call 202-879-4604 to use our Automated Deferral Line, or speak with a staff member.

If you require an interpreter for the Deaf/Hard of Hearing to enable you to serve, please email JurorHelp@dcsc.gov at least two weeks in advance of your report date.

Trial by jury is fundamental to our democracy, and your service is a critical part of the Court's ability to secure this fundamental right.

Thank you for your service to our community.

Zabrina W. Dempson
Clerk of the Court

TO SEAL RETURN QUESTIONNAIRE -- PLACE MOISTENED FLAP HERE

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 12253 WASHINGTON, D.C.

POSTAGE WILL BE PAID BY ADDRESSEE

JUROR OFFICE
D.C. SUPERIOR COURT
500 INDIANA AVE NW RM 3130
WASHINGTON D.C. 20077-0305



The D.C. Superior Court now uses a
call-in system for jurors!

To see if you are required to report, please
call **202-879-4604** (select Option 5)
between 5:00 p.m. and midnight
one business day prior to the date that
you are scheduled to appear.

- 1. CAREFULLY DETACH AT DOTTED PERFORATION BELOW.
- 2. MOISTEN REVERSE SIDE IN 3 DESIGNATED AREAS AND PRESS TO SEAL.

DETACH HERE

Parking is not provided. Public transportation is strongly recommended.
The Courthouse is conveniently located between two Metro lines: Red Line (Judiciary Square exit) and the Yellow/Green Line (Archives exit).

www.dccourts.gov/jurorservices

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