

**DISTRICT OF COLUMBIA COURTS
SOLICITATION, OFFER AND AWARD
FOR SUPPLIES, OR SERVICES**

ISSUED BY: DISTRICT OF COLUMBIA COURTS
ADMINISTRATIVE SERVICES DIVISION
PROCUREMENT AND CONTRACTS BRANCH
616 H STREET, N.W., Suite 612 WASHINGTON, D.C. 20001

DATE ISSUED: August 27, 2020
CLOSING DATE: September 17, 2020
12:00 p.m., EST

SOLICITATION NUMBER: DCSC-20-IFB-123

OFFER/BID FOR: Printing and Delivery of Envelopes, Letterhead, Stationary Labels and DC Court Forms **MARKET TYPE: OPEN**

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OFFER (TO BE COMPLETED BY OFFEROR) Note: In sealed bid solicitations “Offer” and Offeror” mean Bid” and Bidder.”

The undersigned offers and agrees that, with respect to all terms and conditions accepted by the Courts under “AWARD” below, this offer and the provisions of the IFB will constitute a Formal Contract.

<p style="text-align: center;">OFFEROR</p> <p>Name:</p> <p>Street:</p> <p>City, State:</p> <p>Zip Code:</p> <p>Area Code & Telephone Number:</p>	<p>Name and title of Person Authorized to Sign Offer: (Type or Print)</p> <hr/> <p>Signature _____ Date: _____</p> <p style="text-align: center;">(Seal)</p> <p>Impress Corporate Seal</p> <p>Corporate _____ (Seal) (Secretary) _____ (Attest)</p>
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AWARD (To be completed by the District of Columbia Courts)

CONTRACT NO. _____	AWARD AMOUNT \$ _____
ACCEPTED AS TO THE FOLLOWING ITEMS:	

DISTRICT OF COLUMBIA COURTS	
BY: _____	
CONTRACTING OFFICER	
CONTRACT PERIOD: _____	_____
	AWARD DATE

All written communications regarding this solicitation should be addressed to the Contracting Officer and should be directed by e-mail to Kiana Green Contract Specialist at Kiana.Green@dcsc.gov.

This solicitation is **OPEN MARKET** procurement.

REPRESENTATIONS, CERTIFICATIONS, AND ACKNOWLEDGMENTS

1. ACKNOWLEDGMENT OF AMENDMENTS

The bidder acknowledges receipt of Addenda to the solicitation and related documents numbered and dated as follows:

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

NOTE: Bidder may acknowledge addendum here or on addendum or both.

2. WALSH-HEALY ACT

If your offer is \$10,000 or more, the following information **MUST** be furnished:

- (a) Regular Dealer
 - () The Bidder is a Regular Dealer pursuant to Clause 28 of the District of Columbia Courts General Contract Provisions.
 - () The Offeror is not a Regular Dealer pursuant to Clause 28 of the District of Columbia Courts General Contract Provisions.

- (b) Manufacturer
 - () The Bidder is a Manufacturer pursuant to Clause 28 of the District of Columbia Courts General Contract Provisions.
 - () The Bidder is not a Manufacturer pursuant to Clause 28 of the District of Columbia Courts General Contract Provisions.

3. BUY AMERICAN CERTIFICATION

The Bidder hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the District of Columbia Standard Contract Provisions for use with District of Columbia Government Supply and Services Contracts, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

EXCLUDED END PRODUCTS

COUNTRY OR ORIGIN

4. OFFICERS NOT TO BENEFIT CERTIFICATION

Each bidder shall check one of the following:

- ___ (a) No person listed in Clause 21 of the District of Columbia Courts General Contract Provisions will benefit from this contract.
- ___ (b) The following person(s) listed in Clause 21 of the District of Columbia Courts General Contract Provisions may benefit from this contract. For each person listed, attach the affidavit required by Clause 21 of the District of Columbia Courts General Contract Provisions.

5. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) Each signature on the bid is considered to be a certification by the signatory that:
 - (1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices bid;
 - (2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.
- (b) Each signature on the bid is considered to be a certification by the signatory that the signatory;
 - (1) Is the person in the Bidder's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1)

through (a) (3) above; or

- (2) (i) Has been authorized, in writing, to act as agent for the following principles in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) above:

(insert full name or person(s) in the organization responsible for determining the prices offered in this bid and the title of his or her position in the Bidder's organization);

- (ii) As an authorized agent, does certify that the principals named in subdivision (b) (2) (1) above have not participated, and will not participate, in any action contrary to subparagraphs (a) (i) through (a) (3) above; and

- (iii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.

- (c) If Bidder deleted or modifies subparagraph (a) (2) above, the Bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

6. TYPE OF BUSINESS ORGANIZATION

Bidder operated as () an individual, () a partnership, () a nonprofit organization, () a corporation, incorporated under the laws of the State of _____, () a joint venture, () other.

7. PAYMENT IDENTIFICATION NO.

The District of Columbia Courts utilizes an automated vendor database. All firms are required to submit their Federal Tax Identification Number. Individuals must submit their social security numbers.

Please list below applicable vendor information:

Federal Tax Identification Number: _____

Or

Social Security Number: _____

Legal Name of Entity Assigned this Number: _____

Street Address and/or Mailing Address: _____

City, State, and Zip Code: _____

Type of Business: _____

Telephone Number: _____

PAYMENTS UNDER TERMS OF ANY CONTRACT RESULTING FROM THIS SOLICITATION WILL BE HELD IN ABEYANCE PENDING RECEIPT OF A VALID FEDERAL TAX IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER.

SECTION B - SUPPLIES OR SERVICES AND PRICE/COST

- B.1 The District of Columbia Courts (the Courts) are seeking a qualified vendor to furnish and deliver the annual printing requirements for the Courts as specified herein. Materials printed for the Courts shall include, but are not limited to, envelopes, letterhead, stationary, carbonless NCR forms, postcards, labels and other printed materials on an as needed basis. The Court intends to award a contract to the responsible and responsive bidder whose bid meets all the requirements specified in this solicitation and is the total lowest bid price for the minimum quantities specified herein for the Base year and all Option years when added together.
- B.2 The bidder shall submit a price for the Base Year and all Option Years for the services specified below in Sections B.3 – B.7 and in accordance with Section C, Scope of Services, of this Invitation for Bid (IFB). Since it is impossible to predetermine the exact quantity of services required during the contract term and extension thereof, the amount stated in the solicitation are estimates based upon the best knowledge of the Court. Lesser amount than specified in the solicitation may be needed as determined by the Court's needs during the term of this contract or any extension thereof. The Court does not guarantee that the maximum amounts will actually be required.

B.3 BASE YEAR CONTRACT PRICE SCHEDULE:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.3.1	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White, non-window, Stock: 24 White Wove w/ return address black or blue printing	500	200,000	ea.	\$_____	\$_____	\$_____
B.3.2	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue printing	500	200,000	ea	\$_____	\$_____	\$_____
B.3.3	Envelopes, Window (clear) Size #10 4 1/8 x 9 1/2, Stock: 24 White Wove w/ return address black or blue printing.	500	200,000	ea	\$_____	\$_____	\$_____
B.3.4	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, window (transparent/clear) Stock: 24 Capital Bond w/return address black or blue printing	500	200,000	ea	\$_____	\$_____	\$_____
B.3.5	Envelopes – Personalized, Size #10 regular 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue Old English Print	500	200,000	ea	\$_____	\$_____	\$_____
B.3.6	Envelopes - Personalized, Non-window, 4 1/4 x 6 3/8 Cranes 100% Cotton, Pearl White Kid Finish, W/return address black or blue Old English, raised print	500	200,000	ea	\$_____	\$_____	\$_____

BASE YEAR PICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.3.7	Envelope, Personalized Non-window, 4¼ x 6 3/8, Cranes 100% Cotton, Pearl White Kid Finish, W/return address printed on back of envelope black or blue Old English raised print	500	200,000	ea.	\$_____	\$_____	\$_____
B.3.8	Envelopes/Booklet, Size #28, White Wove 28 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.3.9	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.3.10	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 15)	500	200,000	ea	\$_____	\$_____	\$_____
B.3.11	Envelopes, Size #28, Brown Craft (9 ½ x 12), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.3.12	Envelopes, Size #28, Brown Kraft (6 X 10 1/2), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.3.13	Envelopes, Size #28, Brown Kraft (9 ½ x 12), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.3.14	Envelopes, Size #28, Brown Kraft (14 x 18), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____

BASE YEAR PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.3.15	Envelopes, Size #28, Brown Kraft (9 ½ x 4 ½) DO NOT MAIL, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.3.16	Stationary, Personal, Cranes paper 100% Cotton (6 -3/8 x 8 ½) w\ Raised Gold Court Seal and Raised printing, black or blue	200	200,000	ea	\$_____	\$_____	\$_____
B.3.17	Stationary, Personal, Cranes paper, Blank 100% Cotton (6 -3/8 x 8 ½),	200	200,000	ea	\$_____	\$_____	\$_____
B.3.18	Letterhead, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print w/black or blue Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.3.19	Letterhead, Size:8 ½ x 11, Stock 24# Capital Bond 25% Cotton, black or blue print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.3.20	Letterhead\Engraved, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.3.21	Letterhead\Engraved, Size: 8 ½ x 11 Stock 24# Capital Bond, 25% Cotton, w/raised Gold Court Seal	1,000	200,000	ea	\$_____	\$_____	\$_____

BASE YEAR PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.3.22	Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (1) side						
B.3.22.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23	Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (2) sides						
B.3.23.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24	Carbonless Forms, Size: 8 ½ x 14, Stock: NCR Printing: 1 color ink (1) side						
B.3.24.1	2 part	1,000	200,000	ea.	\$ _____	\$ _____	\$ _____
B.3.24.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____

BASE YEAR PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.3.25	Carbonless Forms, Size: 8 ½ x 14 Stock: NCR Printing: 1 color ink (2) sides						
B.3.25.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.25.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.25.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.25.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.25.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.26	2 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.27	3 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.28	Color Card Green, 4 ply 8 1/2 x 11, 2 sided print black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.29	Color Card Orange, 4ply, 8 1/2 x 14, 2 sided print, black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.30	Color Card Stock Green Appeal Backing Boards 110# Index (Blank) 8 ½ x 11, 2 Hole Punch, Top, Center	500	200,000	ea	\$ _____	\$ _____	\$ _____

BASE YEAR PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.3.31	Color Card Stock 110# green Index (Blank) Green Appeal Backing Boards 8 ½ x 11, 3 Hole Punch, Left Side	500	200,000	ea	\$_____	\$_____	\$_____
B.3.32	Blue Authentication Form, SC-699 - 8 ½ x 11 Prints black 1 side	500	200,000	ea	\$_____	\$_____	\$_____
B.3.33	Blue Authentication Form, SC-699 - 8 ½ x 14 Prints black 1 side	500	200,000	ea	\$_____	\$_____	\$_____
B.3.34	Court Jacket Insert, 9 x 11.5 prints black 2 sides on 140# Ivory Index, 2 drill at head	500	200,000	ea	\$_____	\$_____	\$_____
B.3.35	Labels – Government Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Fluorescent Yellow	500	200,000	ea	\$_____	\$_____	\$_____
B.3.36	Labels – Deft./Resp. Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Pastel Blue	500	200,000	ea	\$_____	\$_____	\$_____
B.3.37	Business Cards, 80# Cover, White Linen, Raised Black or Blue Ink, Gold Seal	500	N/A	ea	\$_____	\$_____	
B.3.38	Business Cards, 80# Cover, White Linen, Flat Black or Blue Ink, Gold Seal	500	N/A	ea	\$_____	\$_____	
B.3.39	Normal Delivery -	2- 5 Days	Total Cost per Deliver	ea	\$_____	\$_____	\$_____
B.3.40	Rush Delivery -	1 Day	Total Cost per Deliver	ea	\$_____	\$_____	\$_____

B.3.41 BASE YEAR TOTAL COST:

\$ _____ \$ _____

B.4 OPTION YEAR ONE CONTRACT PRICE SCHEDULE:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.4.1	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White, non-window, Stock: 24 White Wove w/ return address black or blue printing	500	200,000	ea.	\$ _____	\$ _____	\$ _____
B.4.2	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue printing	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.3	Envelopes, Window (clear) Size# 10 4 1/8 x 9 1/2, Stock: 24 White Wove w/ return address black or blue printing.	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.4	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, window (transparent/clear) Stock: 24 Capital Bond w/return address black or blue printing	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.5	Envelopes – Personalized, Size #10 regular 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue Old English Print	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.6	Envelopes - Personalized, Non-window, 4¼ x 6 3/8 Cranes 100% Cotton, Pearl White Kid Finish, W/return address black or blue Old English, raised print	500	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR ONE (1) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. . Max</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.4.7	Envelope, Personalized Non-window, 4¼ x 6 3/8, Cranes 100% Cotton, Pearl White Kid Finish, W/return address printed on back of envelope black or blue Old English raised print	500	200,000	ea.	\$_____	\$_____	\$_____
B.4.8	Envelopes/Booklet, Size #28, White Wove 28 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.4.9	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.4.10	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 15)	500	200,000	ea	\$_____	\$_____	\$_____
B.4.11	Envelopes, Size #28, Brown Craft (9 ½ x 12), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.4.12	Envelopes, Size #28, Brown Kraft (6 X 10 1/2), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.4.13	Envelopes, Size #28, Brown Kraft (9 ½ x 12), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.4.14	Envelopes, Size #28, Brown Kraft (14 x 18), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR ONE (1) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.4.15	Envelopes, Size #28, Brown Kraft (9 ½ x 4 ½) DO NOT MAIL, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.4.16	Stationary, Personal, Cranes paper 100% Cotton (6 -3/8 x 8 ½) w\ Raised Gold Court Seal and Raised printing, black or blue	200	200,000	ea	\$_____	\$_____	\$_____
B.4.17	Stationary, Personal, Cranes paper, Blank 100% Cotton (6 -3/8 x 8 ½),	200	200,000	ea	\$_____	\$_____	\$_____
B.4.18	Letterhead, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print w/black or blue Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.4.19	Letterhead, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, black or blue print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.4.20	Letterhead\Engraved, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.4.21	Letterhead\Engraved, Size: 8 ½ x 11 Stock 24# Capital Bond, 25% Cotton, w/raised Gold Court Seal	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR ONE (1) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.4.22	Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (1) side						
B.3.22.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.22.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.23	Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (2) sides						
B.3.23.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.23.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.24	Carbonless Forms, Size: 8 ½ x 14, Stock: NCR Printing: 1 color ink (1) side						
B.3.24.1	2 part	1,000	200,000	ea.	\$ _____	\$ _____	\$ _____
B.3.24.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.3.24.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR ONE (1) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.4.25	Carbonless Forms, Size: 8 ½ x 14 Stock: NCR Printing: 1 color ink (2) sides						
B.4.25.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.25.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.25.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.25.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.25.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.26	2 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.27	3 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.28	Color Card Green, 4 ply 8 1/2 x 11, 2 sided print black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.29	Color Card Orange, 4ply, 8 1/2 x 14, 2 sided print, black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.30	Color Card Stock Green Appeal Backing Boards 110# Index (Blank) 8 ½ x 11, 2 Hole Punch, Top, Center	500	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR ONE (1) PRICE SCHEDULE CONTINUED+

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.4.31	Color Card Stock 110# green Index (Blank) Green Appeal Backing Boards 8 ½ x 11, 3 Hole Punch, Left Side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.32	Blue Authentication Form, SC-699 - 8 ½ x 11 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.33	Blue Authentication Form, SC-699 - 8 ½ x 14 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.34	Court Jacket Insert, 9 x 11.5 prints black 2 sides on 140# Ivory Index, 2 drill at head	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.35	Labels – Government Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Fluorescent Yellow	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.36	Labels – Deft./Resp. Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Pastel Blue	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.3.7	Jury Summons Forms	200,000	N/A	ea	\$ _____	\$ _____	\$ _____
B.4.38	Business Cards, 80# Cover, White Linen, Raised Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	
B.4.39	Business Cards, 80# Cover, White Linen, Flat Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	

B.4.40 Normal Delivery - 4 - 5 Days Total Cost per Deliver ea \$ _____ \$ _____ \$ _____
 B.4.41 Rush Delivery - 1 - 2 Days Total Cost per Deliver ea \$ _____ \$ _____ \$ _____

B.4.42 **OPTION YEAR ONE (1) TOTAL COST:** \$ _____ \$ _____

B.5 OPTION YEAR TWO (2) CONTRACT PRICE SCHEDULE:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.1	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White, non-window, Stock: 24 White Wove w/ return address black or blue printing	500	200,000	ea.	\$ _____	\$ _____	\$ _____
B.5.2	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue printing	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.3	Envelopes, Window (clear) Size 10 # 4 1/8 x 9 1/2, Stock: 24 White Wove w/ return address black or blue printing.	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.4	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, window (transparent/clear) Stock: 24 Capital Bond w/return address black or blue printing	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.5	Envelopes – Personalized, Size #10 regular 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue Old English Print	500	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR TWO (2) PRICE SCHEDULE - CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.6	Envelopes - Personalized, Non-window, 4¼ x 6 3/8 Cranes 100% Cotton, Pearl White Kid Finish, W/return address black or blue Old English, raised print	500	200,000	ea	\$_____	\$_____	\$_____
B.5.7	Envelope, Personalized Non-window, 4¼ x 6 3/8, Cranes 100% Cotton, Pearl White Kid Finish, W/return address printed on back of envelope black or blue Old English raised print	500	200,000	ea.	\$_____	\$_____	\$_____
B.5.8	Envelopes/Booklet, Size #28, White Wove 28 lbs, (10 x 13)	500	200,000	ea.	\$_____	\$_____	\$_____
B.5.9	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.5.10	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 15)	500	200,000	ea	\$_____	\$_____	\$_____
B.5.11	Envelopes, Size #28, Brown Craft (9 ½ x 12), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.5.12	Envelopes, Size #28, Brown Kraft (6 X 10 1/2), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR TWO (2) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.13	Envelopes, Size #28, Brown Kraft (9 ½ x 12), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.5.14	Envelopes, Size #28, Brown Kraft (14 x 18), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.5.15	Envelopes, Size #28, Brown Kraft (9 ½ x 4 ½) DO NOT MAIL, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.5.16	Stationary, Personal, Cranes paper 100% Cotton (6 -3/8 x 8 ½) w\ Raised Gold Court Seal and Raised printing, black or blue	200	200,000	ea	\$_____	\$_____	\$_____
B.5.17	Stationary, Personal, Cranes paper, Blank 100% Cotton (6 -3/8 x 8 ½),	200	200,000	ea	\$_____	\$_____	\$_____
B.5.18	Letterhead, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print w/black or blue Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.19	Letterhead, Size:8 ½ x 11, Stock 24# Capital Bond 25% Cotton, black or blue print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.20	Letterhead\Engraved, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR TWO (2) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.21	Letterhead\Engraved, Size: 8 ½ x 11 Stock 24# Capital Bond, 25% Cotton, w/raised Gold Court Seal	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.22 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (1) side							
B.5.22.1	2 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.22.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.22.3	4 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.22.4	5 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.22.5	6 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.23 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (2) sides							
B.5.23.1	2 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.23.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.23.3	4 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.23.4	5 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.23.5	6 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.5.24 Carbonless Forms, Size: 8 ½ x 14, Stock: NCR Printing: 1 color ink (1) side							
B.5.24.1	2 part	1,000	200,000	ea.	\$_____	\$_____	\$_____
B.5.24.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR TWO (2) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.5.24.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.24.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.24.5	6 part	1,000	400,000	ea	\$ _____	\$ _____	\$ _____
B.5.25 Carbonless Forms, Size: 8 ½ x 14							
Stock: NCR Printing: 1 color ink (2) sides							
B.5.25.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.25.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.25.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.25.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.25.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.26	2 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.27	3 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.28	Color Card Green, 4 ply 8 1/2 x 11, 2 sided print black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.29	Color Card Orange, 4ply, 8 1/2 x 14, 2 sided print, black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.30	Color Card Stock Green Appeal Backing Boards 110# Index (Blank) 8 ½ x 11, 2 Hole Punch, Top, Center	500	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR TWO (2) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.31	Color Card Stock 110# green Index (Blank) Green Appeal Backing Boards 8 ½ x 11, 3 Hole Punch, Left Side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.32	Blue Authentication Form, SC-699 - 8 ½ x 11 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.33	Blue Authentication Form, SC-699 - 8 ½ x 14 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.34	Court Jacket Insert, 9 x 11.5 prints black 2 sides on 140# Ivory Index, 2 drill at head	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.35	Labels – Government Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Fluorescent Yellow	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.36	Labels – Deft./Resp. Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Pastel Blue	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.5.3.7	Jury Summons Forms	200,000	N/A	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR TWO (2) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.5.38	Business Cards, 80# Cover, White Linen, Raised Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.5.39	Business Cards, 80# Cover, White Linen, Flat Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.5.40	Normal Delivery - 2 - 5 Days Total Cost per Deliver			ea	\$ _____		\$ _____
B.5.41	Rush Delivery - 1 Day Total Cost per Deliver			ea	\$ _____		\$ _____
B.5.42	OPTION YEAR TWO (2) TOTAL COST:					\$ _____	\$ _____

B.6 OPTION YEAR THREE (3) CONTRACT PRICE SCHEDULE:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.6.1	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White, non-window, Stock: 24 White Wove w/ return address black or blue printing	500	200,000	ea.	\$ _____	\$ _____	\$ _____
B.6.2	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue printing	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.3	Envelopes, Window (clear) Size #10 4 1/8 x 9 1/2, Stock: 24 White Wove w/ return address black or blue printing.	500	200,000	ea	\$ _____	\$ _____	\$ _____

B.6.4	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, window (transparent/clear) Stock: 24 Capital Bond w/return address black or blue printing	500	200,000	ea	\$_____	\$_____	\$_____
B.6.5	Envelopes – Personalized, Size #10 regular 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue Old English Print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.6	Envelopes - Personalized, Non-window, 4¼ x 6 3/8 Cranes 100% Cotton, Pearl White Kid Finish, W/return address black or blue Old English, raised print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.7	Envelope, Personalized Non-window, 4¼ x 6 3/8, Cranes 100% Cotton, Pearl White Kid Finish, W/return address printed on back of envelope black or blue Old English raised print	500	200,000	ea.	\$_____	\$_____	\$_____
B.6.8	Envelopes/Booklet, Size #28, White Wove 28 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.6.9	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.6.10	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 15)	500	200,000	ea	\$_____	\$_____	\$_____
B.6.11	Envelopes, Size #28, Brown Craft (9 1/2 x 12), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR THREE (3) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.6.12	Envelopes, Size #28, Brown Kraft (6 X 10 1/2), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.13	Envelopes, Size #28, Brown Kraft (9 1/2 x 12), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.14	Envelopes, Size #28, Brown Kraft (14 x 18), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.15	Envelopes, Size #28, Brown Kraft (9 1/2 x 4 1/2) DO NOT MAIL, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.6.16	Stationary, Personal, Cranes paper 100% Cotton (6 -3/8 x 8 1/2) w\ Raised Gold Court Seal and Raised printing, black or blue	200	200,000	ea	\$_____	\$_____	\$_____
B.6.17	Stationary, Personal, Cranes paper, Blank 100% Cotton (6 -3/8 x 8 1/2),	200	200,000	ea	\$_____	\$_____	\$_____
B.6.18	Letterhead, Size: 8 1/2 x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print w/black or blue Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.19	Letterhead, Size:8 1/2 x 11, Stock 24# Capital Bond 25% Cotton, black or blue print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.20	Letterhead\Engraved, Size: 8 1/2 x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR THREE (3) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.6.21	Letterhead\Engraved, Size: 8 ½ x 11 Stock 24# Capital Bond, 25% Cotton, w/raised Gold Court Seal	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.22 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (1) side							
B.6.22.1	2 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.22.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.22.3	4 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.22.4	5 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.22.5	6 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.23 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (2) sides							
B.6.23.1	2 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.23.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.23.3	4 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.23.4	5 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.23.5	6 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.24 Carbonless Forms, Size: 8 ½ x 14, Stock: NCR Printing: 1 color ink (1) side							
B.6.24.1	2 part	1,000	200,000	ea.	\$_____	\$_____	\$_____
B.6.24.2	3 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.24.3	4 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.24.4	5 part	1,000	200,000	ea	\$_____	\$_____	\$_____
B.6.24.5	6 part	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR THREE (3) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.6.25	Carbonless Forms, Size: 8 ½ x 14 Stock: NCR Printing: 1 color ink (2) sides						
B.6.25.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.25.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.25.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.25.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.25.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.26	2 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.27	3 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.28	Color Card Green, 4 ply 8 1/2 x 11, 2 sided print black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.29	Color Card Orange, 4ply, 8 1/2 x 14, 2 sided print, black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.30	Color Card Stock Green Appeal Backing Boards 110# Index (Blank) 8 ½ x 11, 2 Hole Punch, Top, Center	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.31	Color Card Stock 110# green Index (Blank)	500	200,000	ea	\$ _____	\$ _____	\$ _____

Green Appeal Backing Boards 8 ½ x 11,
3 Hole Punch, Left Side

B.6.32	Blue Authentication Form, SC-699 - 8 ½ x 11 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.33	Blue Authentication Form, SC-699 - 8 ½ x 14	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.34	Court Jacket Insert, 9 x 11.5 prints black 2 sides	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.35	Lables – Government Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Fluorescent Yellow	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.36	Lables – Deft./Resp. Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Pastel Blue	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.3.7	Jury Summons Forms	200,000	N/A	ea	\$ _____	\$ _____	\$ _____
B.6.38	Business Cards, 80# Cover, White Linen, Raised Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.6.39	Business Cards, 80# Cover, White Linen, Flat Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.6.40	Normal Delivery - 2 - 5 Days Total Cost per Deliver			ea	\$ _____	\$ _____	\$ _____
B.6.41	Rush Delivery - 1- Day Total Cost per Deliver			ea	\$ _____	\$ _____	\$ _____
B.6.42	OPTION YEAR THREE (3) TOTAL COST:					\$ _____	\$ _____

B.7 OPTION YEAR FOUR (4) CONTRACT PRICE SCHEDULE:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.7.1	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White, non-window, Stock: 24 White Wove w/ return address black or blue printing	500	200,000	ea.	\$_____	\$_____	\$_____
B.7.2	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue printing	500	200,000	ea	\$_____	\$_____	\$_____
B.7.3	Envelopes, Window (clear) Size #10 4 1/8 x 9 1/2, Stock: 24 White Wove w/ return address black or blue printing.	500	200,000	ea	\$_____	\$_____	\$_____
B.7.4	Envelopes, Size #10 regular, 4 1/8 x 9 1/2, window (transparent/clear) Stock: 24 Capital Bond w/return address black or blue printing	500	200,000	ea	\$_____	\$_____	\$_____
B.7.5	Envelopes – Personalized, Size #10 regular 4 1/8 x 9 1/2, White non-window, Stock: 24 Capital Bond, 25% Cotton, w/return address black or blue Old English Print	500	200,000	ea	\$_____	\$_____	\$_____
B.7.6	Envelopes - Personalized, Non-window, 4¼ x 6 3/8 Cranes 100% Cotton, Pearl White Kid Finish, W/return address black or blue Old English, raised print	500	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR FOUR (4) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.7.7	Envelope, Personalized Non-window, 4¼ x 6 3/8, Cranes 100% Cotton, Pearl White Kid Finish, W/return address printed on back of envelope black or blue Old English raised print	500	200,000	ea.	\$_____	\$_____	\$_____
B.7.8	Envelopes/Booklet, Size #28, White Wove 28 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.7.9	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 13)	500	200,000	ea	\$_____	\$_____	\$_____
B.7.10	Envelopes, Size #28, Brown Kraft 32 lbs, (10 x 15)	500	200,000	ea	\$_____	\$_____	\$_____
B.7.11	Envelopes, Size #28, Brown Craft (9 ½ x 12), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.7.12	Envelopes, Size #28, Brown Kraft (6 X 10 1/2), Return address, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.7.13	Envelopes, Size #28, Brown Kraft (9 ½ x 12), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.7.14	Envelopes, Size #28, Brown Kraft (14 x 18), EXHIBITS, black print	500	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR FOUR (4) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty. Min.</u>	<u>Qty. Max.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Min. Price</u>	<u>Total Max Price</u>
B.7.15	Envelopes, Size #28, Brown Kraft (9 ½ x 4 ½) DO NOT MAIL, black print	500	200,000	ea	\$_____	\$_____	\$_____
B.7.16	Stationary, Personal, Cranes paper 100% Cotton (6 -3/8 x 8 ½) w\ Raised Gold Court Seal and Raised printing, black or blue	200	200,000	ea	\$_____	\$_____	\$_____
B.7.17	Stationary, Personal, Cranes paper, Blank 100% Cotton (6 -3/8 x 8 ½),	200	200,000	ea	\$_____	\$_____	\$_____
B.7.18	Letterhead, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print w/black or blue Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.7.19	Letterhead, Size:8 ½ x 11, Stock 24# Capital Bond 25% Cotton, black or blue print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.7.20	Letterhead\Engraved, Size: 8 ½ x 11, Stock 24# Capital Bond 25% Cotton, Black or Blue Print without/Court Seals	1,000	200,000	ea	\$_____	\$_____	\$_____
B.7.21	Letterhead\Engraved, Size: 8 ½ x 11 Stock 24# Capital Bond, 25% Cotton, w/raised Gold Court Seal	1,000	200,000	ea	\$_____	\$_____	\$_____

OPTION YEAR FOUR (4) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.7.22 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (1) side							
B.7.22.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.22.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.22.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.22.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.22.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.6.23 Carbonless Forms, Size: 8 ½ x 11, Stock: NCR, Printing: 1 color ink (2) sides							
B.7.23.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.23.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.23.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.23.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.23.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.24 Carbonless Forms, Size: 8 ½ x 14, Stock: NCR Printing: 1 color ink (1) side							
B.7.24.1	2 part	1,000	200,000	ea.	\$ _____	\$ _____	\$ _____
B.7.24.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.24.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.24.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.24.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR FOUR (4) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.7.25	Carbonless Forms, Size: 8 ½ x 14 Stock: NCR Printing: 1 color ink (2) sides						
B.7.25.1	2 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.25.2	3 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.25.3	4 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.25.4	5 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.25.5	6 part	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.26	2 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.27	3 Hole Drill NCR Form Per	1,000	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.28	Color Card Green, 4 ply 8 1/2 x 11, 2 sided print black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.29	Color Card Orange, 4ply, 8 1/2 x 14, 2 sided print, black (OUTCARD FORM) SC-766	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.30	Color Card Stock Green Appeal Backing Boards 110# Index (Blank) 8 ½ x 11, 2 Hole Punch, Top, Center	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.31	Color Card Stock 110# green Index (Blank) Green Appeal Backing Boards 8 ½ x 11, 3 Hole Punch, Left Side	500	200,000	ea	\$ _____	\$ _____	\$ _____

OPTION YEAR FOUR (4) PRICE SCHEDULE CONTINUED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Qty.</u> <u>Min.</u>	<u>Qty.</u> <u>Max.</u>	<u>Unit</u>	<u>Unit</u> <u>Price</u>	<u>Total Min.</u> <u>Price</u>	<u>Total Max</u> <u>Price</u>
B.7.32	Blue Authentication Form, SC-699 - 8 ½ x 11 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.33	Blue Authentication Form, SC-699 - 8 ½ x 14 Prints black 1 side	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.34	Court Jacket Insert, 9 x 11.5 prints black 2 sides on 140# Ivory Index, 2 drill at head	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.35	Labels – Government Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Fluorescent Yellow	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.7.36	Labels – Deft./Resp. Exhibit prints black 1 side on: 8.5x11 label stock, 50 labels per sheet, 1.5x1, Colors: Pastel Blue	500	200,000	ea	\$ _____	\$ _____	\$ _____
B.4.3.7	Jury Summons Forms	200,000	N/A	ea	\$ _____	\$ _____	\$ _____
B.7.38	Business Cards, 80# Cover, White Linen, Raised Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.7.39	Business Cards, 80# Cover, White Linen, Flat Black or Blue Ink, Gold Seal	500	N/A	ea	\$ _____	\$ _____	\$ _____
B.7.40	Normal Delivery 2 - 5 Days Total Cost per Deliver			ea	\$ _____	\$ _____	\$ _____
B.7.41	Rush Delivery 1 Day Total Cost per Deliver			ea	\$ _____	\$ _____	\$ _____
B.7.42	OPTION YEAR FOUR (4) TOTAL COST:					\$ _____	\$ _____

**DCSC-20-IFB-123
 PRINTING SERVICES
 PRICE SCHEDULE MATRIX
 BASE & OPTION YEARS
 TOTAL PRICING**

BASE YEAR	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4
\$	\$	\$	\$	\$

Caution: The above price schedule must be completed and submitted with bid package. Failure to do so may result in the bid being rejected.

END SECTION B

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C. STATEMENT OF WORK

- C.1 Vendor shall furnish and deliver the annual printing requirements for the Court. Materials printed for the Courts shall include, but are not limited to, envelopes, letterhead, postcards, NCR forms, labels and other printed materials on an as needed basis in accordance with Sections B.3 – B.7 and C.3 of this solicitation.
- C.2 Whenever the Court has a need for the Vendor to furnish envelopes, letterhead, labels and forms as described in C.1 above and Sections B.3 - B.7 of this solicitation, the Court shall notify the Vendor of the type and quantity of items required. The Vendor shall deliver the required quantity within 1 – 5 business days after each notification.
- C.3 The Bidder is solely responsible for all work, materials and services related to this contract. Orders can be placed at multiple times and are to be printed and delivered on an as needed basis.
- C.4 Any company that intends to submit a bid for this project is advised to review the various sample copies provided in attachment J10. The sample copies show the typical, print layout, font size and font type for that style of envelope, letterhead, stationary, label and court forms. Names, addresses', dates and wording can change on all items requested in C.1 above and Sections B.3 - B.7 of this solicitation.
- C.5 By submitting a bid, the bidder affirms having carefully examined any records or requirements affecting work under this solicitation. No claim for additional cost will be allowed due to claims associated with the lack of full knowledge of the performance requirements for this project. The Courts reserves the right to reject all products that do not meet the requested quality.
- C.6 Price includes the pickup of samples and delivery of proofs for all orders as described in C.1 above. The Courts will provide samples of envelopes, letterhead, stationary and other court forms to include court logos to the successful vendor on an as needed basis.
- C.7 All items in sections B.3 – B.7 and any new forms submitted must have final approval by the COTR for appropriate quality. A proof shall be required for all printing projects signed off as approved by the COTR or his/her designee. Time required for the delivery of the proof is 2 – 5 business days.
- C.8 Vendor shall deliver each order inside the Court's facility location specified in

C.9 The Vendor shall deliver each order to:

D.C. Courts Warehouse
Administrative Services Division
6217 Columbia Park Road
Cheverly, MD 20785
(202) 879-4861

END SECTION C

SECTION D - PACKAGING AND MARKING

This section is not applicable to this solicitation.

END SECTION D

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION OF SERVICES

- E.1.1 DEFINITIONS: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- E.1.2 The Vendor shall provide and maintain an inspection system acceptable to the District of Columbia Courts covering the services furnished under this contract. Complete records of all inspection work performed by the Vendor shall be maintained and made available to the Courts during contract performance and for as long as the contract requires.
- E.1.3 The Courts has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Courts shall perform inspections and test in a manner that will not unduly delay the work.
- E.1.4 If the Courts perform inspections or test on the premises of the Vendor or subcontractor, the Vendor shall furnish, and shall require subcontractors to furnish, at no increase in the contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- E.1.5 If any of the services do not conform to the contract requirements, the Courts may require the Vendor to perform the services again in conformity with the contract requirements, at no increase in the contract amount. When the defects in services cannot be corrected by re-performance, the Courts may (1) require the Vendor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.
- E.1.6 If the Vendor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity with the contract requirements, the Courts may (1) by contract or otherwise, perform the services and charge to the Vendor any cost incurred by the Courts that is directly related to the performance of such service or (2) terminate the contract for default.

END SECTION E

SECTION F - DELIVERIES AND PERFORMANCE

F.1 **Term of Contract:**

F.1.1 The term of the contract shall be for one (1) year from the date of contract award. The date of award shall be the date the Contracting Officer signs the contract document.

F.1.2 **Commencement of Work:**

The work starting date for the Vendor shall be mutually agreed upon by the Courts and the Vendor.

F.1.3 **Option Period:**

The Courts may extend the term of this contract for a period for an additional four (4) one (1) year period, or a fraction, or multiple fractions thereof.

F.1.3.1 **Option to Extend the Term of the Contract:**

The Courts may extend the term of this contract for four (4) one (1) year period, or a fraction, or multiple fractions thereof, by written notice to the Vendor before the expiration of the contract; provided that the Courts shall give the Vendor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Courts to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Vendor may waive the 30-day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

If the Courts exercise this option, the extended contract shall be considered to include this option provision. The exercise of any option under this contract is contingent upon the appropriation of funds for the respective option period. However, the availability of funds does not obligate the Courts to exercise this option year.

The bidder shall include in its **price** bid, the **price** for the base year and all option years. Failure to submit **price** for base year and all option years may cause the Courts to exclude your bid from further consideration.

The total duration of this contract including the exercise of any options under this clause shall not exceed five (5) years.

F.2 **Deliverables:**

All Deliverables shall be in a form and manner acceptable to the Courts. The Vendor shall provide to the Contract Officer's Technical Representative (COTR) the deliverables specified below within the designated time frame(s):

- F.2.1 Time required submitting a proof for envelopes, forms, labels and cards is 2 – 5 business days from the date the vendor receives the sample.
- F.2.2 Time required for the delivery after receipt of each order is 2 – 5 business days from each notification. The vendor shall deliver each order to the location specified in paragraph C.4 on page 33 of this solicitation. Each order shall be inside delivery.

END SECTION F

SECTION G -CONTRACT ADMINISTRATION DATA

G.1 Payment/Invoices

- G.1.1 The Courts will make invoice payments under the terms and conditions specified in the contract. The Contractor will be compensated upon completion and acceptance of the work as specified in the contract. Payments shall be considered as being made on the day a check is dated or the date of an electronic funds transfer. The contractor shall be compensated as set forth below.
- G.1.2 Effective June 8, 2018 all invoices and payment request shall be submitted electronically through the U.S. Department of the Treasury's **Invoice Processing Platform (IPP)** System using the "Bill to Agency" of Interior Business Center-FMD. The IPP website address is <https://www.ipp.gov>. In addition, it is the vendors' (contractors') responsibility to be System for Awards Management (SAM) registered and in IPP. The vendors (contractors) must be SAM registered in order to register in IPP. The SAM website address is <https://www.sam.gov>.
- G.1.3 After contract and purchase order award, in order to receive payment, the Contractor must use the IPP website to register, access, and use IPP for submitting all invoice requests for payment(s). Assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email at IPPCustomerSupport@discal.treasury.gov or by phone (866) 973-3131.
- G.1.4 Payment request means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, at a minimum, the Contractors' electronic invoice shall include the following information:
- Name and address of the Contractor,
 - The purchase order number,
 - Invoice date,
 - Invoice number,
 - Name of the Contracting Officer Technical Representative (COTR),
 - COTR email address, and
 - Description, quality, unit of measure, and extended price of the services or supplies actually rendered.
- G.1.5 Once the electronic invoice has been submitted through IPP, no later than 2 business days from the electronic submission, the Contractor must email and/or mail to the COTR a copy of the electronic invoice along with all the required supporting documentation as stated in the contract.
- G.1.6 The Contracting Officer's Technical Representative (COTR) shall review each electronic invoice for certification of receipt of satisfactory services prior to authorization of

payment.

G.2 Final Invoice

G.2.1 The Contractor shall submit final electronic invoice (s) within thirty (30) days after the expiration of this contract. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

G.2.2 The Contractor must contact the COTR in order to obtain a D.C. Courts Release of Claims form. Upon receipt of the form, the Contractor must complete and submitted the Release of Claims form as well as provide a copy of the final electronic invoice to the COTR.

G.3 Tax Exempt

G.3.1 The Courts is exempt from taxation pursuant to D.C. Code 47-2005(1).

G.4 Prompt Payment Act

G.4.1 The Courts will pay interest (late charge) on each electronically receipted and approved invoice pursuant to the Prompt Payment Act, 31 U.S.C. 3901 et seq.

G.3 Audits:

G.3.1 At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Vendor's invoices or vouchers and statements of costs audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Vendor by the Courts and a discrepancy of overpayment is found, the Courts will be reimbursed for said overpayment within thirty (30) days after written notification.

G.4 CONTRACTING OFFICER AND CONTRACT OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.4.1 **CONTRACTING OFFICER:** The District of Columbia Superior Court Contracting Officer who has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Louis W. Parker
Administrative Officer
Administrative Services Division

District of Columbia Courts
616 H Street, N.W., Suite 616
Washington, D.C. 20001

G.4.2 **CONTRACT OFFICER TECHNICAL REPRESENTATIVE (COTR):** is responsible for general administration of the contract and advising the Contracting Officer as to the Vendor's performance or non-performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, including consulting with technical staff of the Courts' Research and Development Division for review of all deliverables prior to acceptance. The COTR shall be:

Kiana Green
Contract Specialist
Administrative Services Division
District of Columbia Courts
616 H Street, N.W., Suite 612
Washington, D.C. 20001
Telephone Number: (202) 879-7718

G.5 **THE RESULTANT VENDOR IS HEREBY FOREWARNED THAT ABSENT THE REQUISITE AUTHORITY OF THE CONTRACTING OFFICER TECHNICAL REPRESENTATIVE TO MAKE ANY SUCH CHANGES, VENDOR MAY BE HELD FULLY RESPONSIBLE FOR ANY CHANGES NOT AUTHORIZED IN ADVANCE, IN WRITING, BY THE CONTRACTING OFFICER, MAY BE DENIED COMPENSATION OR OTHER RELIEF FOR ANY ADDITIONAL WORK PERFORMED THAT IS NOT SO AUTHORIZED, AND MAY ALSO BE REQUIRED, AT NO ADDITIONAL COST TO THE COURTS, TO TAKE ALL CORRECTIVE ACTION NECESSITATED BY REASON OF THE UNAUTHORIZED CHANGES.**

END SECTION G

SECTION H - SPECIAL CONTRACTS REQUIREMENTS

H.1 Other Vendors

The Vendor shall not commit or permit any act which will interfere with the performance of work done by any other Courts Vendor or by any Courts employee. If another Vendor is awarded a future contract for performance of the required services, the original Vendor shall cooperate fully with the Courts and the new Vendor in any transition activities which the Contracting Officer deems necessary during the term of the contract.

H.2 Disclosure of Information

H.2.1 Any information made available by the District of Columbia Courts shall be used only for the purposes of carrying out the provisions of this contract, and shall not be divulged nor made known in any manner to any person except as may be necessary in the performance of the contract.

H.2.2. In performance of this Contract, the Vendor agrees to assume responsibility for protection of the confidentiality of Courts records and that all work shall be performed under the supervision of the Vendor or the Vendor's responsible employees.

H.2.3 Each office or employee of the Vendor to whom information may be available or disclosed shall be notified in writing by the Vendor that information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions.

H.2.4 No information regarding the Vendor's performance of the contract shall be disclosed by the Vendor to anyone other than the District of Columbia Courts officials unless written approval is obtained in advance from the Contracting Officer.

H.3 Rights in Data

H.3.1 "Data" as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost and pricing, or management information.

H.3.2 The term "Technical Data" as used herein, means recorded information regardless of form or characteristic. It may, for example, document research, experimental,

developmental work, or be used to define a design or process to produce, support, maintain, or update material or documentation. The data may be character, graphic or pictorial delineation in media such as drawings or photographs, text, or related design or performance type documentation. Examples of technical data include research data, documentation drafts, lists, specifications, profiles, standards, process sheets, manuals, and technical reports.

H.3.3 The term "Computer Software" as used herein, means all computer programs and relational computer databases, "Computer Programs" as used herein are defined as a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. Computer programs include operating systems, assemblers, compilers, interpreters, database management systems, utility programs, sort/merge programs, and automatic data processing equipment (ADPE) maintenance diagnostic programs.

H.3.4 All data first produced in the performance of any contract resulting from this solicitation process shall be the sole property of the District of Columbia Courts. The bidder hereby acknowledges that all data, including, without limitation, produced by the bidder for the process, are works made for hire and are the sole property of the District of Columbia Courts; but, to the extent any such data may not, by operation of law, be works made for hire, the Vendor shall transfer and assign to the Courts the ownership of copyright in works, whether published or unpublished. Further, the Vendor agrees to give the Courts all assistance reasonably necessary to perfect such rights, including but not limited to the works and supporting documentation and the execution of any instrument required to register copyrights. The Vendor agrees not to assert any rights at common law or in equity in such data. The Vendor shall not publish or reproduce such data in whole or in any manner or form, authorize others to do so, without written consent of the District of Columbia Courts until such time as the Courts may release such data to the public domain. The Courts shall not unreasonably withhold consent to the bidder's request to publish or reproduce data in professional or public relations trade publications.

H.4 Vendor Management Responsibility

H.4.1 The Vendor shall appoint a Project Manager who will be the Vendor's Authorized Representative for technical and administrative performance of all services required hereunder. The Project Manager shall provide the single point of contact through which all Vendor/Court communications, work and technical direction shall flow. The Project Manager will be responsible for insuring that any requested changes be made to the final product.

H.5 Stoppage of Work

H.5.1 If the Vendor fails to abide by any or all of the provisions of the contract, the Contracting Officer reserves the right to stop all work or any portion thereof, affected by the Vendors failure to comply with the contract requirements. This stoppage will remain in effect until the Vendor has taken action to meet the contract requirements. If the Vendor fails or refuses to meet all the provisions of the contract or any separable part thereof after written notification and work stoppage, the Court may terminate the right of the Vendor to proceed.

H.6 Subcontracts

H.6.1 Nothing contained in the contract documents shall be construed as creating any contractual relationship between any subcontractor and the Court.

H.6.2 The divisions or sections of the specifications are intended to control the Vendor in dividing the work among the subcontractors or to limit the work performed by any trade.

H.6.3 The Vendor shall be as fully responsible to the Court for the acts and omissions of subcontractors, and of persons employed by them as he is for the acts and omissions of persons directly employed by him.

H.6.4 The Vendor shall be responsible for the coordination of the trades, subcontractors, materials, and persons engaged upon his work.

H.6.5 The Court will not undertake to settle any differences between the Vendor and his subcontractors or between subcontractors.

H.7 Safety Precautions:

H.7.1 The Government its officers, agents, servants and employees shall not be held liable for any property damages or physical harm resulting from inadequate protection.

H.8 Use of Premises

H.8.1 The Vendor shall comply with the regulations governing the operation of premises, which are occupied and shall perform his contract in such a manner as not to interrupt or interfere with the conduct of Court.

H.8.2 Any work necessary to be performed after regular working hours, on Saturdays, Sundays or legal holidays, shall be performed without additional expense to the Court.

H.8.3 The Vendor shall use only such entrances to the work area as designated by the COTR.

H.8.4 Only such portions of the premises as required for proper execution of the contract

shall be occupied.

H.9 **SECURITY CLEARANCE:**

The Vendor's personnel shall be subject to the Courts' security clearance process.

END SECTION H

SECTION I - CONTRACT CLAUSES

I.1 Applicability of General Provisions Applicable to the D.C. Courts Contracts:

The General Provisions Applicable to D.C. Courts Contracts (Attachment J. 1) shall be applicable to the contract resulting from this solicitation.

I.2 Restriction On Disclosure and Use of Data:

Bidders who include in their bids data that they do not want disclosed to the public or used by the Courts except for use in the procurement process shall so state in their bid.

I.3 Ethics in Public Contracting:

The Bidder shall familiarize itself with the Court's policy entitled "Ethics In Public Contracting". The bidder shall abide by such provisions in submission of its bid and performance of any contract awarded. See Attachment J.3.

I.4 Disputes:

Any dispute arising under or out of this contract is subject to the provisions of the Court's "Contract Disputes Procedures," as approved by the Joint Committee on Judicial Administration.

I.5 Laws and Regulations:

All applicable laws, Courts rules and regulations shall apply to the contract throughout, and they will be considered to be included in the contract the same though herein written out in full.

I.6 Non-Discrimination:

The Vendor agrees that it will comply with the nondiscrimination requirements set forth in D.C. Code, Section 1-2512 (1981 ed.) which will be incorporated into any contract awarded. The Vendor agrees to comply with requests from the Courts to support the Vendor's adherence to this section.

I.7 Examination of Books and Records:

The Contracting Officer, the Inspector General or any of its duly authorized representatives shall, until three years after final payment, have the right to examine any directly pertinent books, documents, papers and record of the Vendor involving transactions related to the contract.

I.8 Record Keeping:

The Vendor shall be expected to maintain complete and accurate records justifying all actual and accrued expenditures. The Vendor's records shall be subject to periodic audit by the Court.

I.9 Subcontracts

None of the Vendor's work or services hereunder may be subcontracted by the Vendor to any subcontractor without the prior, written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement which the Courts shall have the rights to review and approve prior to its execution to the Contract. Notwithstanding any such subcontractor approved by the Court, the Vendor shall remain liable to the Courts for all Vendors' work and services required hereunder.

I.10 Protest

I.10.1 Any aggrieved person may protest this solicitation, award or proposed contract award. Protest shall be filed in writing, within ten (10) working days after the basis of the protest is known (or should have been known) whichever is earlier with the Contracting Officer at:

I.10.1.1 Administrative Services Division
Attn: Administrative Officer
District of Columbia Courts
616 H Street, N.W., Suite 616
Washington, D.C. 20001

I.10.2 A protest shall include the following:

I.10.2.1 Name, address and telephone number of the protester;

I.10.2.2 Solicitation or Contract number;

I.10.2.3 Detailed statement of the legal and factual grounds for the protest, including copies of relevant documents;

I.10.2.4 Request for a ruling by the Contracting Officer; and

I.10.2.5 Statement as to the form of relief requested.

I.11 Debriefing

I.11.1 An Unsuccessful offeror may request a debriefing by submitting a written request to the Contracting Officer at the address specified in I.10 above within (3) calendar days from the date of receipt of the notification.

I.12 Insurance:

I.12.1 Prior to execution of the contract, the Vendor shall obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified below with an insurance company licensed or qualified to do business with the District of Columbia Courts. **All insurance shall set forth the District of Columbia Courts as an additional insured. The policies of insurance shall provide for at least thirty (30) day written notice to the District of Columbia Courts prior to their termination or material alteration. The Vendor must submit to the Contracting Officer a certificate of insurance as evidence of compliance within ten (10) calendar days after request.**

I.12.2 Comprehensive General Liability: Insurance against liability for bodily injury insurance coverage in the amount of at one million dollars (\$1,000,000) per occurrence.

I.12.3 Workers' Compensation: The Vendor shall carry Workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this agreement and the Vendor agrees to comply at all times with the provisions of the Workers Compensation Laws of the District.

I.12.4 Comprehensive Automobile Liability Insurance (applicable to owned, non-owned and hired vehicles): The Vendor shall carry comprehensive automobile liability insurance applicable to owned, non-owned, and hired vehicles against liability for bodily injury and property damage in an amount not less than that required by law of the District's Compulsory/No-Fault Vehicle Insurance Act of 1982, as amended.

I.13 Cancellation Ceiling

I.13.1 In the event of cancellation of the contract because of non-appropriation for any fiscal year after fiscal year 2010, there shall be a cancellation ceiling of zero dollars representing reasonable preproduction and nonrecurring costs, which would be applicable to the items or services being furnished and normally amortized over the life of the contract.

END SECTION I

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

- J.1 General Provisions Applicable to D.C. Courts Contracts**
- J.2 Anti-Collusion Statement**
- J.3 Ethics in Public Contracting**
- J.4 Non-Discrimination**
- J.5 Certification of Eligibility**
- J.6 Tax Certification Affidavit**
- J.7 Certification Regarding a Drug-Free Workplace**
- J.8 Past Performance Evaluation Form**
- J.9 Sample Envelopes, Letterhead, Stationary, Labels and Court Forms**
- J.10 Oracle Supplier Request Form**

END SECTION J

REPRESENTATIONS AND INSTRUCTIONS

**SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS
OF BIDDERS**

K.1 See attachment J7- Certification Regarding a Drug-Free Workplace

END SECTION K

REPRESENTATIONS AND INSTRUCTIONS

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 **Bid Submission and Identification:**

L.1.1 The District of Columbia Courts will not accept a facsimile copy of a bid as an original. Unless specifically authorized in the solicitation, the District of Columbia Courts shall not accept telegraphic bids.

L.1.2 The bidder shall conspicuously mark on the outside of the bid package the name and address of the bidder and the following:

Solicitation Number: DCSC-20-IFB-123

Caption: Printing and Delivery of DC Courts Envelopes, Lettered, Stationary, Labels, Cards and DC Court Forms

Bid Opening Date & Time: September 17, 2020, 12:00 p.m., EST.

L.1.3 **Confidentiality of Submitted Information:**

L.1.3.1 Bidders who include in their bids data that they do not want disclosed to the public or used by the District of Columbia Courts except for use in the procurement process shall mark the title page of the bid document with the following legend:

L.1.3.1.1 *"This bid includes data that shall not be disclosed outside the District of Columbia Courts and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process."*

L.1.3.2 The specific information within the *bid* which the bidder is making subject to this restriction announced on the title page must be noted on the individual pages which contain it. The bidder shall mark each page containing confidential information or data it wishes to restrict with the following text:

L.1.3.2.1 *"Use or disclosure of data contained on this page is subject to the restriction on the title page of this bid".*

L.1.3.3 Note that the District of Columbia Courts shall have the right to duplicate, use, or disclose the data to the extent consistent with the Court's internal needs in the procurement process. The Courts may, without permission of the bidder, use, without restriction, information contained in this *bid* package if it is obtained from another source.

L.1.4 **Bidders must submit their bids via e-mail to the following e-mail address:**

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Kiana Green
Contract Specialist
Kiana.Green@dcsc.gov

L.2 Bid Information and Format:

L.2.1 At a minimum, each bid submitted in response to this IFB shall include sections, as set forth below, which address the approach for the work described in Section "C" - Description/Specifications/Statement of Work. The bid shall include the requisite legal representations, resources which will directly be employed in the project, client references, and a description of similar services provided by the bidder and its key personnel. Failure to address adequately any of these areas may result in the bid being eliminated from consideration for award.

L.2.2 Bids shall be prepared simply and economically, providing a straightforward, concise delineation of bidder's capabilities to satisfy the requirements of this **IFB**. Fancy bindings and colored displays or promotional material are not desired or preferred, but pages must be numbered. **Each bidder shall submit one (1) original copy of the completed bid via e-mail. Each bid shall be properly indexed and include all information requested in the solicitation.**

L.2.3 General Information:

L.2.3.1 In this section of the **bid**, the **bidder** shall provide a brief description of its organization, including:

L.2.3.1.1 Ownership structure;

L.2.3.1.2 Ownership by foreign corporation with an interest exceeding five (5) percent;

L.2.3.1.3 Describe in detail any local organization presence and its relationship with other localities;

L.2.3.1.4 Name, Address, Telephone Number and Federal Tax Identification Number or Social Security Number of the bidder;

L.2.3.1.5 Whether the bidder is a corporation, joint venture, partnership (including type of partnership) or individual;

L.2.3.1.6 Articles of incorporation, partnership or joint venture agreement;

- L.2.3.1.7 **Copy of any current license, permit, registration or certification to transact business in the District of Columbia, if required by law to obtain such license, permit, registration or certification. If the bidder is a corporation or partnership and does not provide a copy of its license, registration certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements;**
- L.2.3.1.8 If the **bidder** is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements; and
- L.2.3.1.9 Name, address, and current phone number of bidder's contact person.
- L.2.4 **Experience, Qualifications and Resumes:**
- L.2.4.1 Documentation indicating the capabilities and experience with same or similar type of service.
- L.2.4.2 **Three (3) letters of reference to include information about previously performed District or federal or private contracts providing similar and/or like services, inclusive of dates, contract amount, address and telephone number of the contract administrator. Each reference letter shall address client's satisfaction with bidder's performance and deliverables on similar projects.**
- L.2.5 **Disclosure**
This section of the bid shall include the disclosure information described below:
- L.2.5.1 Disclosure details of any legal action or litigation past or pending against the **bidder;**
- L.2.5.2 A statement that the **bidder** knows of no conflict between its interests and those of the District of Columbia Courts; and further that the **bidder** knows of no facts or circumstances that might create the appearance of a conflict between its interests and those of the District of Columbia Courts; and
- L.2.5.3 Documentary evidence (e.g. certificates) that the **bidder** is authorized to conduct business in the District, and the **bidder** is current in its tax obligation to the District of Columbia.
- L.3 **Bid Price**
- L.2.3.1 The bid price must be submitted using the format provided in Section "B" of this IFB. The price furnished by the **bidder** shall be itemized for the services set

forth in Section C. The **bidder's** price bid shall become a part of the awarded contract. The **bidder's** price bid shall include all costs for the required services. This pricing information will also be used for evaluation purposes.

L.4 Bid Submission Date and Time, Late Submission, Modifications and Withdrawals:

L.4.1 Bids shall be submitted no later than the date and time specified in the solicitation. Bids, modifications to bids, or requests for withdrawal that are received in the designated Courts office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

L.4.1.1 The bid or modification was sent by registered or certified mail no later than the fifth (5th) calendar day before the date specified for receipt of bids;

L.4.1.2 The bid or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the Courts after receipt; or

L.4.1.3 The bid is the only bid received.

L.4.2 The only acceptable evidence to establish the date of a late bid, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the bid, modification or withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown in the postmark, the bid shall be considered late unless the **bidder** can furnish evidence from the postal authorities of timely mailing.

L.4.3 A late bid, late request for modification or late request for withdrawal shall not be considered, except as provided in this section.

L.4.4 A late modification of a successful bid which makes its terms more favorable to the Courts shall be considered at any time it is received and may be accepted.

L.4.5 A late bid, late modification or late withdrawal of **bid** that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful bids resulting from this solicitation.

L.5 Explanation to Prospective Bidders:

L.5.1 Questions concerning this Request for Bids **must be directed by e-mail to:**

Kiana Green, Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
E-mail address: Kiana.Green@dcsc.gov

L.5.2 **Any prospective bidder desiring an explanation or interpretation of this solicitation must request by e-mail by 2:00 PM, September 3, 2020.** Requests should be directed to the procurement contact person at the address listed in Section L.5.1. Any substantive information given to a prospective bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an amendment to the solicitation, if that information is necessary in submitting bids or if the lack of it would be prejudicial to any other prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

L.6 Changes to the IFB:

L.6.1 The terms and conditions of this IFB may only be modified by written addenda issued by the Contracting Officer, any oral representations to the contrary notwithstanding.

L.7 Contract Award:

L.7.1 **A CONTRACT WILL BE AWARDED TO THE RESPONSIBLE AND RESPONSIVE BIDDER WHOSE BID MEETS THE REQUIREMENTS SET FORTH IN THIS IFB AND IS THE TOTAL LOWEST (BASE YEAR AND ALL OPTION YEARS ADDED TOGETHER) BID PRICE.**

L.7.2 **PROSPECTIVE BIDDERS MUST BID IN AGGREGATE TO BE CONSIDERED FOR AWARD.**

L.8 Cancellation of Award

L.8.1 The District of Columbia Courts reserve the right, without liability to the Court, to cancel the award of any contract at any time prior to the approval of a formal written contract signed by the Executive Officer and Administrative Officer of the District of Columbia Courts.

L.9 Official Bid

L.9.1 Bids signed by an agent shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the Contracting Officer.

L.10 Certifications, Affidavits and Other Submissions

L.10.1 Bidders shall complete and return with their **bid** the Representations and Certifications (Section A and Attachment J.2 - Anti-Collusion Statement, Attachment J. 3- Ethics in Public Contracting, Attachment J.4 - Non-Discrimination, Attachment J.5 - Certification of Eligibility, Attachment J.6 - Tax Certification Affidavit, Attachment J.7 - Certification of a Drug-Free Workplace, Attachment J.8- Past Performance Evaluation Form, & Attachment J.10- Oracle Supplier Request Form).

L.11 Retention of Bids

L.11.1 All bid documents shall be the property of the District of Columbia Courts and retained by the Courts, and therefore will not be returned to the bidders. One (1) copy of each bid shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the bid will become a part of the official file on this matter without obligation on the part of the Courts except as to the disclosure restrictions contained in Section L.1.3.

L.12 Public Disclosure under FOIA:

L.12.1 Trade secrets or proprietary information submitted by a bidder in connection with procurement shall not be subject to public disclosure under the District of Columbia Freedom of Information Act (FOIA). This Act is not applicable to the Court. However, the bidder must invoke the protection of this section prior to or upon submission of the data or other materials; must identify the specific area or scope of data or other materials to be protected; and state the reasons why protection is necessary. A blanket proscription that the bidder's entire bid is proprietary will have not effect whatsoever.

L.13 Examination of Solicitation:

L.13.1 Bidders are expected to examine the Statement of Work and all instructions and attachments in this solicitation. Failure to do so will be at the bidder's risk.

L.14 Acknowledgment of Amendments:

L.14.1 Bidders shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) identifying the amendment number and date in the bid; or (c) letter. The District of Columbia Courts must receive the acknowledgment by the date and time specified for receipt of bids. Bidder's failure to acknowledge an amendment may result in rejection of the bid.

L.15 Right to Reject Bids:

L.15.1 The Courts reserves the right to reject, in whole or in part, any and all bids received as the result of this **IFB**.

L.16 Bid Preparation Costs

L.16.1 Each bidder shall bear all costs it incurs in providing responses to this **IFB** and for providing any additional information required by the Courts to facilitate the evaluation process. The successful bidder shall also bear all costs incurred in conjunction with contract development and negotiation.

L.17 Prime Vendor's Responsibilities

L.17.1 Each bidder may propose services that are provided by others, but any service(s) proposed must meet all of the requirements of this **IFB**.

L.17.2 If the bidder's bid includes services provided by others, the bidder will be required to act as the prime Vendor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The Vendor will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this **IFB**.

L.18 Contract Type:

L.18.1 This is a Firm-Fixed unit Price Indefinite Delivery/Indefinite Quantity (IDIQ) contract. Since it is impossible to predetermine the exact quantity of services required during the contract term, the quantities stated in the solicitation are estimates based upon the previous services and on the best knowledge of the Courts. Lesser quantity than specified in the solicitation may be needed as determined by the Courts' need during the term of this contract. Greater quantities shall be authorized in contract amendments to meet the needs of the Court.

L.19 Failure to Respond to Solicitation:

L.19.1 In the event that a prospective bidder does not submit a bid in response to the solicitation, the prospective bidder should advise the Contracting Officer by letter or postcard whether the prospective bidder wants any future solicitations for similar requirements. If the prospective bidder does not submit a bid for three successive **bid** openings and does not notify the Contracting Officer that future solicitations are desired, the prospective bidder's name may be removed from applicable mailing list.

L.20 Signing Bids and Certifications:

L.20.1 Each bidder must provide a full business address and telephone number of the bidder and **BE SIGNED BY THE PERSON OR PERSONS LEGALLY AUTHORIZED TO SIGN CONTRACTS**. All correspondence concerning the **bid** or resulting contract will be mailed to the address shown above on the **bid** in the absence of written instructions from the bidder or Vendor to the contrary. Any **bid** submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any **bid** submitted by a corporation, followed by the signature and title of the person having authority to sign for the corporation. Upon request, a bidder shall provide to the Courts satisfactory evidence of authority of the person signing on behalf of the corporation. If an agent signs a bid, the bidder shall submit to the Contracting Officer, the agent's authority to bind the bidder. Bidder shall complete and sign all Representations and Acknowledgments, as appropriate. Failure to do so may result in the **bid** being rejected.

L.21 Errors in Bids:

L.21.1 Bidders shall fully inform themselves as to all information and requirements contained in the solicitation. Failure to do so will be at the bidder's risk. In the event of a discrepancy between the unit price and the extended price, the unit price shall govern.

L.22 Authorized Negotiators

L.22.1 The bidder shall include in its bid a statement indicating those persons authorized to negotiate on the bidder's behalf with the District of Columbia Courts in connection with this Request for bids: (list names, titles, and telephone numbers of the authorized negotiators). Bidders are expected to examine the Statement of Work and all instructions and attachments in this solicitation. Failure to do so will be at the bidder's risk.

L.23 RESERVED

L.24 Acceptance Period

L.24.1 The Bidder agrees to keep its bid open for a period of one hundred and twenty (120) days from the date specified for the submission of bids.

END SECTION L

SECTION M - EVALUATION FACTORS

M.1 Prospective Vendor's Responsibility

- M.1.1 In order to receive an award under this **IFB**, the Court's Contracting Officer must determine that the prospective Vendor has the capability in all respects to perform fully the contract requirements. To be deemed responsible, a prospective vendor must establish that it has:
- M.1.1.1 Financial resources adequate to perform the contract, or the ability to obtain them;
 - M.1.1.2 Ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
 - M.1.1.3 A satisfactory record of performance;
 - M.1.1.4 The necessary organization, experience, accounting and operational control, and technical skills, or the ability to obtain them;
 - M.1.1.5 Compliance with the applicable District licensing, tax laws, and regulations;
 - M.1.1.6 The necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
 - M.1.1.7 Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
 - M.1.1.8 The Courts reserves the right to request from prospective vendor information necessary to determine the prospective vendor's responsibility. Information is to be submitted upon the request of the Courts within the time specified in the request. Failure of a bidder to comply with a request for information may subject the bidder's bid to rejection on responsibility grounds. If a prospective vendor fails to supply the requested information, the Court's Contracting Officer shall make the determination of responsibility or nonresponsibility based on available information. If the available information is insufficient to make a determination of nonresponsibility, the Court's Contracting Officer shall determine the bidder to be nonresponsible.

END SOLICITATION