

NEW YORK STATE
 DIVISION OF CRIMINAL JUSTICE SERVICES
 Office of Financial Services
 Alfred E. Smith Office Building
 80 South Swan Street, 10th Floor
 Albany, NY 12110
INVITATION FOR BIDS

IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN
 BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY

(Bid Submissions via E-Mail or Fax Are NOT Acceptable)

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|--|---|
| BID DUE DATE: DATE: 04/27/2022 TIME: 4:00 PM | TITLE: Printing, Publishing, Graphic Arts & Supplies Domestic Incident Report (Form #3221-03/22) |
| INVITATION FOR BIDS NUMBER: DCJS CJS 2022-01 | SPECIFICATION REFERENCE: As incorporated herein |
| CONTRACT PERIOD: Anticipated 3-year contract with up to two 1-year extensions allowed through contract amendments. | ADDRESS INQUIRIES TO: Mr. Sanford Fader Procurement Officer, Office of Finance E-mail address: DCJSProcurement@dcjs.ny.gov |

The bid must be fully and properly executed by an authorized person. **By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS, Appendix A (Standard Clauses For New York State Contracts) and that all information provided is complete, true and accurate.** Bidders are requested to retain Appendix A for future reference.

| | | | |
|---|------|--|----------|
| Name of Company Bidding: | | Bidder's Federal Tax Identification No.: | |
| Street | City | State | Zip Code |
| If you are not bidding, please place an "x" in the box and provide a reason, then return this page only. <input type="checkbox"/> WE DO NOT PLAN TO BID AT THIS TIME BECAUSE | | | |
| Vendor's Signature: | | Printed or Typed: | |
| Title: | | Date: | |
| Phone Number: | | E-mail Address: | |
| Fax Number: | | Company Website: | |

The release of the Domestic Incident Report (DIR) 3221-03/22 IFB CJS 2022-01 initiates the Restricted Period for this procurement which commences upon formal release of the Invitation for Bid (IFB) and continues until further notice. State Finance Law requires that a governmental entity incorporate a summary of its policy and prohibitions regarding permissible contacts during a covered procurement. Pursuant to the State Finance Law, this IFB includes this summary. DCJS has imposed certain restrictions on communication with DCJS and agency employees during this procurement process.

During the Restricted Period for this procurement, ALL communications must be only as directed by DCJS and only to the Designated Contact identified by DCJS. Violation of the Procurement Lobbying Law can result in penalties.

The DCJS Sole Designated Contact and Submission Contact for this IFB procurement is as follows:

Sanford Fader
Assistant Director, Office of Finance
New York State Division of Criminal Justice Services
Alfred E. Smith Office Building, 10th Floor
80 South Swan Street Albany, NY 12210
Ph: 518-485-7969
DCJSprocurement@dcjs.ny.gov

UNDER NO CIRCUMSTANCES MAY CONTACT BE MADE TO ANY OTHER DCJS EMPLOYEE CONCERNING THIS PROCUREMENT.

All inquiries must be submitted by electronic mail only to the above DCJS Sole Designated Contact at DCJSprocurement@dcjs.ny.gov.

**NYS Division of Criminal Justice Services Standardized
Domestic Incident Report (DIR) (Form #3221-03/22)**

The New York State Domestic Incident Report (DIR) form is used by law enforcement officers across the State. DIRs are completed by officers when they respond to a complaint involving domestic parties (e.g., spouses, family members, intimate partner relationships.) DIRs are statutorily mandated forms in New York State.

Minimum Specifications for DIR forms

ITEM:

The DIR (Form #3221-03/22) is a eight-part carbonless snap out set bound in booklets (25 forms per booklet) with a wrap-around cover (from the bottom) with chipboard stiffener. (A camera-ready document is available upon request to DCJSProcurement@dcjs.ny.gov.)

SHIPMENT LOCATIONS:

Shipment location will be specified at the time of order to either:

NYS Division of Criminal Justice Services
Alfred E. Smith Office Building
80 South Swan Street
Albany, NY 12210
Or
NYPD Quartermaster Section
50 16-59th Place
Woodside, NY 11377

SIZE:

Snapout sets - letter size (8 ½ x 11) plus stubs at bottom and top.
(Overall approximate size is 8 ½ x 12 ¼)

Front cover - 8 ½ x 12 ¼ (grain 8 ½)
Wraparound bottom/back cover - 8 ½ x 24 ¼ (grain 8 ½)
Chipboard Stiffener - 8 ½ x 12 ¼

STOCK & WEIGHT:

Snapout Sets

(Codes: C= carbonless, B= back, F= front)

PART 1: White (CB) Carbonless Bond - Black Image

PART 2: White (CFB) Carbonless Bond - Black Image

PART 3: Pink (CF) Carbonless Bond - Black Image

PART 4: White (CB) Carbonless Bond - Black Image

PART 5: White (CFB) Carbonless Bond - Black Image

PART 6: Pink (CF) Carbonless Bond - Black Image

PART 7: Pink Forms Bond

PART 8: Pink Forms Bond

Weight of all plies to be a minimum of 14 lbs. PARTS 7-8 should be 20 lbs. Front and back covers - 150, 175 or 200 lbs. Manila tag. (Contractor's option) Stiffener (inside back cover) #45 chipboard

RECYCLED CONTENT:

In accordance with Executive Order No. 4, "Establishing A State Green Procurement And Agency Sustainability Program," it is the intent of the New York State Division of Criminal Justice Services (DCJS) to award to a bidder who can furnish all stocks required containing 100% post-consumer fiber as defined by the Environmental Protection Agency (EPA), however in the event that there are no responsive bids received meeting this requirement the following minimum recycled content requirements for post-consumer fiber as defined by the EPA will be awarded as follows:

- 100% for uncoated white bond, offset, opaque, text and cover
- 30% for uncoated colored cover
- 20% for uncoated bristols
- 10% for coated printing paper

RECYCLED CERTIFICATION:

A Paper Manufacturer's Affidavit of Recycled Content for the proposed paper verifying a minimum of 100%, 30%, 20% or 10% (whichever is applicable - See "Recycled Content" requirements) post-consumer fiber as defined by the EPA must be on file with DCJS.

Failure to submit a properly completed affidavit within six calendar days after notification may result in disqualification of bid.

NOTE:

The State reserves the right to verify the recycled content paper used in the resultant contract award by the following methods, including but not limited to:

- Supplier invoices for proposed recycled content paper
- Site inspection

SUSTAINABILITY:

All non-recycled or virgin content of proposed products shall be derived from a sustainably managed renewable resource and must be certified as such through an appropriate third-party certification program recognized by the paper industry, such as the Forest Stewardship Council (FSC) and Sustainable Forestry Initiative (SFI). Confirmation of compliance with this requirement should be attached to and submitted with bids at the time of the bid opening. Failure to submit the required documentation may result in the rejection of bid. DCJS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

PRESSWORK:

PARTS 1 THROUGH 6 print front only. PARTS 7 THROUGH 8 print back and front. Front cover print front and back. Wrap around cover is blank - no printing.

INK:

Black on all parts.

PARTS 1 THROUGH 3:

- (1) PART 1 (top page): POLICE DEPARTMENT COPY
- (2) PART 2 (2nd page): NYS DCJS COPY
- (3) PART 3 (3rd page): VICTIM'S COPY (This copy will have several boxes that contain contact or address information blacked out for safety reasons. See explanation below.)

PARTS 4 THROUGH 6:

- (1) PART 4 (first page 2): POLICE DEPARTMENT COPY
- (2) PART 5 (second page 2): NYS DCJS COPY (Top Portion)
- (3) PART 6 (third page 2): VICTIM COPY

PARTS 7 THROUGH 8:

(The VICTIM'S RIGHTS NOTICE). This includes versions in English, Spanish, Chinese and Russian.

SHADING:

Several boxes of the DIR form will need to be lightly shaded.

COPY:

A camera-ready copy can be provided in either hard copy or electronic form at the time orders are placed. Content may change in accordance with administrative requirements or legislative changes.

BLACKED OUT BOXES:

For victim safety reasons, it is critical that certain parts of the DIR form be "blacked out" on the victim's copy. The following boxes or fields of PART 3 (the victim's copy of page 1) and PART 6 (the victim's copy of page 2) should be blacked out:

- (a) ORI box Pages 1 and Page 2
- (b) VICTIM INFORMATION
 - Date of Birth, Age, Gender
 - Address, City, State, Zip
 - Language
- (c) SAFE CONTACT INFORMATION
- (d) WITNESSESS (all of this section)

CONSTRUCTION:

There will be 25 sets to a booklet, with a CHIPBOARD STIFFENER

inside back cover. Each booklet will have a top cover sheet. The front cover has the title page on the FRONT (which says "Domestic Incident Report" etc.), and on the BACK, it lists some of the most common Penal Law offenses.

The booklet will also need a **MANILA TAG/ WRAP AROUND COVER (OR MANIFOLD COVER)** so writing on *page 1*, does not write through to *page 2* of the DIR, and writing on *page 2* does not write through to the Victim Rights Notice (PART 7 through PART 8) or through to the next DIR.

BINDING:

Booklets to be bound at top with two heavy wire staples.

NOTE:

Unless it is determined that the cost of printing with vegetable-based ink is significantly greater than the cost of printing with petroleum-based ink, all lithographic inks used in the production of New York State printing requirements must contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

PROOFS:

DCJS requires the successful bidder to submit one set of hard copy constructed proofs within 10 business days of receipt of order.

OVERRUNS/UNDERRUNS:

Overruns of 3% are acceptable. DCJS, at its option, may either accept or reject additional quantities beyond the allowable overrun.

DELIVERY TIME:

DCJS expects forms to be available for shipment to all locations not later than 30 calendar days following DCJS issuing order.

ORDERS:

DCJS estimates the number of booklets (25 forms per booklet) to be printed through the initial three year contract term to be approximately 40,000. This number can vary depending on the need of the local police departments throughout NYS. Delivery will be specified at the time orders are placed.

----- **END OF PRINTING SPECIFICATIONS** -----

Division of Criminal Justice Services Summary of Policy and Prohibitions on Procurement Lobbying

Background:

State Finance Law §139-j (6) requires that a Governmental Entity incorporate a summary of its policy and prohibitions regarding permissible Contacts during a covered procurement.

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between a Governmental Entity and an Offerer/bidder during the procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the Governmental Entity and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). The designated staff person, as of the date hereof, is identified on the first page of this solicitation. DCJS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for Contract award and in the event of two findings within a 4 year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at the OGS website:

<http://ogs.ny.gov/acpl/>

The Division of Criminal Justice Services' Procurement Lobbying Guidelines are attached. The Offerer /Bidder must comply with applicable provisions of State Finance Law §139-j and §139-k.

GENERAL INFORMATION

NOTICE TO BIDDERS:

Receipt of these bid documents does not indicate that DCJS has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

The DCJS Procurement Officer will receive bids pursuant to the provisions of Article XI of the State Finance Law or the provisions of the State Printing and Public Documents Law. The following procedures shall be used for bid submittals:

1. BID PREPARATION

Prepare your bid on the attached Price Quote Form using indelible ink. Print the name of your company on the Price Quote Form in the block provided. One copy of the bid is required, unless otherwise specified herein.

2. BID DELIVERY

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to DCJS **prior to** the date of the bid opening. **Bids submitted via e-mail or fax are not acceptable and will not be considered.**

3. PROPOSAL REQUIREMENTS

To be eligible, bidders are required to submit a completed proposal in conformance with the format and content requirements set forth herein, and the required documents as follows:

1. Price Quote Form
2. Encouraging NYS Business Form
3. Non-Collusive Bidding Certification

Price Quote Form

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

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Bidders Name:

Federal ID Number:

Will these booklets be printed by the company named on the front page of this bid? Yes _____ No _____

If no, provide name, address and all contact information for all sub-contractors that will be providing this printing service:

Unit Price

\$_____/10,000 Booklets to Albany or NYC (25 Forms per Booklet)

Please note: Your bid price should contemplate all anticipated costs including but not limited to: paper, ink, support staff, shipping etc.

Orders of less than 10,000 booklets will be prorated to this price.

**ENCOURAGING USE OF
NEW YORK STATE BUSINESSES IN
CONTRACT PERFORMANCE**

New York State businesses have a substantial presence in State Contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this Contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, proteges or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this Contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women- owned businesses, consistent with current State law.

Utilizing New York State businesses in State Contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its Contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the Contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this Contract?

_____ **Yes** _____ **No**

If **Yes**, identify New York State businesses that will be used and attach identifying information.

**NON-COLLUSIVE BIDDING CERTIFICATION REQUIRED BY
SECTION 139-D OF THE STATE FINANCE LAW**

**SECTION 139-D, Statement of Non-Collusion in bids to the
State:**

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1]. [2]. [3] ABOVE HAVE NOT BEEN COMPLIED WITH: PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FOREGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

Subscribed to under penalty of perjury under the laws of the State of New York, this ____ day of _____, 20__ as the act and deed of said corporation of partnership.

IF BIDDER(S) ARE A PARTNERSHIP, COMPLETE THE FOLLOWING:

Identifying Data

Potential Contractor:

Address:

Phone Number:

Title: _____ If applicable, responsible Corporate Officer

Name: _____

Signature Joint or combined bids by companies or firms must be certified on behalf of each participant.

Legal name of person, firm or corporation

Legal name of person, firm or corporation

Name

Name

Title

Title

Address

Address

Address

Address

4. EVALUATION PROCESS

After the bid opening, proposals will be screened for completeness and conformance with DCJS requirements of the bid submission. At this point, any proposal may be denied further consideration if it does not meet the requirements.

5. METHOD OF AWARD

Award will be made to the lowest responsive and responsible bidder meeting all Minimum Requirements outlined in this IFB. In the event of tie bids, the Director of Finance shall make the final determination.

For **evaluation purposes only**, we will assume the following orders during the contract period:

10,000 booklets delivered to Albany or NYC location.

Your bid price should contemplate all anticipated costs including but not limited to: paper, ink, support staff, shipping etc.

6. GENERAL CONDITIONS AND CONTRACT REQUIREMENTS

A. Timetable:

Contract Reporter notice: 04/07/2022
Responses Due: 04/27/2022 4:00 P.M.

Sealed bids will be received by the issuing officer for services specified herein under the terms and conditions of the proposal. **No bid will be considered if received after 4:00 pm on 04/27/2022.** DCJS assumes no responsibility for delivery delays and will not consider proposals arriving after this day and time. Each bid should be submitted in an envelope clearly marked as "**SEALED BID/PROPOSAL CJS 2022-01**".

B. Issuing Officer:

Proposals must be submitted to the Finance Office address below to be considered eligible for the bidding process. All other proposals will be rejected.

Sanford Fader, Assistant Director of Finance
New York State Division of Criminal Justice Services
Alfred E. Smith Office Building
80 South Swan Street
Albany, New York 12210

C. Bidding Practices (Appendix C) Non-collusive bidding certification: (Reference: State Finance Law Section 139-d and Appendix A, Clause 7):

Each bidder shall submit, as part of the proposal, a completed copy of the Bidding Practices Certificate. This will certify that, to the best of the bidder's knowledge and belief:

The prices in the bid have been arrived at independently, without collusion, consultation, communication or

agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor;

Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor prior to completion of the selection process; and

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where the above conditions have not been complied

with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where the above conditions have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department or agency to which the bid is made, or his designee, determine that such disclosure was not made for the purpose of restricting competition (Section 139-d of the State Finance Law).

The fact that a bidder has published price lists, rates, or tariffs covering items or services being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning stated above.

D. IFB Documents

DCJS will make no allowance or concession to a bidder for any alleged misunderstanding or deception because of quantity, character or other conditions. The bid price is to cover the cost of furnishing all of the services specified in the bid specifications to the satisfaction of DCJS and the performance of all work set forth in specifications.

E. Contract Period and Renewal

It is anticipated there will be one three-year initial contract with the winning vendor with no cost escalations, with the option of 2 one-year extensions through contract amendments. Prices or discounts quoted are to be firm for the entire period of the three-year contract.

F. Reserved Rights

DCJS reserves the right to:

- a. Reject any or all proposals received in response to this IFB and to reissue a modified version this IFB;
- b. Amend IFB specifications to correct errors or oversights, or to supply additional information as it becomes available;
- c. Direct the bidder to submit proposal modifications addressing subsequent IFB amendments issued as per #2 above;
- d. Make typographical corrections to proposals, with the concurrence of the bidder;
- e. Correct computational errors with the written concurrence of the bidder;
- f. Change any of the scheduled dates stated herein.
- g. Eliminate any mandatory specification that cannot be complied with by any of the prospective bidders;
- h. At any time prior to contract execution withdraw or award the IFB in whole or in part;
- i. At any time prior to contract execution, accept or reject any and all proposals, or separable portions

- of proposals, and waive minor irregularities and/or omissions in proposals if the State determines the best interests of the State will be served;
- j. In its sole discretion, accept or reject illegible, incomplete, or vague bids, and its decision shall be final;
 - k. During the evaluation process, at its sole option, seek clarification from an offerer for the purpose of assuring DCJS's full understanding of the offerer's responsiveness to the IFB requirements. This clarification information, if required in writing by DCJS, must be submitted in writing in accordance with the formats as prescribed by DCJS at the time it is requested by DCJS, and if received by the due date requested, shall be included as a formal part of the offerer's proposal. Failure to provide required information by the specified due date may result in rejection of the offerer's proposal;
 - l. Award a contract for any or all parts of a proposal and negotiate contract terms and conditions to meet agency program requirements consistent with the solicitation;
 - m. Consider all offerers' proposals firm and binding for a period of at least 180 days from the Bid Proposal Due date, or until such time as a contract resulting from this RFP is approved by the NYS Comptroller; and
 - n. Elect to award a contract to one responsive and responsible offerer.

G. Compliance with Workers Compensation Law

In accordance with sections 57 and 220(8) of the Workers' Compensation Law, the selected bidder agrees to provide proof of compliance with workers' compensation law requirements.

H. Compliance with Tax Law Requirement

Upon selection, bidder will be required to complete the Contractor Certification form ST-220 CA. See NYS Taxation and Finance web page at <http://www.tax.ny.gov>. Submission must include original signature.

I. Vendor Responsibility

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/> or go directly to the VendRep System at https://www.osc.state.ny.us/vendrep/info_vrsystem.htm.

For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can complete the Vendor Responsibility Questionnaire.

J. Debriefing Request

DCJS shall provide an opportunity for debriefing upon request which must be received by DCJS not later than ten business days following notification of proposed award or non-award notification.