

OCA-DGCP-053 Indoor Flags and Flagpoles

Initial Questions and Responses

The New York State Unified Court System (“UCS”) thanks the vendors that submitted the questions below concerning a Request for Bids (“RFB”) known as OCA-DGCP-053 Indoor Flags and Flagpoles that was issued on Tuesday, October 28, 2025.

Below are responses to the questions UCS received in connection with this RFB.

Question #1

Before finalizing our submission, we would like to confirm whether the Unified Court System will accept **electronic (email) submission** of the proposal, or if **hard copies must be mailed** to your Castleton-on-Hudson address.

UCS Response

UCS will not accept electronic submissions of bids. As noted in Amendment #1, vendors must submit their bids by hand delivery or mail and must include the original complete proposal and one (1) hard copy of the original complete proposal. *Proposals will not be accepted electronically or by fax.*

Question #2

Could you please advise which submission method is required, and if mailing is required, how many printed copies should be enclosed?

UCS Response

As noted in Amendment #1, vendors must submit their bids by hand delivery or mail and must include the original complete proposal and one (1) hard copy of the original complete proposal. *Proposals will not be accepted electronically or by fax.*

Question #3

Can you verify if these are shipped with sand added beforehand, not an empty base and that they will add the sand?

UCS Response

The UCS request is for a weighted indoor floor stand base for a 7' x 1-1/4" flagpole. Therefore, the base should be weighted with sand prior to shipping.

Question #4

Can you verify if these kits are purchased separately, or that they may buy a USA kit and/or a NYS kit?

UCS Response

UCS requests the pricing for Lot 1(US Flags & Flagpole Sets and Individual Replacement Items) and Lot 2 (NYS Flags & Flagpole Sets and Individual Replacement Items) separately pursuant to the Exhibit A Pricing Sheet. UCS will award a single contract to the lowest dollar cost, responsible bidder in each Lot. In that scenario, the UCS would place Lot 1 orders with one successful bidder and Lot 2 orders with another successful bidder.

UCS reserves the right to award a combined contract should one bidder be the lowest dollar responsible bidder for both Lots. In this scenario, UCS would designate on the purchase order a request for Lot 1 items only, or Lot 2 items only, or both Lot 1 and Lot 2 items.