

### **Pre-Bid Conference Q&A**

The New York State Unified Court System (“UCS”), Office of Court Administration (“OCA”) is soliciting sealed bids to provide a Class A dress uniform package for Court Officer Trainees (“Uniform Package”), including measurement, fitting and delivery of Uniform Packages to the NYS Court Officer Academy facility, currently located in Brooklyn, New York (hereafter, the “COA”), as well as alteration, refitting, and redelivery as needed. The Uniform Package shall consist of a cap, tie, dress gloves, shoes and tailored-to-fit “Class A” quality blouse and trousers. In connection with this bid opportunity, an in-person pre-bid conference was held at 10:00 AM on Tuesday, April 14, 2026 at 541 St. Johns Place, Brooklyn, NY 11238. The following is a summary of questions asked by vendors and answers provided by representatives of UCS during the pre-bid conference:

Question 1: Is the jacket made to measure or is it fitted based on size? (Medium, Large, etc.)

***Answer: Measure each recruit head to toe, some may require additional adjustments but must all pass inspection. Noting that several scenarios can be in play, whether it’s a jacket (“Blouse Coat”) that’s already made and will fit “off the rack”, a jacket that is off the rack but may require alterations, or if necessary, tailor made based on the individual (if nothing pre-made will work since as we know, we all come in different shapes and sizes).***

Question 2: Are there shirts under the jackets?

***Answer: The recruits are required to purchase their own but can buy from vendor but not required to.***

Question 3: Why are we doing a new bid every class?

***Answer: We always go to bid every class at each location currently.***

Question 4: What is the timeline?

***Answer: Class starts 7/6, fittings on 7/13 after 5pm shoe delivery week of 8/10, complete Class A uniform week of 9/21, this schedule is a loose schedule currently. Fittings will be the week of 7/13, not all in one night. Based on the size of the class, the vendor should plan to be here Monday 7/13 – Thursday 7/16, between the hours of 5:00 pm and 8:00 pm. So, for example a class of 240 would have 60 recruits measured each night, Monday-Thursday, with none staying past 8:00 pm. If the class is slightly smaller, and they want to bring more tailors, they can do it in 3 nights. For delivery of the Class A Uniforms, vendors are required to hand out the uniform upon delivery and make any correction needed. A timeline will be established with the selected vendor closer to the start date.***

Question 5: Why are the shoes delivered early?

***Answer: They need to wear shoes for the training uniform.***

Question 6: When is graduation?

***Answer: 10/28/26 (tentatively)***

Question 7: Do shield holes need to be built in?

*Answer: Yes, shield holes with threading are built in not tacked on after the fact. They are spaced 1 ¾ inches apart.*

Question 8: Do you supply the patches

*Answer: No, the vendor supplies.*

Question 9: If they order a size 36 waist and it doesn't fit, what happens?

*Answer: The vendor fixes the pants properly fit and passes inspection.*

Question 10: Is the long sleeve shirt the same as the short sleeve?

*Answer: Yes, but that is the training uniform not apart from this contract.*

Question 11: What do the recruits need for the training uniform?

*Answer: This is referred to as a Class B Uniform which they purchase their own and need about a month after the class begins, same time as the shoes. Class B is comprised of short sleeve shirt (dark navy blue, military type uniform shirt, with agency patch on each sleeve, with epaulets and button down pockets), "Class B" trousers (navy blue uniform pants with black mohair braid ½ inch wide covering the outer seams), the uniform shoes (part of the bid) and a black pant belt (black leather garrison type trouser belt at least 1¼ inch width with a plain buckle).*

Question 12: Can we get a copy of the last winning bid?

*Answer: Yes, we will touch base with counsel on what can be posted on the website in the Q&A section it will not be a copy of the winning bid but will provide bid tabulation.*

Question 13: Can we drop off the sample in person?

*Answer: Yes, it can be hand delivered.*

Question 14: Is there a possibility of an extension?

*Answer: Not as of right now. We can always check with counsel.*