



New Jersey Motor Vehicle Commission

P.O. Box 160
Trenton, New Jersey 08666-0160

STATE OF NEW JERSEY

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Chairman and Chief Administrator

6/30/2016

Re: RFQ "SKIP THE TRIP POSTCARDS"

PRICE QUOTATION REQUIREMENTS

PLEASE REVIEW FOLLOWING SPECIFICATIONS AND QUOTE ACCORDINGLY:

**QUANTITY 1: 1,000,000 (PROVIDE PRICE PER M)
OR
QUANTITY 2: 1,500,000 (PROVIDE PRICE PER M)
SIZE: 6 X 4 1/4 POSTCARD-NO BLEEDS
PRINTS: 4/4 4 COLOR PROCESS
STOCK: 110 lb. Index White
ARTWORK: DIGITAL ARTWORK SUPPLIED
PRINTER'S PROOFS:**

Proofs must be submitted to:
Motor Vehicle Commission, Forms Control Unit,
1600 North Olden Avenue,
Ewing, New Jersey 08638.

Via e-mail to kevin.sweeney@dot.state.nj.us
or hard copy via regular mail to the address above.

BINDERY/FINISHING: Trim to 6 X 4 1/4

PACKING:

Packed in cartons of uniform size, containing equal quantities. All cartons must be affixed with a Label indicating quantity per carton, vendor name, P.O. number, form number, a 3 of 9 bar code and description. In addition a sample of the printed postcard must be affixed to the outside of the carton. Palletize with standard notched four way entry, double face, flush type – 40" wide by 48" deep. Pallets must be secured with stretch wrap.

DELIVERY: Price to include delivery to the warehouse of N.J. Motor Vehicle Commission, 1600 North Olden Avenue, Ewing, New Jersey 08638. Deliveries will be accepted Monday thru Friday (except holidays) between the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON AND 1:00 P.M. AND AFTER 4:00 P.M.

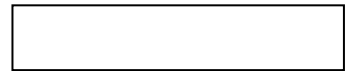
Q & A PERIOD- Any questions should be sent via e-mail to alan.krupa@mvc.nj.gov by close of business July 5, 2016. Answers will be e-mailed back to all potential bidders.

BID DUE DATE-July 7, 2016 (Close of Business).

CRITICAL SCHEDULE (QUOTE ACCORDINGLY-MUST BE ABLE TO MEET SCHEDULE)

July 8, 2016- PO issued to low responsive bidder with artwork. DPA paper work required*
July 13, 2016-Proof Due.
July 14, 2016-Proof Approval.
July 15-22 Production
July 26, 2016 Delivery to Warehouse

Please provide pricing by COB July 7, 2016 via e-mail to: procurement@mvc.nj.gov



* The **successful bidder** will be required to submit required Delegated Purchase Authority (DPA) forms before a Purchase Order can be issued:

Ownership Disclosure Form
Disclosure of Investigations and Actions Involving Bidder Form
Disclosure of Investment Activities in Iran Form
Source Disclosure Certification Form
MacBride Principles Certification Form
Vendor Certification and Political Contribution Disclosure Form
Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form
Affirmative Action Supplement Form
Delegated Purchasing Authority Terms and Conditions

http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf

Notice to the Vendor Community:

N.J.S.A. 52:32-33.1. State contractors encouraged to disseminate information relative to organ donation.

“all business concerns awarded contracts with the State, as defined in section 2 of P.L.1987, c.184 (C.52:32-33) (are encouraged) to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C.s.1320b-8 to serve in this State.