

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

DATE: 2/10/2017

FORM NO.: NJTR-1(R1/17)

TITLE: Police Accident Report – No Overruns or Underruns

QUANTITY: 500,000

TRIMMED SIZE: Overall 8.5" X 11.5" Form detached 8.5" X 11"

Die Cut First Fly sheet – 7.75" (width) x 9.75" (length).
 Die Cut Second Fly sheet - 7" (width) x 9.5" (length).

PAPER STOCK: Form – 28lb. paper (25 leaves)

Two (2) Die Cut Fly sheets 150 lb. Index (Manila) or equivalent. Chipboard backer – 8.5" x 11.5" .22 point chipboard (long grain).

CONTSTRUCTION: As per sample.* Twenty five (25) sheets perforated .5" from top of sheet

with 2 Die Cut Fly sheets perforated .5" from top of sheet, chipboard

backer. Tape bound along 8.5" side (top).

(A sample may also be viewed at MVC Headquarters in Trenton if

necessary.)

TYPOGRAPHY

LAYOUT: Form prints two sides. Die Cut Fly sheets prints two sides. Copy

supplied on disk or via e-mail as PDF files.

COLOR INK: Black Ink Throughout (1/1 No Bleeds). The only thing that does not print

is the chipboard backer.

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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@mvc.nj.gov or hard copy via regular mail to the address above. Proofs must be submitted ten (10) days after receipt of purchase order.

Failure to comply will result in withholding of payments.

PACKING:

Wrapped 25 books per package (Shrink wrapping). Two (2) packs per carton. All cartons must be affixed with a label indicating quantity per carton, vendor name, P.O. number, form number and description, and 3 of 9 bar code with all of the above encoded. Palletize with standard notched four way entry, double face, flush type 40" wide by 48" deep by 4" high. Pallets must be secured with stretch wrap. Height must not exceed 48" including pallet.

DELIVERY DATE:

Four 4 weeks after receipt of proof approval.

DELIVERY PLACE:

Price must include delivery to the warehouse of the 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.

Failure to comply with any of the above specifications may result in rejection of delivery, or deduction from vendor's invoice price, of the cost of repacking, or of adjusting any other deviation.

SAMPLE FOR REVIEW:

The herein specified product is available (sample) for bidders to review in order to prepare and submit accurate and comprehensive proposals: A complete sample of the Accident Report booklet will be available for review at NJ Motor Vehicle Commission (NJMVC), located in the Trenton Office Complex, 225 East State Street, New Jersey 08666. A bidder who wishes to review the sample must make an appointment via email at: Procurement@mvc.nj.gov with

Margaret LaPage between the hours of 9:30am to 3:30pm on Thursday, February 16, 2017.

Please note: Samples will not be allowed off premises and photos are not permitted.

The MVC Division of Procurement will electronically accept questions and inquiries from all potential respondents electronically via email at Procurement@mvc.nj.gov by Close of Business (C.O.B) (4:30 P.M.) Wednesday, February 22, 2017.

Questions should be directly tied to the RFQ and asked in consecutive order, from beginning to end, following the organization of the RFQ. Each question should begin by referencing the RFQ section to which it relates.

In order to be considered for award, the respondent must provide a quote on company letterhead via email at Procurement@mvc.nj.gov by COB (4:30 P.M.) Friday, February 24, 2017.

Respondents must <u>not</u> contact MVC Communications directly, in person, by telephone or by email, concerning this RFQ.

The <u>successful bidder</u> 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.