



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

DATE: 3/1/2017

FORM NO.: BA-49 (R 12/15)

SOLICITATION NO.: 17ADFC059

TITLE: Vehicle Registration Application

QUANTITY: 2,000,000

TRIMMED SIZE: 8.5" x 3.667"

PAPER STOCK: White – 90lb. Index Stock

TYPOGRAPHY LAYOUT: As per sample, printed two sides, in Black Ink (1 over 1). PDF file will be furnished to vendor. Mechanical must be returned ten (10) days after completion of order. Failure to comply will result in withholding of payment.

COLOR INK: Black Ink

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.

On the Road to Excellence
Visit us at www.njmvc.gov
New Jersey is an Equal Opportunity Employer

Failure to comply will result in withholding of payments.

PACKING: Packed in cartons of uniform size, containing equal quantities, 6,000 per box. All cartons must be affixed with a label indicating quantity per carton, vendor name, P.O. number, form number and description. In addition a sample of the form printed must also be affixed to the outside of the carton. 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 Motor Vehicle Commission, 1600 North Olden Ave., Ewing, NJ 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 any other deviation.

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.) **Monday, March 6, 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.) **Thursday, March 9, 2017.**

Respondents must **not** contact MVC Communications directly, in person, by telephone or by email, concerning this RFQ.

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

Please Note: For businesses not registered by the State of New Jersey, Division of Revenue, you MUST complete a Business Registration Certificate Application, which is located here <http://www.nj.gov/njbusiness/starting/>. You must have a valid Business Registration Certificate to be eligible to do business with the State of New Jersey.

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.