



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

05/08/2018

FORM NO.: PI-160 (R0518) English
PI-160S Spanish

TITLE: Gang Run-ID Verification Flyer-English (REQ #18-CDO-0037)
ID Verification Flyer-Spanish (REQ #18-CDO-0039)

SPECIAL NOTICE: **Bidders please note. Files for each of two lots will be supplied together (Spanish and English). Bidders may quote based on running the two jobs at the same time.**

QUANTITY: 600,000 each of 2.....Price Per M for 1,200,000 2 lots*
700,000 each of 2.....Price Per M for 1,400,000 2 lots
800,000 each of 2.....Price Per M for 1,600,000 2 lots
900,000 each of 2.....Price Per M for 1,800,000 2 lots
1,000,000 each of 2.....Price Per M for 2,000,000 2 lots

*After a low, responsive, successful bidder is chosen, The Commission reserves the right to negotiate a print quantity in between the quantities submitted at the lower Per M Price. This would have to be a mutually agreeable price/quantity to both parties.

TRIMMED SIZE: 8 1/2" x 14 7/8" Barrel Fold/Roll Fold 4 Panel to 8 1/2 X 3 13/16

PAPER STOCK: 80# Matte Text-Recycled

LAYOUT **ENGLISH VERSION:** As per sample, Prints 4/4 with full bleeds. Artwork supplied on disk-Quark Express, Pagemaker 6.5 and or Photoshop 6.0 or higher. Files should be picked up at the Motor Vehicle Commission, Press Office, 225 East State Street, 9 East, Trenton, NJ 08666.
Arrangements may be made for electronic transfer of files after contract award, however, if a mutually agreeable arrangement cannot be made, contractor is responsible for obtaining files in Trenton.

SPANISH VERSION: Same as English except a translation of the English version will be provided in spanish, Prints 4/4 with full bleeds. Artwork supplied on disk-Quark Express, Pagemaker 6.5 and or Photoshop 6.0 or higher. Files should be picked up at the Motor Vehicle Commission, Press Office, 225 East State Street, 9 East, Trenton, NJ 08666.
Arrangements may be made for electronic transfer of files after contract award, however, if a

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mutually agreeable arrangement cannot be made, contractor is responsible for obtaining files in Trenton.

ALL MECHANICALS MUST BE RETURNED 10 DAYS AFTER COMPLETION OF ORDER.

Full Bleeds

Link to Electronic version as a guide for estimating (final version may have copy or other changes): http://www.nj.gov/mvc/pdf/license/ident_ver_posterpint.pdf

PRINTER'S PROOF: All communications concerning this order after contract award should be through the Press Office address listed above.

COLOR INK: 4/4 4 Color Process-Full Bleeds.

CRITICAL PACKAGING: Pamphlets are inserted into mail out envelopes by Phillipsburg Inserting Machines, therefore, pamphlets must be packed tightly with additional cardboard fillers (row ends and sides), in air tight carton, to prevent excess curling or warping. Each row must be separated by cardboard dividers.

PACKING: Keep both lots separate.
Packed in air tight of uniform size, containing 1,800/box. Packed all one way, with sufficient fill material to prevent warping, curling or shifting.
All cartons labeled with quantity per carton, vendor name, P.O. number, form number, three of nine (3 of 9) bar code and description. In addition, a sample of the form must be affixed to the outside of each carton. Palletize with standard notched four way entry, double faced, flush type - 40" wide by 48" deep. Pallets must be secured with stretch wrap. Height must not exceed 48" including pallet.

DELIVERY DATE: Four weeks after receipt of proof approval.

DELIVERY PLACE: Price must include delivery to the warehouse of the New Jersey 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 4:00 p.m. **DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON AND 1:00 P.M. AND AFTER 4:00 P.M.**

Any questions should be sent via email by COB May 11, 2018. Any/all Answers will be replied to via e-mail.

Please provide pricing on company letterhead on or before close of business (4:30 pm) Tuesday May 15, 2018 via e-mail to:

Alan Krupa
Contract Administrator
NJ Motor Vehicle Commission
PO Box 135
225 East State Street
Trenton, NJ 08666
P: 609-943-5443
alan.krupa@mvc.nj.gov

The successful bidder will be required to be registered in the State's new procurement system call NJSTART.

Information and registration instructions about NJSTART may be accessed at the following link:

<https://www.njstart.gov/bsa/>

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.