



New Jersey Motor Vehicle Commission

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

STATE OF NEW JERSEY

Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor

B. Sue Fulton
Chair and Chief Administrator

March 27, 2019

FORM NO.: ISM/SS-344 (R1/06)

**SOLICITATION
NUMBER:** 19ADFC048

TITLE: Reassignment of Certificate of Ownership Forms

QUANTITY:

Price Line	Quantity Bracket
1	400,000-405,000
2	406,000-410,000
3	411,000-415,000
4	416,000-420,000
5	421,000-425,000
6	426,000-430,000
7	431,000-435,000
8	436,000-440,000
9	441,000-445,000
10	446,000-450,000
11	451,000-455,000
12	456,000-460,000

Provide pricing on supplied Excel Pricing Sheet

450,000 sets (1,800 sets per carton – 60 books per carton - 250 cartons) No Overruns or Underruns

TRIMMED SIZE: Overall - 8 1/2" x 8 5/8" (5/8" Top Stub) - Detached - 8 1/2" x 8"

PAPER STOCK: Part 1 - 26# White CB Black carbonless top sheet
Part 2 - 20# Yellow CF carbonless
Cover - 100# Manila Tag
Chipboard Backer

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

CONSTRUCTION: 2 part set, collated 30 sets per book with chipboard backer and manila tag cover, bound with three wire staples across the top of the sheet.

PERFORATION: Part one to be perforated with 4 point rule score 5/8" from top. Part two is **NOT** to be perforated.

TYPOGRAPHY & LAYOUT Vendor shall be provided with rough layout of form and must prepare all electronic files including on the face of Part One and all of the security features that print.

PART 1 The design will include a border printed in detail high resolution printing, pantographing in 2 colors and text. Border and text printed same color inks. Pantographing prints in 2 PMS color inks. No back printing.

SECURITY FEATURES TO BE INCLUDED ON PART ONE (1) ONLY.

PART 2 Prints same text as Part One in Black Ink. No security features and no back printing on Part Two.

PAPER: The form should be printed on paper that when altered with a chemical agent such as ink eradicator will expose the word void or copy.

MICROLINE: The form will include a phrase to be determined by the Commission to be printed .008 inch high. This will appear as a dashed line to the naked eye and will be only visible under magnification. The border of the form will be printed in detailed high resolution printing.

PANTOGRAPH VOID The body of the form will include a two color pantograph. This pantograph will incorporate the word void or copy which will appear when attempts are made to photocopy on a color copier.

NUMBERING: A sequential control number to be imprinted on the face of each document in Black Ink. Same number to appear in same position on Part 2. Starting number RR438851 and ending number TBD after final quantity is chosen at issuance of purchase order. Sequential Bar Code on Part 1 and 2. Beginning and ending control numbers of the sets contained in each book are to be printed on the manila cover of every book. Correct numbering with no duplication or missing numbers required. Prior to each shipment a certified list by control number of all documents in that shipment shall be submitted to Forms Control Unit, 1600 North Olden Avenue, Ewing, New Jersey 08638.

NUMBERING 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.

PACKING: Packed 20 books to a nylon web tape sealed individual mailing carton. Individual carton to bear serial number of documents contained therein with a return address mailing label. (3) Individual cartons to be repacked into larger 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. Cartons must be palletized on skids in numerical sequence with lowest number carton on top and highest on bottom of skid. Skid not to exceed 40" in width

and 48" in length. Pallets must be secured with stretch wrap. Height must not exceed 48" including pallet.

DELIVERY DATE: 4 weeks after receipt of proof approval.

DELIVERY PLACE: Price must include delivery to 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 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.**

BID RESPONSE: Is due by Friday April 5, 2019 12:00 pm to alan.krupa@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

<https://www.state.nj.us/treasury/purchase/forms.shtml>

Be advised that this and other bidding opportunities may be posted on our internet website at:

<https://www.nj.gov/mvc/about/bidding.htm>

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.

(ak 03/27/19 10:48 am)