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

5/19/2016

FORM NO.: NJTR-1 (R4/16)

TITLE: Police Accident Report – No Overruns or Underruns

QUANTITY: 500,000 sets

TRIMMED SIZE: 8 1/2" X 11"

PAPER STOCK: Form - Black Print NCR Paper

Part 1 - White CB - 15# Part 2 - White CFB - 14#

Two (2) Die Cut Fly Sheets and Wrap Around Cover - 175 lb. Index (Manila) or

equivalent. Chipboard Backer – 8 1/2" x 12 1/4". 22 point chipboard (long grain)

CONSTRUCTION: Two parts to a set pasted in 3/4" bottom stub. Thirty (30) sets with 2 Die Cut Fly

Sheets, Chipboard Backer, and Wrap Around Cover with three staples covered with

printers tape at the 1/2" top.

TYPOGRAPHY All Parts of set print one side, Marginal words on each part. Die Cut Fly Sheet prints 2

sides. Wrap around cover.

BAR CODE: A bar code of 3 of 9 or 128 will be placed next to the form number on all sheets, to

correspond with the form number.

COLOR INK: Black Ink

SPECIAL: Both Die Cut Fly Sheets must register with arrows pointing to appropriate boxes on

form.

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 within ten (10) days after receipt of purchase order.

PACKAGING:

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: 4 weeks after receipt of proof approval.

DELIVERY PLACE:

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.**

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), Procurement Office 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 with Alan Krupa between the hours of 9:30am to 3:30pm on May 23, 24 or 25, 2016.

Please note: samples will not be allowed off premises.

Alan Krupa contact information:

Email address:

Alan.krupa@mvc.nj.gov

PRICE SUBMITTAL: Pricing should be Per M complete sets.

Any questions should be sent via email by COB May 26, 2016. 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) Friday June 3, 2016 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 <u>successful bidder</u> will be required to submit required Delegated Purchase Authority (DPA) forms before a Purchase Order can be issued:

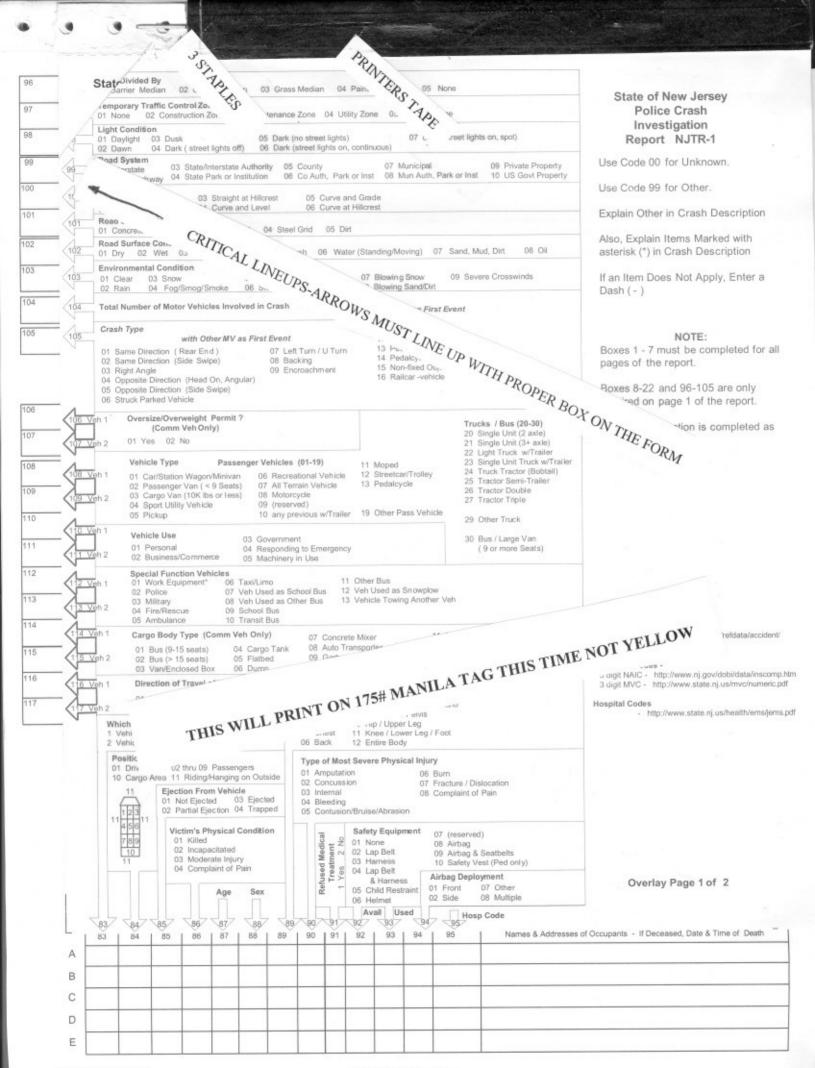
Ownership Disclosure Form
Disclosure of Investigations and Actions Involving Bidder Form
Disclosure of Investment Activities in Iran Form
Source Disclosure Certification Form
MacBride Principles Certification Form
Vendor Certification and Political Contribution Disclosure Form
Two Year Chapter 51 / Executive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

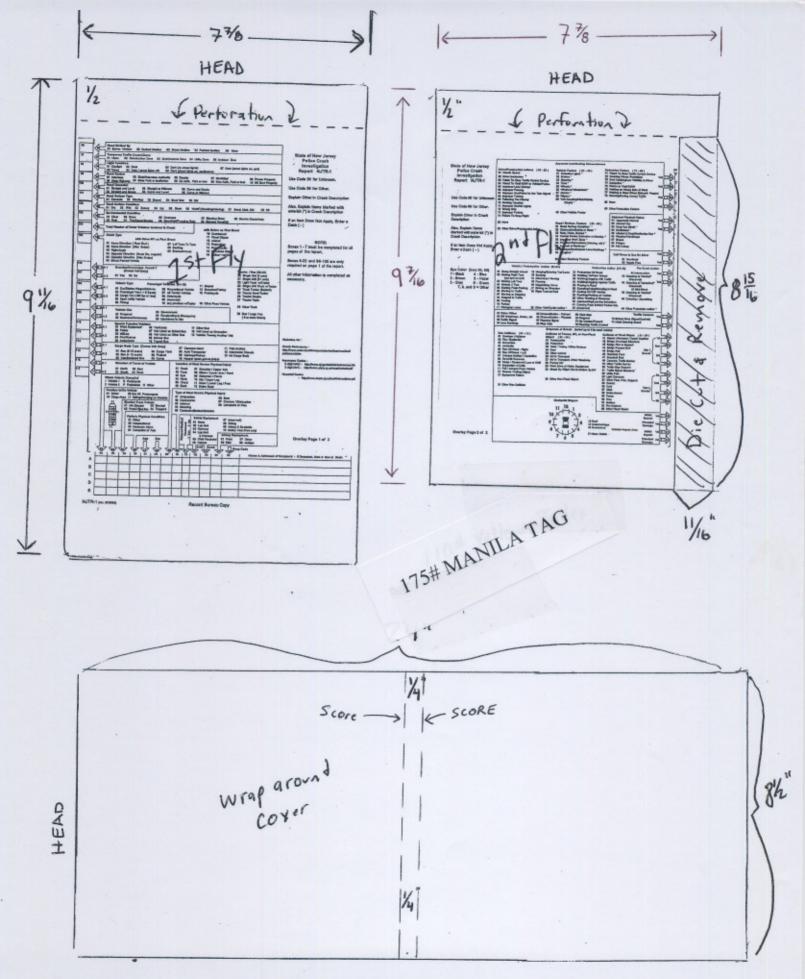
http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf

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.





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