



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

RE: RFQ #17ADFC004 Printing: Skip the Trip Insert

DATE: July 26, 2016

FORM NO. Insert

TITLE: Skip the Trip Insert

QUANTITY: 1,000,000 (No over runs or under runs)

TRIMMED SIZED: 8.5" x 3.67"

PAPER STOCK: White 110lb Index Recycled (Minimum 30% Post Consumer Fiber).

TYPOGRAPHY As per sample printed one side in 4 color process (4/0). No Bleeds. PDF file will be supplied.

& LAYOUT: Mechanicals become the property of the State of New Jersey. Mechanicals must be returned after completion of order to: New Jersey Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, N.J. 08638. All communications concerning this order must be mailed to the above address. Failure to comply will result in withholding of payment.

COLOR INKS: 4 color process (4/0). No Bleeds.

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 in cartons of uniform size, containing 6,000 inserts per box. All cartons must be affixed with a label indicating quantity per carton, vendor name, P.O. number, form number, description and a 3 of 9 bar code. 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: 4 weeks after proof approval.

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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 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.

Any questions should be sent via email by COB July 29, 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) Wednesday August 4, 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

Please also be advised that NJMVC- Procurement is implementing an on-line "Current Bidding Opportunities" page on the internet. This RFQ may be accessed at the following link:

<http://www.state.nj.us/mvc/About/index.htm>

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.