

STATE OF NEW JERSEY

**Philip D. Murphy**  
Governor

**Tahesha L. Way**  
Lt. Governor

**Latrechia Littles-Floyd**  
Acting Chair and Chief Administrator

July 9, 2025

**Re: New Jersey Motor Vehicle Commission (NJMVC) Request for Quote (RFQ)**

**Attention – All NJ State Teknion, LLC Distributors / Dealers and Contractors**

**Subject: NJMVC Trenton Office Complex (TOC) 5W Teknion Leverage Furniture System Replacement and Installation Project**

**IMPORTANT DATES:**

All Vendor (Contractor) Questions and Quotes must be addressed directly to:  
[MVC.Procurement@mvc.nj.gov](mailto:MVC.Procurement@mvc.nj.gov) and submitted in writing via email **no later than 2:00 pm EST on the respective closing date.**

**Vendor Questions Due Date:** Vendor questions must be submitted electronically via email by Friday July 11, 2025 @ 2:00 pm EST. Questions received after the required time will be rejected.

**RFQ Due Date and Time:** Vendor quote must be submitted electronically via email by Wednesday July 16, 2025 @ 2:00 pm EST. Quotes received after the required time will be rejected, with no further consideration for review by NJMVC.

**IMPORTANT NOTE:** All vendors (contractors) email correspondence in response to this RFQ must clearly state “NJMVC/TOC 5W Teknion Leverage Furniture System Replacement & Installation Project” in the subject line.

Authorized Dealers (Distributors) bids/cost proposals submitted in response to this solicitation must comply with NJ State Standard Terms and condition. All work shall be performed within the Trenton Office Complex (TOC) located at 225 East State Street Trenton NJ.

### **Purpose and Intent:**

NJMVC requests a quote to replace the existing furniture in 5 West TOC building. The intent of this Bid Solicitation is to award a Purchase Order (PO) to the responsible Teknion LLC - Distributor / Dealer / Contractor. (Vendor {Contractor}).

### **General Project Requirements:**

Participating Vendors {Contractors} MUST fulfill and comply with the following requirements and services criteria:

1. Actual Project Start Dates and all dependent timeline schedules will be determined by the NJMVC.
2. NJMVC reserves the right to review any projected furniture order(s) with the Vendor {Contractor} prior to ordering. The Vendor {Contractor} must verify all furniture and furniture-related component orders with the authorized NJMVC PM and secure NJMVC PM approval for each projected furniture order prior to the Vendor {Contractor} ordering from the manufacturer or its designated commercial distributor/supplier.
3. The Vendor {Contractor} may be required to order and store furniture and furniture-related materials and components in advance of, or otherwise in preparation for and/or during each phased installation period.
4. NJMVC, will not however, require the Vendor {Contractor} to order, pre-order or store any furniture and furniture-related materials and components for a period longer than is commercially reasonable in advance of any designated project phase start date.

### **Vendor {Contract} Deliverables and Requirements:**

**Vendors {Contractors} must contact [MVC.Procurement@mvc.nj.gov](mailto:MVC.Procurement@mvc.nj.gov) for floor plan and specifications to provide an itemized, comprehensive “per piece” price list and quantity required to build and install all furniture and furniture system components.**

The Vendor {Contractor} must always, strive to provide the highest-level quality products and related services to meet all manufacturers’ recommended installation practices and ensure a full effective warranty for all furniture and furniture-related components.

## **Proposal and Quote Submittal Instructions**

**NOTE: Bidding** for this RFQ is open to All NJ State Teknion, LLC Distributors / Dealers and Contractors.

### **Vendor {Contractor} requirements:**

Please include NJ State Vendor ID #, and Contractor License # with all quote and proposal submittals.

### **Please Note: Following award of a Purchase Order (PO) resulting from this RFQ;**

N.J.S.A. 39:2a-32, requires all on-site contractors and their respective employees actively engaged in any work project on State premises to be fingerprinted prior to beginning work at any Motor Vehicle Agency. The cost of fingerprinting will be absorbed by the Motor Vehicle Agency.

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