

REQUEST FOR QUOTATION

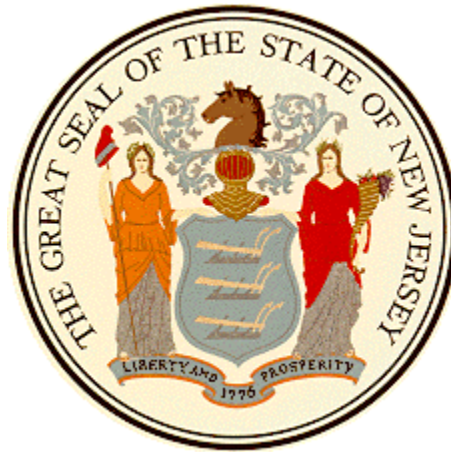
THE 2023 OFFICIAL NJ STATE MAP AND TRANSPORTATION GUIDE

STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor
Honorable Sheila Y. Oliver, Lt. Governor

DEPARTMENT OF TRANSPORTATION

Diane Gutierrez-Scaccetti, Commissioner



June 15, 2022

Important Dates

Question Cut-Off:	Tuesday, June 21 2022 @ 10:00 AM Email: dot-ems_bid.procurement@dot.nj.gov
Answers to Bid Questions:	Bidders are encouraged to monitor the NJDOT – EMS website daily for updates, changes and responses to questions through the submission due date. http://www.nj.gov/transportation/business/procurement/ems/current.shtm
Bid Opening:	Wednesday, June 22, 2022 @ 10:00 AM Email: dot-ems_bid.procurement@dot.nj.gov Please identify the Project Name in the subject line of your e-mail. Quotes sent to any other e-mail address may result in the quote being rejected. The quote must be submitted in PDF format. No other format will be accepted.
Procurement Contact:	Kaitlin Powers (609) 963-2334 Email: dot-ems_bid.procurement@dot.nj.gov



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF INFORMATION TECHNOLOGY
BUREAU OF INFORMATION MANAGEMENT AND
TECHNOLOGY PLANNING**



**SPECIFICATIONS FOR THE PRINTING OF
THE 2023 OFFICIAL NJ STATE MAP AND TRANSPORTATION GUIDE**

Purpose and Intent

This Agency Request for Proposal by the Department of Transportation is to solicit bid proposals to engage a contractor(s) to provide printing services for the printing of the 2023 Official NJ State Map and Transportation Guide.

Background

This is a new Delegated Purchasing Authority (DPA) contract for the procurement of the 2023 Official NJ State Map and Transportation Guide. The NJ State Map and Transportation Guide is a quality full color, publication that is distributed statewide at Tourist Information Centers and special events. The NJ State Map is a promotional guide highlighting New Jersey tourism and transportation systems.

Commodity Description/Scope of Work

General Product Specifications and Requirements

Quantity: A quantity ranging between 50,000 and 150,000 folded maps may be ordered. Pricing should be provided in increments of 50,000. As noted under the section Fold Size, an additional 50 laminated flat maps of the front and 50 laminated flat maps of the reverse side should also be included in the quote.

Description: 2023 New Jersey State Map and Transportation Guide

Trim Size: 26 3/8" x 46"

Fold Size: In accordance with the review sample, the 26.375" x 46" map folds down to an 8.5" X 4.375" cover size.

There are 5 accordion folds pulled from the cover, left to right. The lower portion then drops down to reveal the full 26.375"x 46" map size.

Sample of current map is attached.

Fifty laminated, 3 mil, 2 sides encapsulated (50) copies of the front side only and fifty laminated, 3 mil, 2 sides encapsulated (50) copies of the back side only, described under the heading "Quantity", printed on 12 pt. C1S (Coated Two Sides) Stock, to be delivered flat (unfolded) to the Department of Transportation, 1035 Parkway Avenue, Trenton, NJ 08625 Bureau of Information Management and Technology Planning/Geographic Information Systems, 2nd Floor, Finance & Administrative (F&A) Building, Room 2100

Provide NJDOT with the following digital files of Final 2023 New Jersey State Map and Transportation Guide. Files shall be legible and provided via CD, zip disk or electronic FTP site.

Front Side:

1 Copy - High Resolution

1 Copy - Compressed for online/web publishing (25 MB +/-)

Back Side:

1 Copy - High Resolution

1 Copy - Compressed for online/web publishing (25 MB +/-)

Prior to Delivery Samples:

One (1) carton of two hundred printed maps for quality evaluation are to be delivered to Mr. Len Chetti, New Jersey Department of Transportation, 1035 Parkway Avenue, Trenton, NJ 08625, prior to delivery to the Department of Transportation.

Stock: Supply chain issues impacting paper sourcing. (Unable to source the preferred paper 50# Roland Opaque recycled or any other 50# Opaque.)

Updated Specification

50-60 lb. White Offset

Opacity - 92 min. (*Preferred*)

Tearing Strength - 45/50

Mullen – 25

Folding – 30 Min.

Content - 50% recycled/10% post consumer (*Preferred*)

NOTE: The vendor must provide 4-color print on proposed paper type samples to NJDOT for review and acceptance before generating the color separations and proofs necessary to create the plates used in the production of the 2023 Map and Guide.

Original Specification – Preferred:

~~50# White Roland Opaque recyclable (or approved equal) Weight – 75 (50 lb.) Opacity – 92 min.~~

~~Tearing Strength – 45/50~~

~~Mullen – 25~~

~~Folding – 30 Min.~~

~~Content – 50% recycled/10% post consumer~~

Colors: The map is to be printed in four (4) colors, process black, process cyan, process yellow, and process magenta.

Workmanship: Only the highest quality of printing, accuracy, and workmanship will be acceptable. The vendor must pay particular attention to printing registration, color intensity and accuracy, map trim and fold.

The contractor is to provide all services and must be an established business, making a specialty of the services being bid and shall be capable of the performance of all work under this contract to include pre-presswork, printing production and finishing (folding, boxing, and palleting). The contractor must have an established, favorable history of performance in high quality, four-color maps for jobs of this size and volume. Bidder is to submit samples of printed material with their bid submission. Failure by the bidder to submit the printed samples may be ground for the bid being rejected. Recent references with contact information must also be included in your bid package.

Staffing: Must employ a competent work force that is sufficient to meet the requirements of the contract, including but not limited to: graphic designers and a project manager. Vendor must provide a qualified field service representative at no charge to assist NJDOT as required. This service may consist of preparing preliminary final design and layout, including spacing and choice of fonts.

Printing and Press Proofing:

A color key composite of the front and reverse sides must be received by the New Jersey Department of Transportation, Bureau of Information Management and Technology Planning/Geographic Information Systems, Mr. Len Chetti at Leonard.Chetti@dot.nj.gov, 609-963-2415 for approval and, if needed, minor alterations.

The contractor is to allow a representative of the New Jersey Department of Transportation, access to the printing site for the purpose of reviewing the pre-production press sheet for both the front and reverse sides of the transportation map and guide. Final decisions as to color, registration, and overall quality are to be left to the discretion of that representative. The press proofing must occur during normal business hours: Monday – Friday from 9 am to 4 pm, excluding state holidays.

The New Jersey Department of Transportation will provide the successful bidder with digital files of the official map and guide in an Adobe Illustrator (AI), PDF, encapsulated postscript (EPS) or postscript (PS) format. The files have been generated on a PC using ESRI software to generate the mapping portion and Adobe software to combine and edit the final layout. The vendor will receive composite files for the front and back sides of the map. Delivery of the files to the vendor will be accomplished by CD, zip disk or electronic FTP site. Paper copies of the front and back sides of the map will be provided by NJDOT.

The vendor must allow, if necessary, for the placement of additional artwork provided to the vendor on CD, Zip Drive or electronic FTP site. The vendor will be given a mock-up for placement. The selected vendor will be provided with the artwork for the elements that are to be added.

The vendor must be able to access the electronic data, combine that with the various other artwork and generate the color separations and proofs necessary to create the plates used in the production of the 2023 Map and Guide and meet all requirements laid out in this specification.

The selected vendor is invited to review the files and various elements at the Department of Transportation, Trenton, New Jersey and is to contact Mr. Len Chetti by phone and email to schedule an appointment at 609-963-2415, Leonard.Chetti@dot.nj.gov.

Copyrights: It shall be understood that neither the whole nor any portion of the 2023 Official Transportation Map and Guide shall be reproduced without the written permission of the New Jersey Department of Transportation.

Note: Failure to comply with any of the above shipping and delivery, packing or printing specifications may result in a rejection of delivery or deduction from the printers invoice price. Controlled overs are less than 2%.

Special Projects/Additional Work

Should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the contractor will be requested to submit a written cost estimate and production schedule to the Project Supervisor. Costs for this additional work will be appropriately prorated as a one-time upcharge. Examples of such modifications can include author's alterations, programming changes, ink or paper stock variations, etc., as pertains to this particular project. The contractor will receive written authorization to proceed from the Project Supervisor at New Jersey Department of Transportation.

Delivery

A quantity between 50,000 and 150,000 maps may be ordered. Delivery of the first 2,000 maps of that order is required no later than ten (10) calendar days ARO (after receipt of order). If the bidder cannot meet the ARO delivery date specified in the RFP, the bid may be considered nonresponsive. Delivery shall be to the following location:

NJ Dept. of Transportation
Bldg. #24 Central Warehouse
976 Lower Ferry Rd.
W. Trenton, NJ 08625
ATTN: Dean Yanucil (Warehouse) Phone 609-530-2247

The remainder of the order to be shipped within five (5) calendar days after the first 2,000 have been delivered.

Delivery is to be made only on Monday, Tuesday and Thursday, during the following hours: 8:30 AM-11:30 AM, and 1:00 PM-3:00 PM.

Deliveries shall be made at such time and in such quantities as ordered and in strict accordance with the instructions from the issuing agency, FOB to the New Jersey location listed. The vendor will be responsible for the delivery of material in first class condition at two points of delivery, and in accordance with good commercial practices.

Prior arrangements must be made at least five (5) calendar days in advance between the printer and the contact person, Dean Yanucil (NJDOT warehouse) 609-530-2247.

Packing and Shipping:

All printed material must be firmly packed in quality cartons of uniform size for stacking. Uniform is defined as having the same number of pieces per carton; same number of cartons per pallet (skid). Each carton must be clearly labeled in large print, one side and one end, showing quantity, name of printer, order number and code number. No carton to exceed a weight of 35 lbs.

Maps are to be shipped on standardized 4 way pallets 48" x 40". Each pallet load must be shrink wrapped and banded, and total height not to exceed 52 inches. Total pallet weight must be included on a label attached visibly to the load.

All pallets to be banded must have protective coping on all 4 sides to eliminate any damage to cartons from bending or breaking when stacking.

Pallets must be evenly loaded, no higher than 52", capable of double stacking pallets (skids) without crushing cartons. To be shrink wrapped overall.

Pallets not to weigh more than 2000 lbs. (To enable double stacking). Forklift capabilities will not accommodate 4,100 lbs. of weight.

The successful vendor is required to give the Department of Transportation's Geographic Information Systems 609-963-2415 Leonard.Chetti@dot.nj.gov, 24 hour notice prior to shipment. Cartons are to be identified with "2023 New Jersey Transportation Map & Guide".

The successful vendor must be prepared to supply the number of trucks to arrive, number of skids and quantity of literature per carton (per carton weight not to exceed 35 lbs.) Truck length is not to exceed a total of 40 feet.

All prices include delivery F.O.B. destination.

Bidder shall specify in their proposal, if they can meet the delivery date for the first 2,000 maps, which is 10 calendar days ARO.

All products are subject to final acceptance at point of delivery. Rejected shipments are the responsibility of the contractor and must be removed from delivery point premises at contractor expense.

If circumstances beyond the control of the contractor may possibly result in a later delivery, it is the responsibility of the contractor to immediately make the details known to the using agency by calling and emailing the contact person. The agency reserves the right to cancel all or part of any such order and purchase the items elsewhere, charging any price increase to the contractor.

If the contractor fails to deliver by the specified delivery date, the Department of Transportation reserves the right to cancel the portion of the order which the contractor has failed to deliver within the specified time and to purchase that item or items elsewhere, charging the increase in price and cost of handling, if any, to the contractor. In the event of a contract cancellation for cause, the State reserves the right to cancel all outstanding orders.

The State reserves the right to test the delivered product during the contract term to ensure that it meets the contract requirements. If the product fails to meet contract requirements, the delivery shall be rejected and must be replaced within a period of time considered reasonable by the using agency. If said replacement is not made, the Department of Transportation reserves the right to purchase product elsewhere, charging any increase in price or handling to the contractor.

Remedies for Non-Performance

Failure to Comply with Contract Requirements: In the event the contractor shall fail to comply with any of the conditions provided herein and as covered by the contract, the State shall notify the contractor to remedy the deficiency within 5 calendar days. In the event that a contractor fails to respond in good faith to a notice of deficiency, the Department of Transportation shall take steps to terminate the contract in accordance with the standard terms and conditions.

If at any point during production of the maps either the Department of Transportation or the contractor should cause the termination of the contract, all design, layout, editorial, graphics, images, fonts or any other work in progress remains the property of the Department of Transportation. The contractor agrees to immediately surrender the above.

Quote Content

A quotation must arrive at NJDOT in accordance with this RFQ, within the time frame indicated to the e-mail address noted in this RFQ. The quote should be submitted in two (2) sections with the content of each as indicated below.

A. Section 1 – Forms

The Vendor must submit all the forms listed on the checklist. The checklist and required forms can be found at the following link:

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

All required DPA forms must be completed and submitted in their entirety with your bid. Failure to submit the required DPA Forms may result in your bid being rejected.

NOTE: The Vendor must be registered in NJSTART to qualify for an award. NJSTART registration link as follows: <https://www.njstart.gov/bsa/>

B. Section 2 – Price

The Vendor may supply their own quote; however, a signed PB-120 Form **MUST** be submitted indicating the total price for all aspects of this RFQ. **Failure to submit this form shall deem your bid non-responsive and your bid will be rejected.**

Cut sheets and/or equipment brochures shall be included with the quote.

The quote must be submitted in PDF format. No other format will be accepted.

Negotiation and best and final offer (BAFO)

After evaluating the quote, NJDOT may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one (1) Bidder or multiple Bidders. Negotiations will be structured by NJDOT to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by NJDOT to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best price quote in response to this solicitation since NJDOT may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.

Award

A. Award of this contract will be based upon the lowest responsible bid.

B. The New Jersey Department of Transportation (NJDOT) reserves the right to reject all bids.

- C. NJDOT reserves the right to award this project in whole, in part or not make an award.
- D. Awarded Contractors, along with their proposal amount will be posted on the NJDOT, Equipment Materials & Supplies, Awarded Projects' webpage.
- E. Award of this contract shall not be interpreted to mean approval to proceed until an authorized purchase order is issued to the contractor.

Additional Notices & Requirements

A) DIANE B. ALLEN EQUAL PAY ACT

Pursuant to N.J.S.A. 34:11-56.14(b), any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.).

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) web site at: <https://nj.gov/labor/equalpay/equalpay.html>

LWD forms may be obtained from the online web site at:
https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf

- B) NJDOT is required to comply with P.L. 2012, c. 4, which requires all agencies to encourage awarded contractors to notify their employees of organ and tissue donation options.

“Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A. 52:32-33), contractors 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. §1320b-8 to serve in this State.”

C) ANTI-DISCRIMINATION

All parties to any contract with the State agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through

10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

D) COVID-19 COMPLIANCE (E.O. 271)

The Contractor shall comply with Executive Order No. 271 of Governor Philip Murphy (EO 271) and shall ensure that all subcontractors and material providers of every tier also comply with EO 271.

[Governor Murphy's Executive Order No. 271](#) (EO 271)