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Request for Proposal 09-X-20621 (T1079)

**For: Printing: Uniform Traffic Tickets
For NJ State Police and Police Accident
Report Forms (NJTR-1) for NJMVC**

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	02/18/09	5:00 PM
Mandatory Pre-bid Conference	02/18/09	10:00 AM
Mandatory Site Visit	Not Applicable	N/A
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	03/05/09	2:00 PM

Dates are Subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<p>Small Business Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)</p>	<p>Status</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Entire Contract</p> <p><input type="checkbox"/> Partial Contract</p> <p><input type="checkbox"/> Subcontracting Only</p>	<p>Category</p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p>
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RFP Issued By
State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency
NJ State Police and NJ Motor Vehicle Commission
Cooperative Purchasing Members

Date: 01/28/09

November 12, 2008

**IMPORTANT NOTICE -
NEW “PAY-TO-PLAY” RESTRICTIONS TO TAKE EFFECT NOVEMBER 15, 2008**

Note: This is for informational purposes only. Certification is to be completed upon award.

Governor Jon S. Corzine recently signed Executive Order No. 117, which is designed to enhance New Jersey’s efforts to protect the integrity of government contractual decisions and increase the public’s confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 (“Chapter 51”), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

1. The definition of “business entity” is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:
 - Officers of corporations and professional services corporations, with the term “officer” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1), with the exception of officers of non-profit entities;
 - Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term “partner” being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1); and
 - Spouses, civil union partners, and resident children of officers, partners, LLC members and persons owning or controlling 10% or more of a corporation’s stock are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.
2. Reportable contributions (those over \$300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

Executive Order No. 117 applies only to contributions made on or after November 15, 2008, and to contracts executed on or after November 15, 2008.

Updated forms and materials are currently being developed and will be made available on the website as soon as they are available. In the meantime, beginning November 15, 2008, prospective vendors will be required to submit, in addition to the currently required Chapter 51 and Chapter 271 forms, the Certification of Compliance with Executive Order No. 117. The Certification of Compliance form for Executive Order No. 117 can be found here:

http://www.state.nj.us/treasury/purchase/forms/EO_117_NOTICE.doc

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1.0 INFORMATION FOR BIDDERS

SPECIAL NOTICE TO POTENTIAL BIDDERS

For security reasons, all services under this contract are to be performed by the awarded Contractor at its place of business without the use of sub contractors or independent contractors. The contractor shall take full responsibility for supplied data and must protect the confidentiality of all data. This applies to both items contained in this RFP outlined below.

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Department of Law and Public Safety, Division of the New Jersey State Police and Cooperative Purchasing Partners and the New Jersey Motor Vehicle Commission (NJMVC). The purpose of this RFP is to solicit bid proposals for the printing of Uniform Traffic Tickets and Police Accident Report Forms; "NJTR-1" Books.

The intent of this RFP is to award contracts to those responsible Bidders whose bid proposals, conforming to this RFP are most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the Subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms and Conditions version 07/27/07 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a re-procurement and combination of two (2) term contracts:

T1079 - 04-X- 35920 - Printing: Uniform Traffic Tickets - NJ State Police & Cooperative Purchasing - due to expire on 04/14/09.

and

T1566 - 06-x- 37824 - Printing: Police Accident Report Forms; "NJTR-1" Books (NJMVC) – This contract has lapsed-previous pricing is not available.

Bidders who are interested in the current contract specifications and pricing information may review the current contracts T1079 and T1566 at <http://www.state.nj.us/treasury/purchase/contracts.htm>.

This combined RFP is titled:

T1079 - 09-X-20621 - Printing: Uniform Traffic Tickets NJ Sate Police and Police Accident Report Forms; "NJTR-1" Books (NJMVC)

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Purchase Bureau will accept questions and inquiries from all potential Bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau website after the cut-off date (see Section 1.4.1. of this RFP for further information.)

1.3.2 MANDATORY PRE-BID CONFERENCE

The date and time of the Mandatory Pre-Bid Conference is indicated on the cover sheet. The location of the Mandatory Pre-Bid Conference will be as follows:

New Jersey Purchase Bureau
33 West State Street-9th Floor Bid Room
Trenton, NJ 08625-0230

Bid proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Pre-Bid Conference.

Note: It is necessary to submit your 9-Digit Federal Identification Number when signing in at the mandatory pre-bid conference.

An attendee may represent no more than one potential bidding entity.

The purpose of the Mandatory Pre-Bid Conference is to provide a structured and formal opportunity for the State to accept questions from vendors regarding this RFP.

1.3.3 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time.

ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:

**BID RECEIVING ROOM - 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230**

Directions to the Purchase Bureau can be found at the following web address:
<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

Procedural inquiries on this RFP may be directed to RFP.procedures@treas.state.nj.us. This e-mail address may also be used to submit requests to review bid documents. The State will not respond to substantive questions related to the RFP or any other contract via this e-mail address.

To submit an RFP or contract related question, go to the Current Bidding Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

[HTTP://WWW.STATE.NJ.US/TREASURY/PURCHASE/BID/SUMMARY/BID.SHTML](http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml).

There are no designated dates for release of addenda. Therefore interested Bidders should check the Purchase Bureau "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the Bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The Bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a Bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a Bidder in the preparation and Submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by Bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State

proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A Bidder may designate specific information as not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the Bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter.

THE STATE WILL NOT HONOR ANY ATTEMPT BY A BIDDER EITHER TO DESIGNATE ITS ENTIRE BID PROPOSAL AS PROPRIETARY AND/OR TO CLAIM COPYRIGHT PROTECTION FOR ITS ENTIRE PROPOSAL.

By signing the cover sheet of this RFP, the Bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection. Interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the Bidder.

1.4.6 BID ERRORS

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a Bidder may withdraw its bid as follows:

A Bidder may request that its bid be withdrawn prior to bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the Bidder may Submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a Bidder discovers an error in its proposal, the Bidder may make written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the Bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the Bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal.

Note: A PB-36 complaint form may be filed and forwarded to the Division's Contract Compliance and Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's Vendor performance file for evaluation of future bids Submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

**Department of the Treasury
Purchase Bureau, PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Business Unit**

If during a bid evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the Bidder. The Bidder will have five days after receipt of the notice to confirm its pricing. If the Vendor fails to respond, its bid shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the Bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the Bidder to ascertain the true intent of the bid.

1.4.7 JOINT VENTURE

If a joint venture is Submitting a bid proposal, the agreement between the parties relating to such joint venture should be Submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

1.5 PRICE LIST AND/OR CATALOG PRICING

Not Applicable

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

Amendment - A change in the scope of work to be performed by the Contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

Bidder – A Vendor Submitting a bid proposal in response to this RFP.

Contract - This RFP, any addendum to this RFP, the Bidder's bid proposal Submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The Contractor is the Bidder awarded a contract.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

State - State of New Jersey

Using Agency[ies]- The entity[ies] for which the Division has issued this RFP.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK - UNIFORM TRAFFIC TICKETS - NJ STATE POLICE & COOPERATIVE PURCHASING PARTICIPANTS

SPECIAL NOTICE TO POTENTIAL BIDDERS

For security reasons, all services under this contract are to be performed by the awarded Contractor at its place of business without the use of subcontractors or independent contractors. The contractor shall take full responsibility for supplied data and must protect the confidentiality of all data. This applies to both items contained in this RFP outlined below.

A sample will be available for viewing at the mandatory pre-bid conference. Viewing a sample will help clear up any questions that may arise from the following specifications.

3.0.1 BASIC CONSTRUCTION DESCRIPTION

Uniform Traffic Tickets (UTT)

Note: Tickets for the State Police are three (3) part.
Tickets for individual municipalities are four (4) part.

1 traffic ticket is made up of either 3 or 4 parts. A NJ State Police ticket is 3 parts. A local/municipality ticket is 4 parts.

There is to be a fine perforation on the ticket parts for easy tear out.

The only difference between State Police and Municipal booklets is the addition of the "Police Record" blue NCR to a municipal ticket.

1 book of tickets consist of 10 tickets.

STATE POLICE	MUNICIPALITY
FRONT COVER 150# MANILA TAG	FRONT COVER 150# MANILA TAG
COMPLAINT-WHITE NCR 15# CB	COMPLAINT-WHITE NCR 15# CB
OFFICER'S COPY-YELLOW NCR 17# CFB	POLICE RECORD-BLUE NCR 17# CFB
SUMMONS 7 ½ PT CF TAG	OFFICER'S COPY-YELLOW NCR 17# CFB
CHIPBOARD BACKER 35 PT STITCHED IN	SUMMONS 7 ½ PT CF TAG
BACK COVER WITH DIVIDER 150# MANILA TAG	CHIPBOARD BACKER 35 PT STITCHED IN
	BACK COVER WITH DIVIDER 150# MANILA TAG

The chipboard backer gets stitched in after the tenth ticket set in the book.

The back cover includes an extended divider that goes behind the ticket the officer is writing to prevent writing though to the next ticket set. This divider flat size will be approximately 4 x 18 with a score for folding over the ticket sets.

3.0.2 QUANTITY:

1 Set = 1 Ticket (3 or 4 Part).

1,000 sets, same size and construction as above, but copy varying according to the individual requirement of each municipality.

2,500 sets same size and construction as above, but copy varying according to the individual requirement of each municipality.

5,000 sets, same size and construction as above, but copy varying according to the individual requirement of each municipality.

7,500 sets same size and construction as above, but copy varying according to the individual requirement of each municipality.

10,000 sets, same size and construction as above, but copy varying according to the individual requirement of each municipality.

15,000 sets same size and construction as above, but copy varying according to the individual requirement of each municipality.

25,000 sets, same size and construction as above, but copy varying according to the individual requirement of each municipality.

50,000 sets, same size and construction as above, but copy varying according to the individual requirement of each municipality.

250,000 sets, 3 part, numbers for State Police. Numbering sequence to be determined by the State Police Contract Manager at placement of order.

Quantities in between those listed above will be billed at the closest Per M Price.

3.0.3 TRIMMED SIZE:

4" x 8 3/4" plus 1/2" for tip binding.

3.0.4 PAPER NCR STOCK FOR TICKET PARTS:

State Police Tickets:

Complaint - white NCR SUB 15 CB-Recycled, 30% Post Consumer Waste Minimum.

Officer's copy - yellow NCR SUB 17 CFB-Recycled, 30% Post Consumer Waste Minimum

Summons - white or manila NCR 7 1/2 pt. CF Tag-Recycled, 30% Post Consumer Waste Minimum.

(Stock to be NCR or approved carbonless stock.)

Municipality Tickets:

Complaint - white NCR SUB 15 CB-Recycled, 30% Post Consumer Waste Minimum.

Police Record - blue NCR SUB 14 CFB -Recycled, 30% Post Consumer Waste Minimum. (lighter weight stock is not acceptable).

Officer's Copy - yellow NCR SUB 17 CFB-Recycled, 30% Post Consumer Waste Minimum.

Summons - white or manila NCR 7 1/2 pt. CF Tag-Recycled, 30% Post Consumer Waste Minimum.

(Stock to be NCR or approved carbonless stock.)

3.0.5 PREPRESS CONSTRUCTION

The front of each part is common for all parts with the exception of the descriptive wording distinguishing the parts-complaint, police record, officers copy, summons. The back of each part is different except for parts 2 and 3 of the municipality sets are the same.

The contractor will be required to work with the contract manager to develop/create/typeset the files for printing and imprinting. The awarded contractor will also be required to create the files for the covers and divider etc as applicable. Files should be returned to the State at the end of the contract period or when requested.

Copy changes may arise during the contract period and will be done by the contractor at no additional charge to the State.

Production should not begin until an authorized State representative signs off on a proof. This includes direct reprints.

For Three-Part Tickets:

Red numbering on Part 1-Complaint. The red number will show through the die cut window of the front cover. All other copies either red or crash numbered at contractors option. Copy on all fronts print black and red-color break will be provided.

Marginal words:

**"COMPLAINT", "OFFICER'S COPY", AND "SUMMONS",
ETC"** are printed in red. Some copy on the back of Part 4-Summons will also include some red copy.

For Four-Part Tickets:

Red numbering on Part 1-Complaint. The red number will show through the die cut window of the front cover. All other copies either red or crash numbered at contractors option. Copy on all fronts print black and red-color break will be provided.

Marginal words:

**"COMPLAINT", "POLICE RECORD", "OFFICER'S COPY", AND "SUMMONS",
ETC"** are printed in red. Some copy on the back of Part 4-Summons will also include some red copy.

3.0.6 POSTPRESS CONSTRUCTION:

Tickets to be made in multi-copy packets, three or four part as applicable to a set and bound by heavy-duty staples, ten sets to a book. Parts are to have a fine tooth perforation for easy removal from the stapled book.

3.0.7 COVERS:

Front:

150# Tag-Manila-Recycled, 20% Post Consumer Waste Minimum.

Front cover printed both sides in black ink.

Flat Size: 4" X 9 1/4

Two small die cut windows at top for the ticket number to show through.

Back Cover:

150# Tag-Manila-Recycled, 20% Post Consumer Waste Minimum.

Prints black ink both sides

Flat Size: 4 X 19 with a score so the fold creates a divider flap to be placed between tickets for writing on a single ticket at a time.

Folded Size: 4 X 9 1/4 w/ divider.

Back of book to have calendar for years 2009 and 2010, as in sample book.

Supporting Chipboard Backer-Recycled, 75%-100% Post Consumer Waste Minimum.

Each book is to have a piece of 35 pt. chipboard trimmed to 4" x 9 1/4" and stitched in between last ticket set and wrap around cover.

3.0.8 NUMBERING:

Numbering to follow sequence with guarantee of no missing numbers or numbers out of sequence. Each of the 10 three or four part sets in a book - as applicable - will be numbered with a 6 digit number.

The first number in each set ends with 1, last number ends with 0.

25,000 books of 10 each for State Police: number sequence to be determined by the State Police Contract Manager. Red ink, press numbering.

Note: Summons numbers and box numbers will change with each order.

"Crash" or "Crush" numbering acceptable

3.0.9 PACKING:

For State Police: Packaged 10 books to wrapped package, 100 books packed to a corrugated carton.

Packages and cartons are to bear series numbers of tickets contained therein and cartons to be numbered additionally, 1 to 250.

3.0.10 OVERRUNS:

Any numbered summonses over the last number ordered which would increase the overall total, will not be accepted.

3.0.11 PRINTERS PROOF:

Production should not begin until an authorized State representative signs off on a proof. This includes direct reprints.

3.0.12 DELIVERY PLACE:

250,000 sets - Inside Delivery Required to:

**Division of State Police
Logistics Bureau
Building 17 - Warehouse
PO Box 7068, River Road
West Trenton NJ 08628-0068**

1,000, 2,500, 5,000, 7,500, 10,000, 15,000, 25,000 and 50,000 sets will be delivered to municipalities throughout the State of New Jersey.

Price to include delivery to any point in the State.

The estimated annual usage for municipalities is unknown.

3.0.13 DELIVERY:

Five (5) weeks after receipt of signed off, approved proof for entire 250,000 lot. It is anticipated that an order will be placed sometime in 2009.

Other quantities to be delivered per request of each individual municipality, within five (5) weeks of receipt of approved proof.

3.0.14 PAPER PRICE ESCALATION CLAUSE

The following specifications are an integral part of this specification. Please read carefully and bid accordingly.

Due to the volatility of the paper market, price escalations – for paper only – are allowable under this contract. The successful Bidder will be required to keep prices firm for the first issue of the contract award, or first purchase order, whichever is later, as a minimum.

After this initial period, the Contractor may submit to the Director of the Division of Purchase and Property, a request for a price adjustment if the Contractor's price for the paper has been increased by the paper merchant.

This increase will only be considered after the Contractor has determined that no comparable source of supply is available. The Contractor must document his efforts in this regard.

The Contractor must make good faith effort to secure the required amount of paper from alternate sources before applying for any increase(s). Such effort must be documented.

The Contractor must also submit a letter from the paper merchant and paper mill documenting the increase.

The Contractor may apply for any price increase which occurs thereafter.

3.0.15 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 Agency. Costs for this additional work will be appropriately paid for as an up charge. Examples of such modifications can include author's alterations, programming changes, ink or paper stock variations, etc., as pertains to this contract. The Contractor will receive authorization to proceed from the Agency and the Purchase Bureau Printing Unit.

3.0.16 RECYCLED PRODUCT

In accordance with Governor Jon S. Corzine's Executive Order #11 (EO 11) enacted April 22, 2006, which encourages the purchase of environmentally responsible products, and in accordance with United States Environmental Protection Agency (USEPA) Comprehensive Procurement Guidelines developed pursuant to Federal Executive Order 13101, the minimum recycled post consumer material content is identified in the specifications.

3.0.17 RECYCLING CERTIFICATION

The bidder's signature on the signature page certifies that the material offered contains the minimum percentage of post consumer material content and total recovered materials content. The State reserves the right to request a manufacturer's certification confirming post consumer material content and total recovered materials content either prior to award or during the period of the contract.

3.1 COMMODITY DESCRIPTION/SCOPE OF WORK - POLICE ACCIDENT REPORT FORMS "NJTR-1" BOOK (NJMVC)

SPECIAL NOTICE TO POTENTIAL BIDDERS

For security reasons, all services under this contract are to be performed by the awarded Contractor at its place of business without the use of subcontractors or independent contractors. The contractor shall take full responsibility for supplied data and must protect the confidentiality of all data. This applies to both items contained in this RFP outlined below.

This printed product is used by law enforcement officials throughout the State to clearly document information/evidence observed at a motor vehicle accident. The final product will be a bound booklet that officers can carry at an accident scene and take notations. A single booklet is made up of the following parts in the order they would be observed from front to back:

3.1.1 GENERAL OVERVIEW

- 1) **Binding**-3 staples at the head covered with black printers tape.
- 2) **First Fly Sheet**-This is the top sheet which indicates various code numbers that will be written on the form (Part 4 below).
- 3) **Second Fly Sheet**-This is the second sheet and indicates additional code numbers on the form (Part 4 below).
- 4) **2 Part NCR Form**-This is the main part of this product and allows officers to write down specific notations, diagrams etc observed at the scene.
- 5) **Chipboard Backer**-For support.
- 6) **Wrap Around Cover**-Used to place under the "Work in Process" form so the NCR form underneath it does not get marked up.

3.1.2 SPECIFIC PRODUCTION SPECIFICATIONS

- 1) **Binding** - After all parts are collated in the proper order, three (3) staples will be applied to the head with Alabama-style cover.
- 2) **First Fly Sheet** - Prints 1/1 Black on 175# Manila Tag-Recycled 20% Post Consumer Minimum. Flat Size: 7 7/8 X 9 11/16 with a straight line perforation 1/2" down from top trim even with the 1/2" top stub.
- 3) **Second Fly Sheet** - Prints 1/1 Black on 175# Manila Tag-Recycle 20% Post Consumer Minimum. Flat Size: 7 7/8 X 9 7/16 with a straight line perforation 1/2" down from top trim even with the 1/2" top stub and an 11/16" X 8 15/16" strip die cut out of right side.
- 4) **2 Part NCR Form** - Each book contains 30 sets of 2 part NCR forms. They print 1/0 Black on Carbonless Paper. Part 1 is White CB 15#-Recycled 30% Post Consumer Minimum and Part 2 is White CF 14#-Recycled 30% Post Consumer Minimum. The copy is common to both parts. The copy is straight line copy and prints in black ink.

Flat Size with Stubs: 8 1/2" x 12 1/4" - Top Stub - 1/2" - Bottom Stub - 3/4"
Form Detached: 8 1/2" x 11"

- 5) **Chipboard Backer** - Flat Size: 8 ½ X 12 ¼. 22 point chipboard(long Grain)-Recycled 75%-100% Minimum.
- 6) **Wrap Around Cover** - No Printing. 175# Manila Tag-Recycled 20% Post Consumer Minimum. 8 1/2" x 24" with 2 scores ¼" apart for ease of wrapping around forms.

3.1.3 QUANTITY

QUANTITY: 250,000 sets (8,333 books)-Price per m on Price Line 10 for 250,000 forms.
500,000 sets (16,666 books)-Price per m on Price Line 11 for 500,000 forms.
1,000,000 sets (33,333 books)-Price per m on Price Line 12 for 1,000,000 forms.

3.1.4 CONSTRUCTION

CONSTRUCTION: The form is 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 (3) heavy duty staples.

3.1.5 TYPOGRAPHY

TOPOGRAPHY: Fly Sheets - Straight line copy with some diagrams and images of various motor vehicles.

1/1 Black.

2 Part NCR Form-Straight line copy. 1/1 Black with common copy both parts.

Wrap Around Cover-No Printing

Chipboard Backer-No Printing

Successful Vendor must arrange to pick up mechanicals/files at:

**The NJ Motor Vehicle Commission
Forms Control Unit
1600 North Olden Ave
Trenton, NJ 08638**

Mechanicals/Files must be returned ten (10) days after job is completed.
Failure to return mechanicals will result in the withholding of payment.

3.1.5.1 SPECIAL

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

3.1.6 PRINTER'S PROOF

PRINTER'S PROOF: Three (3) Blueline proofs of the entire book must be submitted for approval to:

**The NJ Motor Vehicle Commission
Forms Control Unit
1600 North Olden Ave
Trenton, NJ 08638**

All communications concerning this order must be mailed to the above address. Proofs must be submitted ten (10) days after receipt of purchase order.

3.1.7 PACKING:

PACKING: Wrapped 25 books per package (Shrink wrapping).

Two (2) packs per carton.

No carton to exceed gross weight of 40 lbs.

All cartons must be affixed with a label indicating:

- * Quantity per Carton
- * Vendor Name
- * P.O. Number
- * Form Number
- * Description
- * 3 of 9 Bar Code

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.

Deliveries will be accepted Monday thru Friday (except holidays) between the hours of 7:00 AM to 12:00 noon and 1:00 PM to 4:00 PM.

**DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON
AND 1:00 PM AND AFTER 4:00 PM.**

3.1.8 DELIVERY DATE

DELIVERY DATE:

Six (6) weeks after receipt of a signed off proof.

3.1.9 DELIVERY OF ADVANCE SAMPLES

DELIVERY OF ADVANCE SAMPLES:

Ten (10) advance samples must be delivered to the NJMVC for approval before shipping the entire job. These advance samples should be delivered to:

**The NJ Motor Vehicle Commission
Forms Control Unit
1600 North Olden Ave
Trenton, NJ 08638**

3.1.10 DELIVERY PLACE:

DELIVERY PLACE:

Price must include delivery to the warehouse of the

**The NJ Motor Vehicle Commission
Forms Control Unit
1600 North Olden Ave
Trenton, NJ 08638**

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.

3.1.11 EXAMPLE

EXAMPLE: Scans are provided as a guide for estimating. The scans are provided at the back of this RFP along with the a sample of the Uniform Traffic Tickets.

FOR EXAMPLE: The final product may vary slightly but this should be a useful tool for estimating. A sample will also be available for viewing at the mandatory pre-bid conference.

3.1.12 PAPER PRICE ESCALATION CLAUSE

The following specifications are an integral part of this specification. Please read carefully and bid accordingly.

Due to the volatility of the paper market, price escalations – for paper only – are allowable under this contract. The successful Bidder will be required to keep prices firm for the first issue of the contract award, or first purchase order, whichever is later, as a minimum.

After this initial period, the Contractor may submit to the Director of the Division of Purchase and Property, a request for a price adjustment if the Contractor's price for the paper has been increased by the paper merchant.

This increase will only be considered after the Contractor has determined that no comparable source of supply is available. The Contractor must document his efforts in this regard.

The Contractor must make good faith effort to secure the required amount of paper from alternate sources before applying for any increase(s). Such effort must be documented.

The Contractor must also submit a letter from the paper merchant and paper mill documenting the increase.

The Contractor may apply for any price increase which occurs thereafter.

3.1.13 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 Agency. Costs for this additional work will be appropriately paid for as an up charge. Examples of such modifications can include author's alterations, programming changes, ink or paper stock variations, etc., as pertains to this contract. The Contractor will receive authorization to proceed from the Agency and the Purchase Bureau Printing Unit.

3.1.14 RECYCLED PRODUCT

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3.1.15 RECYCLING CERTIFICATION

The bidder's signature on the signature page certifies that the material offered contains the minimum percentage of post consumer material content and total recovered materials content. The State reserves the right to request a manufacturer's certification confirming post consumer material content and total recovered materials content either prior to award or during the period of the contract.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and Submitting its bid proposal.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the world wide web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals.

State regulation mandates that late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.

4.3 NUMBER OF BID PROPOSAL COPIES

The Bidder must submit **one (1) complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal.**

The Bidder should submit **three (3) full, complete and exact copies of the original bid, clearly marked as "Copy".**

The copies requested are necessary in the evaluation of the bid proposal. A Bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the Bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 SIGNATORY PAGE

The Bidder shall complete and Submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>

The Signatory Page shall be signed by an authorized representative of the Bidder. If the Bidder is a limited partnership, the Signatory page must be signed by a general partner. If the Bidder is a joint venture, the Signatory page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the Bidder is a corporation, partnership or sole proprietorship, the Bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The Bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The Bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The Bidder may go to www.nj.gov/njbgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The Bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MaCBride Principles. The requirement is a precondition to entering into a State contract. The MaCBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The Bidder is required to Submit a copy of Certificate of Employee Information or a copy of Federal Letter of Approval verifying that the Bidder is operating under a federally approved or sanctioned Affirmative Action program. If the Bidder has neither document of Affirmative Action evidence, then the Bidder must complete the attached Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering into a State contract. The Affirmative Action Employee Information Report (AA-302) is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.4 SUBMITTALS

4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS

The Bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:
<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

4.4.4.2 SAMPLES/SAMPLE TESTING

Not Applicable

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

Upon request, in order to provide the State with the ability to judge the Bidder's financial capacity and capabilities to undertake and successfully complete the contract, the Bidder should Submit two years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the Bidder's most recent fiscal year. If certified financial statements are not available, the Bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the Bidder as of, and for, the periods presented in the statements. In addition, the Bidder should Submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the Bidder to Submit it. If the Bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

The Bidder may designate specific financial information as not Subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The Bidder may Submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Bid Proposal.

The State reserves the right to make the determination whether to accept the Bidder's assertion of confidentiality and will advise the Bidder accordingly.

4.4.6 PRICING

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive.

Each bidder is required to hold its prices firm for a period of 90 days. Every effort will be made to award the contract prior to the time period set forth above. However, upon the Director's request and by mutual consent, the State and the lowest first responsible Bidder and/or second lowest responsible Bidder and/or third lowest responsible Bidder may agree to extend the time the State may make an award.

4.4.7 COOPERATIVE PURCHASING

The bidder should complete the attached Cooperative Purchasing Form indicating willingness or unwillingness to extend State contract pricing and terms to Cooperative Purchasing partners.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the Contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 07/27/07, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the Bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of two (2) years. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP: <http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the Bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of three (3) one-year periods, by the mutual written consent of the Contractor and the Director. **Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.**

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the Contractor and the Director.

5.5 CONTRACTOR'S WARRANTY

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.
- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the

Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

5.6 ITEMS ORDERED AND DELIVERED

The Using Agencies are authorized to order and Contractors are authorized to ship only those items covered by the contracts resulting from this RFP. If a review of orders placed by the Using Agency [Agencies] reveals [reveal] that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the Contractor a Subsequent contract. The Director may take such steps as are necessary to have the items returned by the Agency, regardless of the time between the date of delivery and discovery of the violation. In such event, the Contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the Contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State administrative code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting Contractor's price either being deducted from any monies due the defaulting Contractor or being an obligation owed the State by the defaulting Contractor.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

5.8.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are Subject to rejection by the Using Agency at the Contractor's expense.

5.9 CLAIMS

All claims asserted against the State by the Contractor shall be Subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 07/27/07, located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>,

Contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal. This includes purchases made by all using agencies including the State and political SUB-divisions thereof. This reporting requirement includes sales to State using agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education. The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to sub-Contractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to Submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

5.11 PUBLIC WORKS CONTRACT-ADDITIONAL AFFIRMATIVE ACTION REQUIREMENT

N.J.S.A. 10:5-33 requires that:

"During the performance of this contract, the Contractor agrees as follows:

a) The Contractor or Sub-Contractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

b) The Contractor or sub-Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;

c) The Contractor or sub-Contractor where applicable, will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment."

5.12 PERFORMANCE BOND

This section supplements Section 3.3b of the NJ Standard Terms and Conditions version 07/27/07 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

A performance bond is required. The amount of the performance bond is noted on the RFP signatory page located on the Advertised Solicitation, Current Bid Opportunities <http://www.state.nj.us/treasury/purchase/bid/summary/09x20621.shtml>.

The performance bond must be posted within 30 days of the effective date of the contract award. The performance bond must remain in full force and effect for the term of the contract and any extension thereof.

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

6.1.1 Price. Each item will be awarded separately to the overall low bidder for all price lines pertaining to the item. For example, one responsive bidder will be awarded a contract for all price lines of the Uniform Traffic Ticket portion of this RFP and one bidder will be awarded all price lines for Police Accident Report Forms.

6.1.2 Experience of the Bidder

6.1.3 The Bidder's past performance under similar contracts, including if applicable, the Division's Vendor performance database.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

After the Submission of bid proposals, unless requested by the State as noted below, Vendor contact with the State is still not permitted.

The Bidder may be required to give an oral presentation to the State concerning its bid proposal.

The State may also require the Bidder to Submit written responses to questions regarding its bid proposal.

The purpose of such communication with the Bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the Bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the Bidder to give an oral presentation or require the Bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 BID DISCREPANCIES

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.
- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the "Legislation", retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) Contribution – means a contribution reportable as a recipient under “The New Jersey Campaign Contributions and Expenditures Reporting Act.” P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) Business Entity – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition of a business entity includes (i)all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii)any subsidiaries directly or indirectly controlled by the business entity; (iii)any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv)if a business entity is a natural person, that person’s spouse or child, residing in the same household.

7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to (i)make or solicit a contribution in violation of the Legislation, (ii)knowingly conceal or misrepresent a contribution given or received; (iii)make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv)make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v)engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would Subject that entity to the restrictions of the Legislation; (vi)fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii)engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii)directly or indirectly through or by any other person or means, do any act which would Subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall Submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at

<http://www.state.nj.us/treasury/purchase/forms.htm#eo134>,

shall be provided to the intended awardee for completion and Submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall Submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to Submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.1.4 STATE TREASURER REVIEW

The State Treasurer or his designee shall review the Disclosures Submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the Contractor. If the State Treasurer determines that any contribution or action by the Contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the Contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

7.2 FINAL CONTRACT AWARD

Contract awards shall be made with reasonable promptness by written notice to those responsible Bidders, whose bid proposals, conforming to this RFP, are most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The Contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the Contractor will be provided with the State Contract Manager's name,

department, division, agency, address, telephone number, fax phone number, and email address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the Contractor, assuring that Purchase Orders are issued to the Contractor, directing the Contractor to perform the work of the contract, approving the deliverables and approving payment vouchers.

After the contract is executed, the State Contract Manager is the person that the Contractor will contact for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the Contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the Contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a Contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The Contractor may contact the State Contract Manager if the Contractor can not resolve a dispute with contract users.

UNIFORM

TRAFFIC

TICKETS

(SCAN OF SAMPLE AS A GUIDE ONLY)

STAPLED
AT TOP
SEE THRU WINDOW

BA598

Prefix Ticket Number
SP3 887051 N

INSTRUCTIONS TO OFFICERS

A. GENERAL

1. At all times be COURTEOUS, FAIR and HONEST. Remember that public opinion of traffic enforcement is judged almost entirely by your conduct.

2. When issuing every Uniform Traffic Ticket:

DO -

- ✓ Introduce yourself to the driver by saying: "I am (give your rank, name, and the name of the enforcement agency you represent)."
- ✓ Ask for the driver's license, registration certificate, and insurance identification card.
- ✓ Advise the driver of the offense committed.
- ✓ Advise the driver that you are going to issue a Uniform Traffic Ticket charging that offense.
- ✓ Ask for any additional information necessary to fill out the Uniform Traffic Ticket.
- ✓ Check the boxes "65 MPH Zone," "Safe Corridor" or "Construction Zone" when applicable to the offense charged.
- ✓ Always check the box "Court Appearance Required" (in accordance with R. 7:12-4(d) in addition to checking the "Accident" and "Personal Injury" boxes if the offense involves an accident resulting in Personal Injury.

In addition, the box for "Court Appearance Required" must also be checked if the charge involves: (1) speeding 40 MPH or more above the posted speed limit in any vehicle; (2) speeding 20 MPH or more above the posted speed limit in a "Safe Corridor" or "Construction Zone"; or (3) the following "serious traffic violations" in connection with the operation of a commercial vehicle (see N.J.S.A. 39:3-10.11).

- a. Excessive speeding - 15 MPH or more above the speed limit.
- b. Reckless driving, including violations of N.J.S.A. 39:4-96.
- c. Improper or erratic traffic lane changes.
- d. Following a vehicle ahead too closely, including violations of N.J.S.A. 39:4-89.

- ✓ Always charge only one offense per ticket.
- ✓ Fill out the Uniform Traffic Ticket and hand it to the driver.

DO NOT -

- ✓ "Lecture" the driver.
 - ✓ Quiz the driver on their knowledge of traffic laws.
 - ✓ Indulge in personal remarks or altercations.
3. In filling out a ticket preferably use a ballpoint pen, applying steady pressure so that all copies will be legible. Print all information so that it is legible.
 4. File the Uniform Traffic Ticket with the court without delay.
 5. File the police copy in accordance with your departmental regulations.
 6. Keep your officer's copy in the event that your testimony in court is required.
 7. Give the defendant the hard copy of the Uniform Traffic Ticket. For parking offenses, the defendant's copy may also be affixed to the vehicle.

B. OFFICER'S COMMENTS

(See back of Officer's Copy)

It is very important to fill in the OFFICER'S COMMENTS section provided on the back of the officer's copy of the Uniform Traffic Ticket. Use this space to describe briefly the circumstances of the offense. There are always one or more relevant comments that you should note. Include every fact which will assist you in testifying, including:

- ✓ Facts about speed, distance, and course of travel or position of the motor vehicle.
- ✓ In careless or reckless driving cases, the details which indicate that such offense was committed.
- ✓ Statements by the driver and general attitude.
- ✓ Other helpful comments or observations.

Ticket Book Cover

(Each Book contains 10 tickets)

9 1/4"

4"

F.C.

REVERSE SIDE
OF COVER

A. RESPONSIBILITY FOR LOCAL TRAFFIC TICKETS

In accordance with R. 7:2-1 (d)(3), each municipal court judge is responsible for all Uniform Traffic Tickets issued to local officers and for the proper disposition of those tickets. The court is required to keep a control record for such tickets in accordance with the procedure prescribed by the Administrative Director of the Courts. To maintain these control records, officers must sign a receipt for the tickets issued to them and submit written reports on all tickets that are: (1) to be voided or corrected by the judge, (2) pocket worn or damaged and/or (3) lost.

B. ERRORS/MISTAKES

If the officer notes that an error has been made in writing the ticket, the officer should immediately stop writing the ticket. The officer may not cross out or erase any erroneous information. The officer should then write a new ticket and file both with the court. Both tickets should be stapled together, along with a separate signed statement explaining why the original ticket should be voided by the court. Pursuant to R. 1:13-1, only the court is authorized to correct clerical mistakes. Therefore, no person may make any changes whatsoever in any part of the Uniform Traffic Ticket after the officer has started to fill it out. Amendments to tickets are within the sole province of the Judge acting, when appropriate, in open court.

A
S

IFC

BA598

Court ID	Prefix	Ticket Number		NEW JERSEY STATE POLICE
	SP3	887051		
COMPLAINT - SUMMONS				
Municipal Court of				
YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED:				
Driver's Lic. No.			EXP. DATE	STATE
				<input type="checkbox"/> Commercial License
THE UNDERSIGNED CERTIFIES THAT				
Name	First	Initial	Last	(Please Print)
Address				
City		State	Zip Code	Telephone
Birth Date	Eyes	Sex	Weight	Height
				Restrictions
DID UNLAWFULLY (PARKING)				

DISPOSITION OF CASE
 DATES OF ADJOURNMENTS
 FROM: TO: REASON:
 FROM: TO: REASON:
 DISPOSITION DATE:
 BY: COURT: VIOLATION BUREAU FINDING:

Court ID	Prefix	Ticket Number	NEW JERSEY STATE POLICE			
	SP3	887051				
COMPLAINT - SUMMONS Municipal Court of						
YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED.						
Driver's Lic. No.	EXP. DATE		STATE	<input type="checkbox"/> Commercial License		
THE UNDERSIGNED CERTIFIES THAT						
Name	First	Initial	Last	(Please Print)		
Address						
City	State	Zip Code	Telephone			
Birth Date	Eyes	Sex	Weight	Height	Restrictions	
DID UNLAWFULLY (PARK) (OPERATE) A						
Make Of Vehicle	Year	Body type	Color	<input type="checkbox"/> Commercial Vehicle <input type="checkbox"/> Omnibus <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Out of Service		
Lic. Plate No.	State	Exp. Date				
Offense Date	Month	Day	Year	Time Hour	AM PM	
LOCATION OF OFFENSE						
Municipality	County	Mun. Code (Offense)				
AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)						
TRAFFIC OFFENSES - (check one) - TITLE 39:						
<input checked="" type="checkbox"/> 3-4 Unregistered vehicle <input checked="" type="checkbox"/> 3-29 Failure to exhibit documents <input type="checkbox"/> D.L. or <input type="checkbox"/> REG or <input type="checkbox"/> INS <input checked="" type="checkbox"/> 3-33 Unclear plates <input checked="" type="checkbox"/> 3-66 Maintenance of lamps <input checked="" type="checkbox"/> 3-76.2f Failure to wear seatbelt <input checked="" type="checkbox"/> 4-81 Failure to observe signal <input checked="" type="checkbox"/> 4-98 Speeding _____ MPH in a _____ MPH zone		<input type="checkbox"/> 4-85 Improper passing <input type="checkbox"/> 4-97 Careless driving <input type="checkbox"/> 4-124 Failure to turn <input type="checkbox"/> 4-144 Failure to stop or yield <input type="checkbox"/> 8-1 Failure to inspect <input type="checkbox"/> 8-4 Failure to make repairs				
IN EXCESS OF SPEED LIMIT BY:						
<input type="checkbox"/> 1-9 MPH <input type="checkbox"/> 10-14 MPH <input checked="" type="checkbox"/> 15-19 MPH <input type="checkbox"/> 20-24 MPH <input type="checkbox"/> 25-29 MPH <input type="checkbox"/> 30-34 MPH <input type="checkbox"/> 65 MPH ZONE <input type="checkbox"/> Safe Corridor <input type="checkbox"/> Construction Zone						
PARKING OFFENSE						
<input type="checkbox"/> Overtime Meter No. <input type="checkbox"/> Prohibited Area <input type="checkbox"/> Double						
OTHER TRAFFIC/PARKING OFFENSE (Describe)						
Statute No.			Ordinance / Code No.			
<input type="checkbox"/> Diesel emissions violation Pursuant to K.J.S.A. 39-8-71, you are the agent for the owner, lessee or operator of this diesel vehicle and are being served with this complaint/summons. You must notify the owner, lessee or operator of this complaint/summons so that appropriate action may be taken.						
THE UNDERSIGNED FURTHER STATES THAT THERE ARE JUST AND REASONABLE GROUNDS TO BELIEVE THAT YOU COMMITTED THE ABOVE OFFENSE AND WILL FILE THIS COMPLAINT IN THIS COURT CHARGING YOU WITH THAT OFFENSE.						
Signature of Complaining Witness			Officer's ID No.			
NOTICE TO APPEAR						
<input type="checkbox"/> COURT APPEARANCE REQUIRED						
COURT DATE		Month	Day	Year	Time Hour	AM PM
<input type="checkbox"/> Accident <input type="checkbox"/> Property Damage <input type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Death/Serious Bodily Injury						
CONDITIONS	AREA <input type="checkbox"/> Business <input type="checkbox"/> School <input type="checkbox"/> Residential <input type="checkbox"/> Rural					
	ROAD <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice					
	TRAFFIC <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Heavy					
	VISIBILITY <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog					
Equipment <input type="checkbox"/> Helicopter <input type="checkbox"/> Pace <input type="checkbox"/> Speed Measurement Device <input type="checkbox"/> EBTD						
Equipment Operator's Name		Operator ID No.		Unit Code		

Complaint - Summons

HIGHLIGHTED AREAS ARE "Red"

ED
Municipal Court

Count ID Prefix Ticket Number
SR3 887052 NEW JERSEY STATE POLICE

PLEASE READ CAREFULLY

1. PAYMENT AND GUILTY PLEA

You may plead guilty and pay the penalty... www.njmcdirect.com

111

Do not send cash. Please print the ticket number on the front of the check or money order... www.njmcdirect.com

www.njmcdirect.com

OR You may contact the Municipal Court directly at:

1 - () -

REVERSE SIDE OF COMPLAINT - SUMMONS

"RED"

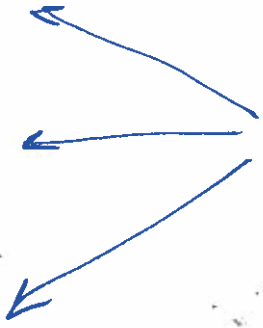
Send all payments to: Business hrs. VIOLATIONS BUREAU: Address: Telephone: () -

2. OFFENSE IS NOT PAYABLE OR COURT APPEARANCE REQUIRED
3. PLEA OF NOT GUILTY
If you wish to plead not guilty, you must notify the court at the address and telephone number as shown above at least 7 days prior to the court date listed on the front of this ticket.

NOTICE
IF YOU FAIL TO APPEAR IN RESPONSE TO THIS SUMMONS OR TO PAY THE PRESCRIBED PENALTY, ADDITIONAL PENALTIES MAY RESULT. A WARRANT MAY BE ISSUED FOR YOUR ARREST AND YOUR DRIVING PRIVILEGES IN NEW JERSEY MAY BE REVOKED.

EXCEPT FOR A PARKING TICKET A RECORD OF THIS CONVICTION WILL BE SENT TO THE MOTOR VEHICLE COMMISSION (MVC) THAT ISSUED YOUR LICENSE EFFECTIVE SEPTEMBER 30, 2005, IF YOU HOLD A COMMERCIAL DRIVER'S LICENSE AND YOU ARE CONVICTED OF TWO OR MORE SERIOUS TRAFFIC VIOLATIONS. THE MVC MAY, DEPENDING ON YOUR RECORD, SUSPEND YOUR COMMERCIAL DRIVING PRIVILEGES EVEN IF THE VIOLATIONS WERE COMMITTED IN A NON-COMMERCIAL MOTOR VEHICLE.

"RED"



Advanced
 Department
 First Appearance Date
FIRST APPEARANCE ASSIGNMENT AND COUNSEL INFORMATION
 Forwarded
 Returned
 Reinstated
 (Signature of Plaintiff)
 Gas Amount \$
 Set by
 Signature and Date of Person Issuing Warrant
 Directed by
 Signature and Date of Person Issuing Warrant
 Failed to Appear Date

Court ID: **SP3** Ticket Number: **887051** NEW JERSEY STATE POLICE
COMPLAINT - SUMMONS Municipal Court of _____
 YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED.

Driver's Lic. No. _____ EXP. DATE _____ STATE _____ Commercial License

THE UNDERSIGNED CERTIFIES THAT
 Name First Initial Last (Please Print) _____
 Address _____
 City _____ State _____ Zip Code _____ Telephone _____
 Birth Date _____ Eyes _____ Color _____ Sex _____ Weight _____ Color _____ Height _____ Restrictions _____

DID UNLAWFULLY (PARK) (OPERATE) A
 Make Of Vehicle _____ Year _____ Body Type _____ Color _____ Commercial Vehicle
 Omnibus
 Hazardous Material
 Out of Service
 Lic. Plate No. _____ State _____ Exp. Date _____
 V I N _____
 Offense Date _____ Month _____ Day _____ Year _____ Time Hour _____ AM/PM _____
 LOCATION OF OFFENSE _____ Describe Location _____
 Municipality _____ County _____ Mun. Code (Offense) _____

AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)
TRAFFIC OFFENSES - (check one) - TITLE 39:
 3-4 Unregistered vehicle 4-85 Improper passing
 3-29 Failure to exhibit documents 4-97 Careless driving
 D.L. or REG or INS 4-124 Failure to turn
 3-33 Unclear plates 4-144 Failure to stop or yield
 3-66 Maintenance of lamps 8-1 Failure to inspect
 3-76.21 Failure to wear seatbelt 8-4 Failure to make repairs
 4-81 Failure to observe signal 4-98 Speeding _____ MPH in a _____ MPH zone
IN EXCESS OF SPEED LIMIT BY:
 1-9 MPH 10-14 MPH 15-19 MPH 20-24 MPH 25-29 MPH 30-34 MPH
 65 MPH ZONE Safe Corridor Construction Zone

PARKING OFFENSE
 Overtime Meter No. Prohibited Area Double
OTHER TRAFFIC/PARKING OFFENSE (Describe)
 Statute No. _____ Ordinance / Code No. _____
 Diesel emissions violation Pursuant to N.J.S.A. 39:8-71, you are the agent for the owner, lessee or operator of this diesel vehicle and are being served with this complaint/summons. You must notify the owner, lessee or operator of this complaint/summons so that appropriate action may be taken.

THE UNDERSIGNED FURTHER STATES THAT THERE ARE JUST AND REASONABLE GROUNDS TO BELIEVE THAT YOU COMMITTED THE ABOVE OFFENSE AND WILL FILE THIS COMPLAINT IN THIS COURT CHARGING YOU WITH THAT OFFENSE. Month _____ Day _____ Year _____
 Signature of Complaining Witness _____ Officer's ID. No. _____

NOTICE TO APPEAR
 COURT APPEARANCE REQUIRED COURT DATE Month _____ Day _____ Year _____ Time Hour _____ AM/PM _____
 Accident Property Damage Personal Injury Death/Serious Bodily Injury

CONDITIONS
 AREA _____ Business _____ School _____ Residential _____ Rural
 ROAD _____ Dry _____ Wet _____ Snow _____ Ice
 TRAFFIC _____ Light _____ Medium _____ Heavy _____
 VISIBILITY _____ Clear _____ Rain _____ Snow _____ Fog

Equipment Helicopter Pace Speed Measurement Device EBTD
 Equipment Operator's Name _____ Operator ID No. _____ Unit Code _____

OFFICERS COPY IN
yellow
HIGHLIGHTED AREAS
ARE "RED"

NEW JERSEY STATE POLICE

Court ID **Prefix** **Ticket Number**

SP3 **887051**

Municipal Court of

COMPLAINT - SUMMONS

YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED.

Driver's Lic. No.

EXP. DATE **STATE** **Commercial License**

Name **First** **Initial** **Last** **(Please Print)**

Address

City **State** **Zip Code** **Telephone**

Birth Date **Eyes** **Sex** **Weight** **Height** **Restrictions**

DISPOSITION OF CASE

DATES OF ADJOURNMENTS:

FROM: _____ **TO:** _____

REASON: _____

FROM: _____ **TO:** _____

REASON: _____

DISPOSITION DATE

BY: **COURT:** **VIOLATION BUREAU**

PLEA: _____ **FINDING:** _____

BAIL INFORMATION

BAIL AMOUNT \$ _____ **CASH** **BOND**

POSTED WITH: _____

BAIL FORFEITURE **AMOUNT \$** _____ **(NAME & TITLE)** _____ **DATE** _____

SENTENCE

FINE \$ _____ **JAIL:** _____ **DAYS:** _____

COSTS \$ _____ **DR. LIC. REVOKED:** _____ **DAYS:** _____

REVOCAION DATE: _____

\$ _____

\$ _____

\$ _____

\$ _____

OFFICER'S COMMENTS

(See Instructions On Cover)

WITNESSES: (NAME AND ADDRESS)

SUBPOENA ISSUED

_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

REVERSE SIDE OF
OFFICER'S COPY

BAS98

Court ID	Prefix	Ticket Number	NEW JERSEY STATE POLICE		
	SP3	887051			
COMPLAINT - SUMMONS Municipal Court of					
YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED:					
Driver's Lic. No.			EXP. DATE	STATE	<input type="checkbox"/> Commercial License
THE UNDERSIGNED CERTIFIES THAT					
Name	First	Initial	Last	(Please Print)	
Address					
City		State	Zip Code	Telephone	
Birth Date	Eyes	Sex	Weight	Height	Restrictions
DID UNLAWFULLY (PARK) (OPERATE) A					
Make Of Vehicle	Year	Body Type	Color	<input type="checkbox"/> Commercial Vehicle <input type="checkbox"/> Omnibus <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Out of Service	
Lic. Plate No.	State	Exp. Date			
VIN					
Offense Date	Month	Day	Year	Time Hour	AM PM
LOCATION OF OFFENSE	CODE	Describe Location			
Municipality	County	Mun. Code (Offense)			
AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE (ONE CHARGE PER COMPLAINT)					
TRAFFIC OFFENSES - (check one) - TITLE 39:					
<input checked="" type="checkbox"/> 3-4 Unregistered vehicle		<input type="checkbox"/> 4-85 Improper passing			
<input checked="" type="checkbox"/> 3-29 Failure to exhibit documents		<input type="checkbox"/> 4-97 Careless driving			
<input type="checkbox"/> D.L. or <input type="checkbox"/> REG or <input type="checkbox"/> INS		<input type="checkbox"/> 4-124 Failure to turn			
<input type="checkbox"/> 3-33 Unclear plates		<input type="checkbox"/> 4-144 Failure to stop or yield			
<input type="checkbox"/> 3-66 Maintenance of lamps		<input type="checkbox"/> 8-1 Failure to inspect			
<input type="checkbox"/> 3-76.2f Failure to wear seatbelt		<input type="checkbox"/> 8-4 Failure to make repairs			
<input type="checkbox"/> 4-81 Failure to observe signal		<input checked="" type="checkbox"/> 4-98 Speeding _____ MPH in a _____ MPH zone			
IN EXCESS OF SPEED LIMIT BY:					
<input type="checkbox"/> 1-9 MPH		<input type="checkbox"/> 10-14 MPH		<input type="checkbox"/> 15-19 MPH	
<input type="checkbox"/> 20-24 MPH		<input type="checkbox"/> 25-29 MPH		<input type="checkbox"/> 30-34 MPH	
<input checked="" type="checkbox"/> 65 MPH ZONE		<input type="checkbox"/> Safe Corridor		<input type="checkbox"/> Construction Zone	
PARKING OFFENSE					
<input type="checkbox"/> Overtime Meter No.		<input type="checkbox"/> Prohibited Area		<input type="checkbox"/> Double	
OTHER TRAFFIC/PARKING OFFENSE (Describe)					
Statute No.			Ordinance / Code No.		
<input type="checkbox"/> Diesel emissions violation Pursuant to N.J.S.A. 39:8-71, you are the agent for the owner, lessee or operator of this diesel vehicle and are being served with this complaint/summons. You must notify the owner, lessee or operator of this complaint/summons so that appropriate action may be taken.					
THE UNDERSIGNED FURTHER STATES THAT THERE ARE JUST AND REASONABLE GROUNDS TO BELIEVE THAT YOU COMMITTED THE ABOVE OFFENSE AND WILL FILE THIS COMPLAINT IN THIS COURT CHARGING YOU WITH THAT OFFENSE.			Month	Day	Year
Signature of Complaining Witness			Officer's ID. No.		
NOTICE TO APPEAR					
<input type="checkbox"/> COURT APPEARANCE REQUIRED		COURT DATE	Month	Day	Year
<input type="checkbox"/> Accident		<input type="checkbox"/> Property Damage		<input type="checkbox"/> Personal Injury	
<input type="checkbox"/> Death/Serious Bodily Injury					
CONDITIONS	AREA	<input type="checkbox"/> Business	<input type="checkbox"/> School	<input type="checkbox"/> Residential	<input type="checkbox"/> Rural
	ROAD	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Snow	<input type="checkbox"/> Ice
	TRAFFIC	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	
	VISIBILITY	<input type="checkbox"/> Clear	<input type="checkbox"/> Rain	<input type="checkbox"/> Snow	<input type="checkbox"/> Fog
Equipment	<input type="checkbox"/> Helicopter		<input type="checkbox"/> Pace		<input type="checkbox"/> Speed Measurement Device
Equipment Operator's Name		Operator ID No.		Unit Code	

1ST copy of COMPLAINT - SUMMONS

HIGHLIGHTED AREAS ARE TO BE "RED"

NEW JERSEY STATE POLICE **SP3** **887051** **Municipal Court of**

COMPLAINT - SUMMONS

YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THIS COURT TO ANSWER THIS COMPLAINT CHARGING YOU WITH THE OFFENSE LISTED.

Driver's Lic. No. _____

THE UNDERSIGNED CERTIFIES THAT

Name: First _____ Initial _____ Last _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Birth Date _____ Eyes _____ Sex _____ Weight _____ Height _____

Restrictions _____

DID UNLAWFULLY (PARK) (OPERATE)

BENCH WARRANT BAIL INFORMATION

Failed to Appear Date: _____

Warrant Date: _____ Ordered by: _____
(Signature and title of person issuing warrant)

Bail Amount: \$ _____ Set by: _____
(Signature and title of person setting bail)

Forfeited Return Reinstated _____
(Date) (Signature of Judge)

FIRST APPEARANCE, ARRAIGNMENT AND COUNSEL INFORMATION

First Appearance Date: _____ Arraignment Date: _____

Advised of Rights By: _____ Defendant Cons. req. Counsel? Yes No

Counsel assigned: Yes No _____
(if yes, name of counsel)

Counsel retained: Yes No _____
(if yes, name of counsel)

Counsel waived: Yes No _____
(if yes, name of Judge accepting waiver)

Name of Prosecuting Attorney: _____

Affiliation: Municipal County State Other (list) _____

MISCELLANEOUS INFORMATION

Additional Information and Judge's Notes:

Adjustment Requested by	Reason	To

See attached sheet for additional judge's notes or other information.

COURT ACTION

Complaint Amended to _____

Plea: Guilty Not Guilty Date: _____

Finding: _____ Date: _____

Guilty Guilty but Merged Not Guilty

a Guilty - Advised of Right to Appeal

Dismissed - Plea Agreement Dismissed - Lack of Prosecution Dismissed - False ID

Dismissed - Pros. Discretion Dismissed - Rule Dismissed - Other

Fine \$ _____ Costs \$ _____ Contempt \$ _____

VOCB \$ _____ DWI \$ _____ ENSP \$ _____

D.A.E.F. \$ _____ Other \$ _____ Total \$ _____

Period of C.L. _____

IDRC _____ Court Serv. _____

Imprisonment _____ years OR Registration Susp. _____ years

Jail Term / Jail Credit _____ Credit For _____

Signature of Judge: _____ Date: _____

Court's Copy (Back - White)

*REVERSE OF
COMPLAINT - SUMMONS*

BACK OF COVER Book

2007

JANUARY

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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FEBRUARY

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APRIL

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2008

JANUARY

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OCTOBER

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NOVEMBER

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DECEMBER

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**POLICE
ACCIDENT
REPORTS**

**State of New Jersey
Police Crash
Investigation
Report NJTR-1**

Use Code 00 for Unknown.

Use Code 99 for Other.

Explain Other in Crash Description

Also, Explain Items Marked with asterisk (*) in Crash Description

If an Item Does Not Apply, Enter a Dash (-)

NOTE:

Boxes 1 - 7 must be completed for all pages of the report.

Boxes 8-22 and 96-105 are only used on page 1 of the report.

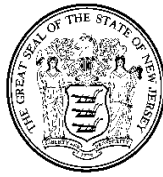
Information is completed as

96	State Divided By	01 Barrier Median	02 Concrete Median	03 Grass Median	04 Pave.	05 None
97	Temporary Traffic Control Zone	01 None	02 Construction Zone	03 Maintenance Zone	04 Utility Zone	05 Other
98	Light Condition	01 Daylight	02 Dawn	03 Dusk	04 Dark (street lights off)	05 Dark (no street lights)
99	Road System	01 State	02 Interstate	03 State/Interstate Authority	04 State Park or Institution	05 County
100	Road Surface Condition	01 Dry	02 Wet	03 Ice	04 Oil	05 Water (Standing/Moving)
101	Environmental Condition	01 Clear	02 Rain	03 Snow	04 Fog/Smog/Smoke	05 Blowing Snow
102	Total Number of Motor Vehicles Involved in Crash	First Event				
103	Crash Type	with Other MV as First Event				
104	01 Same Direction (Rear End)	02 Same Direction (Side Swipe)	03 Right Angle	04 Opposite Direction (Head On, Angular)	05 Opposite Direction (Side Swipe)	06 Struck Parked Vehicle
105	07 Left Turn / U Turn	08 Backing	09 Encroachment	10 Pedalcy-	11 Non-fixed Obj-	12 Railcar -vehicle
106	01 Yes	02 No	Trucks / Bus (20-30)			
107	Vehicle Type		Passenger Vehicles (01-19)		11 Moped	
108	01 Car/Station Wagon/Minivan	02 Passenger Van (< 9 Seats)	03 Cargo Van (10K lbs or less)	04 Sport Utility Vehicle	05 Pickup	06 Recreational Vehicle
109	07 All Terrain Vehicle	08 Motorcycle	09 (reserved)	10 any previous w/Trailer	11 Other Pass Vehicle	12 Streetcar/Trolley
110	01 Personal	02 Business/Commerce	03 Government	04 Responding to Emergency	05 Machinery in Use	13 Pedalcycle
111	01 Work Equipment*	02 Police	03 Military	04 Fire/Rescue	05 Ambulance	06 Taxi/Limo
112	07 Veh Used as School Bus	08 Veh Used as Other Bus	09 School Bus	10 Transit Bus	11 Other Bus	12 Veh Used as Snowplow
113	01 Bus (9-15 seats)	02 Bus (> 15 seats)	03 Van/Enclosed Box	06 Dumm	07 Concrete Mixer	08 Auto Transporter
114	Direction of Travel		09. Gear			
115	Which		01 Hip / Upper Leg			
116	01 Vehi		02 Entire Body			
117	02 Vehi		03 Knee / Lower Leg / Foot			
	06 Back		12 Entire Body			
	01 Driv		02 thru 09 Passengers			
	10 Cargo Area		11 Riding/Hanging on Outside			
	01 Not Ejected		02 Partial Ejection			
	03 Ejected		04 Trapped			
	01 Killed		02 Incapacitated			
	03 Moderate Injury		04 Complaint of Pain			
	01 None		02 Lap Belt			
	03 Harness		04 Lap Belt			
	05 Child Restraint		06 Helmet			
	07 (reserved)		08 Airbag			
	09 Airbag & Seatbelts		10 Safety Vest (Ped only)			
	01 Front		02 Side			
	07 Other		08 Multiple			

THIS WILL PRINT ON 175# MANILA TAG THIS TIME NOT YELLOW

Overlay Page 1 of 2

83	84	85	86	87	88	89	90	91	92	93	94	95	Names & Addresses of Occupants - If Deceased, Date & Time of Death	
A														
B														
C														
D														
E														



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PURCHASE BUREAU
P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

JON S. CORZINE
Governor

R. DAVID ROUSSEAU
State Treasurer

February 25, 2009

To: All Interested Bidders

**Re: RFP # 09-X-20621 / T1079
PRINT: UNIFORM TRAFFIC TICKETS (NJSP) & POLICE ACCIDENT REPORT FORMS (NJMVC)**

Original Bid Due Date: 03/05/09 (2:00 PM)

New Bid Due Date: 03/12/09 (2:00 PM)

Special Note: All language indicating Recycled Stock is to be deleted from these Specifications and replaced with Virgin Stock Paper.

ADDENDUM #1

The following constitutes Addendum #1 to the above referenced solicitation. This addendum is divided into the following parts:

Part 1: Answers to questions.

Part 2: Additions, deletions, clarifications and modifications to the RFP

Be advised of the new bid open date of March 12, 2009.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

PART 1

Re: RFP # 09-X-20621 / T1079

PRINT: UNIFORM TRAFFIC TICKETS (NJSP) & POLICE ACCIDENT REPORT FORMS (NJMVC)

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number(s) and section where applicable.

#	Page #	RFP Section Reference	Question	Answer
1	12	3.02 Quantity: 1 Set - 1 Ticket (3 or 4 Part)	When you say copy "varies by municipalities" does that mean on the face of the ticket or face and back of the ticket? and on all parts? What is variable amount and area? Is the wrap around cover have variable content as well? Date Submitted : 1/29/2009 11:09:53 AM Confirmation Number : 7027	This was clarified at the mandatory pre-bid conference. Municipalities may choose to reference local ordinances or other specific information on the front or back of any section. The bidder should submit proposals accordingly. For the most part the parts should be standard but expect some variations.
2	31	7.2 Final Contract Award	Award will be made for the total of all extended lines for each bid? Date Submitted : 2/4/2009 10:29:46 AM Confirmation Number : 7102	This was clarified at the mandatory pre-bid conference. One bidder will be awarded all lines for Accident Reports and one for Traffic Tickets.
3	11	3.0.1 Basic Construction Description	Copy changes to base ticket-- How quickly must NEW tickets be made up if a copy change comes upon base ticket And if a municipality just ordered 1,000 tickets but this is a 2 year supply for them MUST they dispose of these and reorder ASAP? Date Submitted : 2/6/2009 11:41:30 AM Confirmation Number : 7110	This was clarified at the mandatory pre-bid conference- ASAP. This was clarified at the mandatory pre-bid conference- This is the municipality's responsibility
4	17	3.0 and 3.1 Special Notice to Potential Bidders	Question Submitted : Is it possible to reconsider the clause that requires all work to be performed at the supplier's place of business? Date Submitted : 2/10/2009 11:31:08 AM Confirmation Number : 7118	This was clarified at the mandatory pre-bid conference. Subcontracting is now permitted. The bidder must submit the subcontracting form that will be uploaded as an attachment to the RFP. It is important to note

#	Page #	RFP Section Reference	Question	Answer
				that the awarded contractor is ultimately responsible for the work performed by any subcontractor. The State reserves the right to inspect any and all production facilities. Experience of the bidder will be an important factor in awarding contracts. The bidder may be requested to provide samples of similar work to demonstrate their ability to perform the assigned tasks. This is an important State-wide revenue generating contract. There is no room for error.
5	11	3.0 Special Notice to Potential Bidders	Question Submitted : Uniform Traffic Tickets - Municipality are all in black color. Also Can we get or see the sample Date Submitted : 2/13/2009 1:22:50 PM Confirmation Number : 7142	The only opportunity to see Samples was at the Pre-Bid Meeting on 02/18/09.
6	11 and 12	3.0.1 Basic Construction Description and 3.0.2 Quantity: 1 Set - 1 Ticket (3 or 4 Part)	Question Submitted : There are 470 Municipality NJ. Do we have to create/develop/edit 470 different files. IF no then how many different design are all together Date Submitted : 2/18/2009 4:59:59 PM Confirmation Number : 7153	As discussed at the Pre-Bid Meeting on 02/18/09, there are certain panels of the ticket that must reflect the individual requirement of each Municipality's information as designated by their Court.
7	11	3.0.1 Basic Construction Description	Please verify the correct # for the Back Cover with Divider Manila Tag both the NJSP and the Municipality Tickets.	The Back Cover with Divider Manila Tag for both the NJSP and the Municipality Tickets is changed from 150# to 110#
8	11	3.0.1 Basic Construction Description	Please verify the Point designation of the Chipboard Backer.	This was clarified at the mandatory pre-bid conference. The Point designation for the Chipboard Backer is changed from 35 Pt Stitched in to 28 Pt Stitched in. Throughout all Specification, all references to Chipboard Backer is to be 28 Pt Stitched in.
9	12 and 17	3.0.4 Paper NCR Stock for Ticket Parts and 3.1.2 Specific Production	Recycled Paper Vs Virgin Stock Requirements for all paper requirements.	Throughout this Specification, any reference to Recycled Stock is to be deleted and replaced with Virgin Stock. All tickets and accident report forms are to be Virgin Stock.

#	Page #	RFP Section Reference	Question	Answer
		Specifications		
10	14	3.0.7	Please verify the number of holes in the cover.	This was clarified at the mandatory pre-bid conference. The cover is to have one (1) hole so the ticket number shows through..

PART 2

Re: RFP # 09-X-20621 / T1079

PRINT: UNIFORM TRAFFIC TICKETS (NJSP) & POLICE ACCIDENT REPORT FORMS (NJMVC)

Additions, Deletions, Clarifications and Modifications to the RFP

The following becomes part of this RFP concerning the use of subcontractors for both the Uniform Traffic Ticket portion and Police Accident Report Forms.

Only fully qualified bidders will be considered for a contract.

PRINTING SUBCONTRACTING FORM

All bidders shall complete the Printing Subcontracting Form to advise the State as to whether or not a subcontractor will be utilized to provide any goods or services under the contract.

This form is being uploaded as an attachment to the RFP and is titled "Printing Subcontracting Form".

SUBCONTRACTOR(S)

All bidders must complete the Printing Subcontracting Form whether or not they intend to utilize subcontractors in connection with the work set forth in this RFP.

Should the bidder propose to utilize a subcontractor(s) to fulfill any of its obligations, the bidder shall be responsible for the subcontractor's(s): (a) performance; (b) compliance with all of the terms and conditions of the contract; and (c) compliance with the requirements of all applicable laws.

The bidder must provide a detailed description of services to be provided by each subcontractor, referencing the applicable Section or Subsection of this RFP.

The bidder should provide documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's proposal.

The following is clarification to Section 3.1.9 Delivery of Advance Samples. The 10 advance sample requirement should not be construed as requiring an advance press run. The samples should be pulled from the regular production run and sent to MVC. Approval of these samples is not required before shipping the entire job. The signed off proof initiates approval for production to commence. These samples are for office copies.

3.1.9 DELIVERY OF ADVANCE SAMPLES

DELIVERY OF ADVANCE SAMPLES:

Ten (10) advance samples must be delivered to the NJMVC for approval before shipping the entire job. These advance samples should be delivered to:

***The NJ Motor Vehicle Commission
Forms Control Unit
1600 North Olden Ave
Trenton, NJ 08638***