



Request for Proposal 07-X-38741 (T1081)

For: PRINTING:

VARIOUS TAX BOOKLETS - STATE OF NEW JERSEY DIVISION OF TAXATION

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	07/13/06	4:30PM
Mandatory Pre-bid Conference (Refer to RFP Section 1.3.3 for important details about the new electronic bid option.)	07/13/06	10:00 AM
Mandatory Site Visit (Refer to RFP Section 1.3.3 for more information.)	N/A	N/A
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	07/27/06	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>
---	---	---

RFP Issued By
State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230
Date: June 27, 2006

Using Agency
State of New Jersey
Division of Taxation

Table of Contents

1.0 INFORMATION FOR BIDDERS	4
1.1 PURPOSE AND INTENT	4
1.2 BACKGROUND.....	4
1.3 KEY EVENTS.....	4
1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD	4
1.3.2 SUBMISSION OF BID PROPOSAL	4
1.4 ADDITIONAL INFORMATION.....	5
1.4.1 ADDENDA: REVISIONS TO THIS RFP.....	5
1.4.2 BIDDER RESPONSIBILITY	5
1.4.3 COST LIABILITY	5
1.4.4 CONTENTS OF BID PROPOSAL.....	5
1.4.5 PRICE ALTERATION.....	6
1.4.6 JOINT VENTURE.....	6
2.0 DEFINITIONS	7
2.1 GENERAL DEFINITIONS.....	7
2.2 CONTRACT SPECIFIC DEFINITIONS	7
3.0 COMMODITY DESCRIPTION/SCOPE OF WORK	8
3.1 NJ-1040-P (MAIL VERSION)	9
3.2 NJ-1040-P (BULK VERSION)	19
3.3 FORMS ENVELOPE - ER103 (BULK SHIPMENT).....	22
3.4 NJ1040-V BULK VOUCHERS.....	22
3.5 NJ1040P - SINGLE SHEETS.....	22
3.6 NJ-1040NR (WITH DIE CUT COVER & VOUCHER INSERT).....	24
3.7 NJ-1040NR (BULK VERSION).....	27
3.8 NJ-1040-X	28
3.9 NJ-1041 (WITH DIE CUT COVER & VOUCHER INSERT).....	29
3.10 NJ-1041 (BULK VERSION).....	32
3.11 NJ-1065-P (WITH DIE CUT COVER & VOUCHER INSERT)	33
3.12 NJ-1065 (BULK VERSION).....	38
3.13 (PTR-1)(MAIL VERSION).....	40
3.14 (PTR-1) (BULK VERSION).....	46
3.15 (PTR-2) (MAIL VERSION).....	47
3.16 (PTR-2) (BULK VERSION).....	51
3.17 ADDITIONAL FOUR PAGES – 30# NEWSPRINT.....	52
3.18 ADDITIONAL FOUR PAGES- 50 LB. OFFSET.....	52
3.19 ADDITIONAL COLOR RUN – 50 OR 60 LB. OFFSET	52
3.20 AUTHOR'S ALTERATIONS	53
3.21 FREIGHT CHARGES	53
4.0 BID PROPOSAL PREPARATION AND SUBMISSION	53
4.1 GENERAL	53
4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION.....	53
4.3 NUMBER OF BID PROPOSAL COPIES.....	53
4.4 BID PROPOSAL CONTENT	54
4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL	54
4.4.1.1 SIGNATORY PAGE	54
4.4.1.2 OWNERSHIP DISCLOSURE FORM.....	54
4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER	54
4.4.2 PROOF OF REGISTRATIONS THAT MUST BE SUBMITTED WITH THE BID PROPOSAL.....	54
4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE	54
4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE	55
SUBMITTED WITH THE BID PROPOSAL	55
4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION	55

4.4.3.2 AFFIRMATIVE ACTION.....	55
4.4.4 SUBMITTALS.....	55
4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS	55
4.4.5 FINANCIAL CAPABILITY OF THE BIDDER	55
4.4.6 PRICING	56
5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS.....	57
5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS.....	57
5.2 CONTRACT TERM AND EXTENSION OPTION	57
5.3 CONTRACT TRANSITION	57
5.4 CONTRACT AMENDMENT	57
5.5 CONTRACTOR'S WARRANTY	57
5.6 ITEMS ORDERED AND DELIVERED.....	58
5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS.....	58
5.8 MANUFACTURING/PACKAGING REQUIREMENTS.....	58
5.9 CLAIMS	59
5.10 CONTRACT ACTIVITY REPORT	59
6.0 PROPOSAL EVALUATION	59
6.1 CONTRACT EVALUATION.....	59
6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL.....	60
6.3 BID DISCREPANCIES	60
6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO).....	60
7.0 CONTRACT AWARD.....	61
7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD	61
7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134).....	61
7.1.1.1 DEFINITIONS	61
7.1.1.2 BREACH OF TERMS OF THE LEGISLATION.....	62
7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS.....	62
7.1.1.4 STATE TREASURER REVIEW	63
7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271.....	63
7.2 FINAL CONTRACT AWARD	63
7.3 INSURANCE CERTIFICATES	63
8.0 CONTRACT ADMINISTRATION.....	64
8.1 CONTRACT MANAGER	64
8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES.....	64
8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER	64

1.0 INFORMATION FOR BIDDERS

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 NEW JERSEY DIVISION OF TAXATION. The purpose of this RFP is to solicit bid proposals for VARIOUS INCOME TAX BOOKLETS.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposals, conforming to this RFP is 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 05 09 06 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 of the **Printing - Various Tax Booklets** term contract, presently due to expire on **September 30, 2006**. Bidders who are interested in the current contract specifications and pricing information may review the current contract T-1081 at:

<http://www.state.nj.us/treasury/purchase/contracts.htm>.

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 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.shtml>

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.

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>

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. 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.

All bid proposals, with the exception of information determined by the State 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 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.

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.

2.2 CONTRACT SPECIFIC DEFINITIONS

Booklet- A publication consisting of consecutive pages of printed information and bound on the spine either with saddle stitches or perfect binding.

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

This is a term contract to supply various tax booklet and several loose forms to the Division of Taxation. Only printers who have a demonstrated ability to provide these types of specialized documents will be considered.

PLEASE NOTE: Each MAIL version booklet will contain a universal voucher form with tear out perforations. Each BULK version booklet will contain a different size universal voucher form but without tear out perforations.

Most packets will contain a mail back label and a return envelope. Label copy is same for all packets.

Copy for the envelopes changes for each packet but copy is the same for mail version and bulk version.

TAX PACKAGES INCLUDED IN THIS BID

NJ1040*	Booklet, Voucher, Envelope, Extra Single Sheets, Extra Envelopes, Extra Vouchers Copy: Electronic, Negatives, and Camera Ready
NJ1040NR*	Booklet, Voucher, Envelope Copy: Electronic, Negatives, and Camera Ready
NJ1040X	Booklet Copy: Electronic and Camera Ready
NJ1041*	Booklet, Voucher, Envelope Copy: Electronic, Negatives, and Camera Ready
NJ1065*	Booklet, Voucher (larger than 1040), 2 Envelopes Copy: Negatives and Camera Ready
PTR-1*	Booklet, Voucher, Envelope Copy: Electronic, Negatives, and Camera Ready
PTR-2*	Booklet (which contains preprinted returns) and Envelope Copy: Electronic, Negatives, and Camera Ready

*Includes mail version and bulk version

The various packages of tax booklets follow on the next page. They are listed beginning with ITEM #1 and up.

3.1 NJ-1040-P (MAIL VERSION)

**ITEM #1: NJ-1040-P INDIVIDUAL GROSS INCOME TAX PACKET 2006 WITH
DIE CUT COVER & VOUCHER INSERT – SAMPLE A**

SPECIFICATIONS:

QUANTITY: 700,000 (ESTIMATED) - **PRICE LINE 1 - NJ 1040P**
QUANTITY – 700,000
PRICE PER 1M TAX PACKETS \$ _____

NOTE: ADDITIONAL OR FEWER QUANTITIES WILL BE PRORATED AT THE UNIT COST . .

92 PAGE + COVER + VOUCHER + REPLY ENVELOPE

TRIM SIZE: 8 1/4 X 10 7/8

COVER PRINTS: 2/1 PMS BLUE AND PMS RED OVER BLACK ON 60# WHITE OFFSET W/BLEEDS.

NEWSPRINT: 64 PAGES, 1/1 BLACK ON 30# NEWSPRINT. NO BLEEDS.

CENTER SPREAD: 16 PAGES. 2/2 BLACK AND OCR DROPOUT INK. PERFORATE FOR EASY TEAR
OUT EACH PAGE ON THE SPINE. NO BLEEDS

**BIND SEQUENCE FOR ALL 1040 ITEMS - COVER, PAYMENT VOUCHER, NEWSPRINT SECTION,
RETURN ENVELOPE, 50# OFFSET SECTION.**

IF IT BECOMES NECESSARY TO ADD NEWSPRINT PAGES, SUBMIT PRICE PER M FOR ADDITIONAL
4 PAGES ON PRICE LINE PROVIDED. THIS WILL APPLY TO ALL DOCUMENTS REQUIRING EXTRA
NEWSPRINT PAGES. **(PRICE LINE 20)**

IF IT BECOMES NECESSARY TO ADD 50 LB. OFFSET PAGES, SUBMIT PRICE PER M FOR
ADDITIONAL 4 PAGES ON PRICE LINE PROVIDED FOR BLACK & TWO COLORS. THIS WILL APPLY
TO ALL DOCUMENTS REQUIRING EXTRA 50 LB. OFFSET. **(PRICE LINE 21)**

TRIM SIZE: BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED SIZE MUST BE 8
1/4" X 10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED MUST BE TAKEN
INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE
BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS
PRODUCED MUST BE UNIFORM.

FORMAT:

THE BOOKLET MUST BE CONSTRUCTED USING THE FOLLOWING PAPER
COMBINATION.

- A. PAGES 1,2, 91 AND 92 WILL PRINT ON 60# OFFSET
- B. PAGES 33 – 56 WILL PRINT ON 50# OFFSET. AND INCLUDE THE TAX RETURNS
& FAIR TENANT REBATE SECTION.
- C. PAGES 41 AND 42 WILL PRINT THE VOTER REGISTRATION APPLICATION. THIS
FORM MUST BE PERFERD ALONG THE SPINE
- D. PAGES 3-32 AND 57-88 (2005) WILL PRINT ON NATURAL OR LIGHT SHADE
RECYCLED NEWS PRINT 30#.
- E. OUTSIDE COVER (FRONT AND BACK) – TWO PMS COLORS;
INCLUDES BLEEDS.

- F. TAX RETURNS/FAIR TENANT REBATE APPLICATION (8 pages) – TWO COLOR (Black and OCR DROPOUT INK) PERFED ALONG SPINE
- G. VOUCHERS – TWO COLOR (BLACK AND OCR DROPOUT INK ON SIDE ONE) SIDE 2 HAS A SMALL AMOUNT OF COPY IN BLACK ONLY.
- H. ER103 FORMS ENVELOPE PRINTED IN BLACK (2 sides)
- I. ALL OTHER PAGES PRINT IN BLACK.

CONSTRUCTION:

- A. FRONT COVER - PAGE 1 OF BOOKLET WILL HAVE A DIECUT WINDOW

DIECUT WINDOW MEASURES 4" X 1¼". THE WINDOW LOCATION 2 ¼" FROM BOTTOM EDGE AND 1" FROM CENTER FOLD OF COVER. THIS DIE CUT WINDOW MUST ALLOW THE ADDRESS THAT IS IMAGED ON THE VOUCHER INSERT TO BE VISIBLE IN THE WINDOW. (A SAMPLE WILL BE PROVIDED)
- B. VOUCHER INSERT: WILL REQUIRE 4 AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION.

IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.
- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION: Working dummy will be available for inspection at pre-bid conference.

(This Voucher insert applies to NJ1040P, NJ1040NR, NJ1041, and PTR-1)

- TRIM SIZE: 10" X 14" FLAT –
10" X 7 1/2" FOLDED.
- INK: BLACK AND AN OCR DROPOUT ON SIDE ONE. BLACK ONLY SIDE 2.
- PAPER STOCK: 24# MICR BOND.
- GRAIN DIRECTION: LONG.
- REFLECTION: 70 PERCENT OR GREATER IN THE VISIBLE RANGE.
- OPACITY: MINIMUM OF 88
- BRIGHTNESS: MINIMUM OF 84.

NOTE: MATERIAL MUST MEET ANSI STANDARDS X 9.18 SPECIFICATIONS.

FOLD: TWO HORIZONTAL FOLDS IN FRONT TO FORM DOCUMENT APPROXIMATELY 7 INCHES.

ONE HORIZONTAL FOLD IN BACK TO FORM FLAP TO SECURE DOCUMENT IN BOOKLET BETWEEN COVER AND FIRST SIGNATURE.

HORIZONTAL &
VERTICAL
PERFORATIONS - MICRO PERFS TO ALLOW TOTAL SEPARATION TO ACHIEVE A CLEAN VOUCHER DOCUMENT.

A WORKING DUMMY WILL BE AVAILABLE FOR INSPECTION AT THE PRE BID CONFERENCE.

PERFORATIONS MUST ALLOW FOR THE EASY SEPARATION OF VOUCHERS FROM INSERT WHILE STILL PROVIDING A CLEAN EDGE.

GLUE SPOT: TWO (2) GLUE SPOTS MUST BE PLACED 6" FROM BOTTOM AND 1/4" IN FROM LEFT AND RIGHT EDGE TO FORM POCKET.

ENVELOPE: (THIS ENVELOPE CONSTRUCTION APPLIES TO 1040P)

A. FORMS ENVELOPE. (ER 103)

- (1) OVERALL SIZE - 8 1/4" X 9" INCLUDING THREE (3) PERFERED TEAR OFF LABELS AS PART OF THE ENVELOPE FLAP. (Sample available at pre-bid conference)
- (2) FINISHED SIZE - 5 3/4" X 9".
- (3) LABEL SIZE - EACH PERFERED LABEL SHOULD BE 1 1/4" X 2 5/8".
- (4) STOCK - 24# WHITE WOVE
- (5) INK: BLACK, BOTH SIDES.
- (6) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
- (7) **CONSTRUCTION:** ALL ENVELOPES MUST HAVE A FOLD AT BOTTOM, THE BOTTOM MAY NOT BE GLUED. NO PERFORATIONS ARE ALLOWED ON THE BOTTOM AND TOP FOLDS. MANUFACTURE OPEN SIDE WITH SIDE SEAMS AND A 64MM (2 1/2") GUMMED FLAP. PERFORATE (SLIT OR SLOT WITHOUT INK) THE FLAP HORIZONTALLY 32MM (1 1/4") FROM AND PARALLEL TO THE FLAP FOLD AND VERTICALLY IN TWO PLACES, 87MM (3 7/16") FROM LEFT AND RIGHT EDGE OF THE FLAP.SEE EXHIBIT 1
- (8) **POSTAL BAR CODE:** A POSTAL BAR CODE WILL PRINT BELOW EACH OF THE THREE ADDRESSES ON THE EXTENDED FLAP OF EACH FORMS ENVELOPE. POSTAL BAR CODES WILL BE ON POSITION ON FURNISHED ENVELOPE COPY.
- (9) **ENVELOPE PROOFS:** CONTRACTOR MUST SUBMIT 2 SETS OF PROOFS. SUBMIT PROOFS AS SOON AS THE CONTRACTOR DEEMS NECESSARY TO COMPLY WITH THE CONTRACT SCHEDULE. CONTRACTOR IS NOT AUTHORIZED TO PRINT PRIOR TO HIS RECEIPT OF AN APPROVAL.

- (10) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (11) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.(See sample booklet for construction)
- (12) ENVELOPE QUALITY CONTROL PROCEDURES: THE PRIME CONTRACTOR MUST ESTABLISH AND ADMINISTER A QUALITY ASSURANCE PROGRAM, WHICH WILL ENSURE ALL ENVELOPES MEET SPECIFICATIONS WHETHER THEY ARE PRODUCED "IN LINE" OR AT A SUBCONTRACTOR'S SITE.
- (13) SUBCONTRACTOR: IF A SUBCONTRACTOR PRODUCES ENVELOPES, PRODUCTION MUST BE COMPLETED IN SUFFICIENT TIME AND BE AVAILABLE FOR QUALITY ASSURANCE INSPECTIONS. THIS SCHEDULE IS TO FACILITATE TIMELY REPLACEMENTS NECESSITATED BY FAILURE TO MEET CONTRACT SPECIFICATIONS.

ENVELOPE SAMPLES: IMMEDIATELY AFTER THE START OF ENVELOPE PRODUCTION, SEND 100 SAMPLES OF ENVELOPE BY AN OVERNIGHT DELIVERY SERVICE, AT CONTRACTOR'S EXPENSE, TO:

NJ DIVISION OF TAXATION
 50 BARRACK ST., 10TH FLOOR
 TRENTON, N.J. 08695
 ATTN: DONNA THOMAS

ENVELOPE MUST CONFORM TO THE MINIMUM STANDARDS FOR LETTER SIZE, ISSUED BY THE U.S. POSTAL SERVICE.

LABEL SPECIFICATIONS: (FOR ALL PACKAGES WHERE INDICATED)

- (1) WHITE UNCOATED LABEL PAPER CONFORMING TO THE FOLLOWING SPECIFICATIONS.
 - STOCK: 100% BLEACHED WHITE CHEMICAL WOOD PULP, SIZED, UNIFORM IN TEXTURE, UNCOATED
 - WEIGHT: 74-89 GSM (25" X 38", 500 SHEETS, 50-60 LB.) +5% TAPPI NUMBER T410m; ASTM NUMBER D-646
 - CALIPER: 0.091 - 0.112 mm + 0.013 mm (0.0036 - 0.0044" + 0.0005") WITHOUT UNDERCOAT TAPPI NUMBER T411m; ASTM NUMBER D-645
 - FINISH:80 - 180 (SHEFFIELD SMOOTHNESS) TAPPI NUMBER T479m

UNDERCOAT: WATER-INSOLUBLE, WHITE, OPAQUE.

PRESSURE-SENSITIVE ADHESIVE: BACK OF LABELS ARE TO BE COATED WITH A PERMANENT, PRESSURE-SENSITIVE ADHESIVE (VINYL ACRYLIC, WHOLE POLYMER, VINYL ETHER, OR SYNTHETIC RUBBER BASE)REQUIRING NO MOISTURE, HEAT, OR OTHER PREPARATION PRIOR TO APPLICATION. ADHESION, INITIAL .49kNm (45 OZ./IN. WIDTH) MIN; (FED. SPECS. UU-P-31B METHOD-100) (COMMERCIAL SPECS.PSTC-1 OR TLMI V11) (PRESSURE SENSITIVE TAPE COUNCIL PSTC) (TAG & LABEL MANUFACTURERS INSTITUTE TLMI). RELEASE: 75 GRAMS/INCH WIDTH MIN., PULLING LABEL STOCK FROM LINER AT 90 DEGREE ANGLE, AT A SPEED OF 7620 MM (300 INCHES) PER MINUTE, OTHERWISE FOLLOWING TEST ASTM-D3330-METHOD C.

- (2) BACKING SHEET CONFORMING TO THE FOLLOWING SPECIFICATIONS AND MUST BE UNIFORM FOR ALL LABELS:

STOCK: 100% BLEACHED WOOD PULP.
WEIGHT: 73-90 GSM
(45-55 LB., 24" X 36", 500 SHEETS) +5% TAPPI
NUMBER T410; ASTM NUMBER D-646

BURSTING
STRENGTH: 235 kPa (34 PSI) min
TAPPI NUMBER T403m, ASTM NUMBER D-774
(MULLEN)

TEAR: MD-300mN (30g) cd-350 mN (35G) MIN TAPPI
NUMBER T414; ASTM NUMBER D-689
(ELMENDORF)

COLOR: WHITE.

RELEASE
COATING: BACKING SHEET MUST BE COATED WITH A RELEASE
COATING: OF SILICONE, SUCH AS SYLOFF 23,
SYLOFF 22, OR GE SS 4164. RELEASE COATING
MUST BE OF SUFFICIENT DENSITY OR THICKNESS
TO ALLOW DELIBERATE MANUAL PEEL-OFF OF THE
LABEL, AND TO PREVENT ACCIDENTAL PEEL-OFF OR
SEPARATION OF THE LABEL FROM THE BACKING
SHEET, AS THE BACKING SHEET WITH THE LABEL IS
PASSED OVER, IN EITHER DIRECTION, THE OUTSIDE
OF AN OBJECT WITH A CONVEX SURFACE, AND
HAVING A DIAMETER OF APPROXIMATELY 25mm (1
INCH).

JCP
STANDARDS: THE SPECIFICATIONS OF ALL PAPERS FURNISHED
MUST BE IN ACCORDANCE WITH THOSE LISTED
HEREIN OR LISTED FOR THE CORRESPONDING JCP
CODE NUMBERS IN THE "GOVERNMENT PAPER
SPEC. STANDARDS NO. 10" IN EFFECT ON THE DATE
THE OFFER IS SUBMITTED.

LABEL CONSTRUCTION: TWO-PART DESIGN: (LABEL & BACKING SHEET).

SIZE: LABEL - 4-1/4" X 1-3/8". BACKING SHEET MUST
EXCEED LABEL BY 1/8" ON EACH DIMENSION.

LABEL DIE
CUTTING: LABELS ARE TO BE DIE CUT WITH EITHER FOUR
ROUND OR FOUR SQUARE CORNERS WITH ALL
WASTE REMOVED. DIE CUT MUST NOT PENETRATE
BACKING SHEET.

DIE CUT WINDOW - FOR ALL BOOKLETS REQUIRING THIS MAILING FEATURE.

COVER PAGE 1 HAS A DIE-CUT WINDOW APPROXIMATELY 102 X 32mm (4" X 1 1/4"). THE WINDOW
SIZE AND LOCATION MUST ALLOW THE TAXPAYER ADDRESS, CARRIER LITERAL AND
ENDORSEMENT, AND 9 DIGIT DELIVERY POINT BARCODE, THAT IS IMAGED, TO BE VISIBLE
THROUGH THE WINDOW.

ADDRESS CHANGES/UPDATES -

VENDOR WILL TAKE THE 3490, 36-TRACK, UNCOMPRESSED OR 3490, 36-TRACK, WITH IDRC OR
ANY OTHER FORM OF COMPRESSION CARTRIDGES RECEIVED FROM THE DIVISION AND
PROCESS THE DATA THROUGH A NATIONAL CHANGE OF ADDRESS (NCOA) SERVICE. THIS
PROCESS, ALONG WITH STANDARDIZATION, WILL GUARANTEE THE DIVISION THE BEST
POSSIBLE POSTAL DISCOUNTS GIVEN BY THE POSTAL SERVICE.

CASS CERTIFICATE-

THE VENDOR MUST INCLUDE WITH HIS BID A COPY OF HIS CURRENT CASS CERTIFICATE FOR
POSTAL SORTING SOFTWARE.

VOUCHER INSERT - APPLIES TO ALL MAILED BOOKLETS WITH DIE CUT WINDOW

THE MAILING ADDRESS MUST BE IMAGED ON THE INSERT SO THAT IT WILL APPEAR THRU THE
DIE CUT WINDOW. THE CONTRACTOR WILL BE REQUIRED TO TAKE INFORMATION FROM THE
FURNISHED CARTRIDGES AND FORMAT IT TO CREATE AN 11 DIGIT DELIVERY POINT BARCODE.
THIS BARCODE IS TO BE IMAGED BELOW THE LAST LINE OF THE ADDRESS, IN ACCORDANCE
WITH THE USPS DOMESTIC MAIL MANUAL. IT MUST BE ON ALL 3/5 DIGIT AND BASIC MAIL, AND
MAY PRINT ON CARRIER ROUTE MAIL.

IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO DO A FURTHER SORTATION TO A 5 DIGIT
DELIVERY POINT BARCODE, 3 DIGIT DELIVERY POINT BARCODE, AND BASIC ZIP +4 DELIVERY
POINT BARCODE. IN ADDITION, THE CONTRACTOR MUST CONVERT FURNISHED ADDRESS
CARTRIDGES FROM ALL CARRIER ROUTE, SACK-SORTED MAIL TO EITHER ALL TRAY-SORTED OR
A COMBINATION OF THE TWO FOR THE PURPOSE OF THE GOVERNMENT RECEIVING THE U.S.
POSTAL SERVICE'S DELIVERY POINT BARCODED MAIL DISCOUNTS.

CONTRACTOR WILL CREATE (3) BAR CODES CONTAINING THE NAME AND ADDRESS WITH A CARRIAGE CONTROL AFTER THE NAME, STREET, CITY, STATE, AND ZIP CODE. THE BAR CODE WILL BE A 3 OF 9 BAR CODE, NO LOWER THAN 5.5 CPI IN DENSITY, NO SMALLER THAN 13 mm (1/2") IN HEIGHT, AND BE READABLE BY A CAERE HANDHELD PORTABLE WAND SCANNER. BAR CODE INFORMATION MUST BE 100% ACCURATE. RETRIEVAL OF INFORMATION MUST BE OBTAINED WITHIN 2 ATTEMPTS WITH A CAERE HANDHELD PORTABLE WAND SCANNER 95% OR MORE OF THE TIME.

(1) VOUCHER INSERT ADDRESS AREA (MAILING ADDRESS).

THE ADDRESS MUST BE IMAGED SO THAT IT APPEARS THROUGH THE DIE-CUT WINDOW AND CENTERED FROM LEFT TO RIGHT (8 1/4" WAY, PARALLEL TO FOLDED EDGE) HORIZONTALLY IN AN INVERTED POSITION. THE VENDOR MUST REFORMAT THE 36-TRACK, UNCOMPRESSED 3490, 36-TRACK, WITH IDRC OR ANY OTHER FORM OF COMPRESSION CARTRIDGES PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE CARRIER ROUTE SORT INFORMATION, TAXPAYER NAME, ADDRESS, CITY, STATE AND ZIP CODE.

(2) VOUCHER INSERT-ADDRESS AREA (LABEL).

THE VENDOR MUST REFORMAT THE CARTRIDGES PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE THE CHARACTER PRINT LINE, NAME CONTROL, NAME, C/O NAME (IF APPLICABLE), ADDRESS, CITY, STATE AND ZIP CODE.

(3) VOUCHER INSERT-2-D BAR CODE AREA

THE VENDOR MUST HAVE THE CAPABILITY OF PRODUCING A 2-D BARCODE THAT IS READABLE AT 200 DPI ON BOTH THE KODAK IMAGELINK 923D AND IBML IMAGE TRAC II HIGH-SPEED SCANNERS. THE ERROR CORRECTION RATE MUST BE SET AT 4. THE X-DIMENSION OF THE BARCODE SHOULD BE INCREASED TO GENERATE THE LARGEST 2-D BARCODE THAT WILL FIT IN THE SPACE RESERVED FOR THE BARCODE. FOR THESE PURPOSES THIS WILL RESULT IN THE X-DIMENSION OF NO LESS THAN 20 MLS.

VENDORS MUST PROVIDE TWO HUNDRED (200) TEST SAMPLES ON LABEL STOCK AT THE TIME OF BID SUBMISSION SO THAT THE VENDOR CAPABILITIES CAN BE DETERMINED PRIOR TO AWARD. FOR TEST SAMPLES, A 20 DIGIT ALPHANUMERIC EQUIVALENT MUST BE IMAGED ABOVE THE BARCODE FOR ACCURACY COMPARISON.

(4) VOUCHER INSERT-ADDRESS AREA (NJ-630) (VOUCHER). THE VENDOR MUST REFORMAT THE CARTRIDGE PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE THE NAME CONTROL, NAME, C/O NAME (IF APPLICABLE), ADDRESS, CITY, STATE AND ZIP CODE.

(5) VOUCHER INSERT-ADDRESS AREA (NJ-1040-V) (VOUCHER). THE VENDOR MUST REFORMAT THE CARTRIDGE PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE THE NAME CONTROL, NAME, C/O NAME (IF APPLICABLE), ADDRESS, CITY, STATE AND ZIP CODE.

(6) SCANLINE: A SCANLINE MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION. PRINTED IN OCR-A TYPE FONT ON BOTH THE VOUCHERS (NJ630 AND NJ1040-V).

SCANLINE DESCRIPTION:

- (a) MUST BE 1/4" FROM THE BOTTOM OF THE SCANLINE TO THE BOTTOM OF THE TRIM EDGE.
- (b) MUST BE 1 1/2" FROM END OF SCANLINE TO THE RIGHT TRIM EDGE.
- (c) ALLOW A CLEAR BAND OF 1/4" ABOVE AND BELOW THE MIDPOINT OF THE SCANLINE.
- (d) DOCUMENTS ARE TO BE CUT SO THAT THERE ARE NO HEIGHT DIFFERENCES IN THE SCANLINE.
- (e) TEST SAMPLES (500) OF EACH VOUCHERS (NJ630 AND NJ1040-V MUST BE SUBMITTED FOR TESTING ON A UNISYS DP-500 SYSTEM, PRIOR TO PROCEEDING TO FULL SCALE PRODUCTION.
- (f) RECORD LAYOUT FOR NJ1040V SCANLINE:

POSITION	LENGTH	NAME
1	5	EFT TAX CODE
6	12	TAXPAYER ID NUMBER
18	1	ID NUMBER CHECK DIGIT (VENDOR WILL CALCULATE THE CHECK DIGIT USING 1,3,7, MOD 10 ALGORITHM)
19	4	NAME CONTROL
23	2	RETURN PERIOD YEAR
25	2	RETURN PERIOD MONTH
27	2	RETURN TYPE
30	10	ZERO FILL

QUALITY CONTROL:

- (1) THE VENDOR MUST GUARANTEE THAT THE OCR-A SCANLINE WILL BE OF SUCH QUALITY AS TO ASSURE A REJECT RATE OF LESS THAN 1% WHEN VOUCHERS ARE SCANNED ON A UNISYS DP 500 SYSTEM.
- (2) UNIQUE NUMBER: THE VENDOR IS REQUIRED TO PRODUCE A UNIQUE NUMBER THAT MAY BE PRINTED ON THE VOUCHER, SO THE VENDOR MAY RETRIEVE AND REPRODUCE ANY UNUSABLE PACKET, USING THEIR OWN EQUIPMENT.
- (3) SPOILED PACKETS: VENDOR MUST REPLACE ALL PACKETS SPOILED DURING IMAGING AND MAILING OPERATION. REPLACEMENT MUST BE ACCOMPLISHED AS DAMAGE OCCURS IN ORDER TO MAINTAIN PROPER ZIP CODE SEQUENCE.
- (4) IMAGING REQUIREMENTS: MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION. PRINTED IN OCR-A, ALPHANUMERIC FONT. PRINTER MUST MEET THE FOLLOWING REQUIREMENTS.
 - (a) IMAGES MUST HAVE SOLID BLACK PRINTING.
 - (b) ALL CHARACTERS MUST ALIGN.
 - (c) NO MISSING DATA OR ENTRIES.
 - (d) NO DUPLICATED DATA OR ENTRY.
 - (e) NO LABEL WILL HAVE MORE THAN 6 LINES.
 - (f) CHARACTERS WILL BE SPACED 10 CHARACTERS PER INCH AND SPACED 6 LINES PER INCH VERTICALLY.

- (5) PERFORATED VOUCHERS MUST BE FREE OF ANY EXCESS GLUE.
-

TYPOGRAPHY: (APPLIES TO ALL BOOKLETS)

ELECTRONIC COPY

COPY FOR COVER (INSIDE AND OUTSIDE, FRONT AND BACK) AND TEXT (NOT INCLUDING TAX RETURNS) WILL BE PREPARED ON PCS RUNNING WINDOWS XP PROFESSIONAL USING ADOBE PAGEMAKER (VER. 7.0), ADOBE ILLUSTRATOR (VER. 10.0), AND ADOBE PHOTOSHOP (VER. 7.0). (UPGRADED VERSIONS OR DIFFERENT SOFTWARE MAY BE USED IN FUTURE YEARS.) FONTS USED ARE TRUETYPE FONTS. COPY WILL BE DELIVERED IN THE FORM OF POSTSCRIPT OR PDF FILES VIA E-MAIL OR FTP. WHEN DELIVERED BY E-MAIL, FILES WILL BE COMPRESSED USING WINZIP (OR SIMILAR COMPRESSION UTILITY). NO LATER THAN 12 WEEKS PRIOR TO THE DATE ELECTRONIC COPY IS TO BE MADE AVAILABLE, THE SUCCESSFUL VENDOR MUST PROVIDE THE DIVISION OF TAXATION WITH THE SOFTWARE SETTINGS THE DIVISION NEEDS TO USE TO CREATE POSTSCRIPT OR PDF FILES SUITABLE FOR OUTPUT BY THE VENDOR FROM NATIVE PAGEMAKER DOCUMENTS. THE DIVISION WILL THEN SEND THE VENDOR A POSTSCRIPT OR PDF FILE FOR TESTING PURPOSES FROM WHICH THE VENDOR WILL PREPARE SAMPLE OUTPUT FOR REVIEW BY THE DIVISION. TESTING MUST BE COMPLETED NO LATER THAN 10 WEEKS PRIOR TO THE ELECTRONIC COPY DELIVERY DATE.

CAMERA READY

SCREENED NEGATIVES WILL BE PROVIDED FOR THE TAX RETURNS.

CAMERA READY COPY WILL BE PROVIDED OF THE TAX SCHEDULES.

ALL COPY (ELECTRONIC, CAMERA READY, AND NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

PERFORATIONS: (APPLIES TO ALL TAX RETURNS)

- A. PERFORATIONS MAY BE SLIT OR SLOT (NOT PINHOLE) BUT MUST ALLOW THE EASY SEPARATION OF PAGES WHILE RETAINING SUFFICIENT STRENGTH TO PREVENT THE DISENGAGEMENT OF PAGES UNDER NORMAL HANDLING AND MAILING OF THE PACKAGES.
 - B. VERTICAL PERFORATIONS: (TAX RETURNS/SCHEDULES) - PAGES 33-48 (2003) REQUIRE A FULL LENGTH VERTICAL PERFORATION ON THE SPINE. DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8".
 - C. TOLERANCE: FORM TO FORM REGISTER IS THE REGISTER OF LIKE FORMS WITHIN THE FINISHED PRODUCT, NOT THE PRESS FORMS. MARGINS AND INTERNAL SPACING OF FORM PAGES, PLUS REGISTER OF IDENTICAL FORMS PART-TO-PART MUST BE MAINTAINED WITHIN 2 mm (1/16") MAXIMUM VARIATION. IF, IN IMPOSING, LIKE FORMS FALL IN DIFFERENT SIGNATURES, THESE FORMS MUST STILL REGISTER WITHIN 2 mm (1/16").
-

BINDING, MAILING, POSTAGE, DELIVERY
(APPLIES TO ALL TAX BOOKLET PACKAGES)

BINDING:

BOOKLETS MUST BE BOUND ON LONG EDGE USING TWO SADDLE-WIRE STITCHES. THE STITCHING MUST NOT INTERFERE WITH THE DETACHING OF THE FORMS AT THE PERFORATIONS OR REMOVAL OF THE ENVELOPE. THREE-SIDE TRIM REQUIRED.

MAILING INDICIA:

BOOKLETS TO BE MAILED ARE TO BE PRINTED WITH PRESORTED STANDARD INDICIA ON THE FACE OF COVER.

MAILING PREPARATION:

AFTER LABELING, THE ADDRESSED BOOKLETS ARE TO BE PRESORTED SACKED AND LABELED (TAGGED) PER CARRIER ROUTE SORT REGULATIONS AND DROP SHIPPED TO THE APPROPRIATE BMC AND SCF CENTERS.

POSTAGE:

A CHECK COVERING POSTAGE FOR THE BOOKLETS WILL BE ISSUED TO THE VENDORS POSTMASTER THREE (3) WEEKS BEFORE MAILING (IF MAILING OCCURS OUTSIDE THE TRENTON AREA).

DELIVERY OF ADDRESSED BOOKLETS:

ALL ADDRESSED BOOKLETS MUST BE DELIVERED TO THE POST OFFICE IN TIME FOR THE POST OFFICE TO MAINTAIN A MAILING RELEASE DATE OF DECEMBER 27, 2006. UNDER NO CIRCUMSTANCES WILL THE RELEASE DATE BE SO AS TO ENABLE A TAXPAYER TO RECEIVE THIS BOOKLET PRIOR TO DECEMBER 25, 2006. THE VENDOR WILL ASSURE THAT A COPY OF U.S. POSTAL FORM 3600-R INDICATING QUANTITY, TOTAL POSTAGE AND DATE OF RELEASE IS FORWARDED TO THE NEW JERSEY DIVISION OF TAXATION NOT LATER THAN FIVE (5) DAYS AFTER RELEASE DATE.

SPECIAL PROJECTS/ADDITIONAL WORK (APPLIES TO ENTIRE CONTRACT)

SHOULD ADDITIONAL WORK BE REQUIRED WHICH IS BEYOND THE SCOPE OF THIS RFP, BUT RELATED TO THE OVERALL CONTRACT, THE VENDOR WILL BE REQUIRED TO SUPPLY A WRITTEN COST ESTIMATE AND PRODUCTION SCHEDULE TO THE FORMS SUPERVISOR. COSTS FOR THIS ADDITIONAL WORK WILL BE APPROPRIATELY PRO-RATED AS A ONE-TIME UPCHARGE. EXAMPLES OF SUCH MODIFICATIONS CAN INCLUDE AUTHORS ALTERATIONS, PROGRAMMING/SCAN LINE CHANGES, INK OR PAPER STOCK VARIATIONS, ADDITIONAL PAGES, ETC.

THE VENDOR WILL RECEIVE WRITTEN AUTHORIZATION TO PROCEED FROM THE FORMS SUPERVISOR BEFORE COMMENCING SUCH WORK.

ALSO NOTE: APPROPRIATE PRORATIONS WILL BE MADE FOR COMBINATION RUNS/COMBINATION PRICING, AS APPLICABLE.

3.2 NJ-1040-P (BULK VERSION)

**ITEM #2: NJ-1040-P INDIVIDUAL GROSS INCOME TAX PACKET 2006
BULK VERSION – SAMPLE B**

SPECIFICATIONS:

QUANTITY: 900,000 (ESTIMATED) **PRICE LINE 2 – NJ 1040P (BULK VERSION)**
QUANTITY – 900,000
PRICE PER M TAX PACKETS \$ _____

NOTE: ADDITIONAL OR FEWER QUANTITIES WILL BE PRORATED AT THE UNIT COST . .

FOR ADDITIONAL PAGES, USE PRICES SUBMITTED AT END OF PRICING PAGES PER INSTRUCTIONS IN 1040P, MAIL VERSION ON PAGE 12.

FORMAT and INK -

CONSTRUCTION:

- A. FRONT COVER - PAGE 1 OF FRONT COVER WILL NOT HAVE A DIECUT WINDOW.
NO ADDRESS OR TAXPAYER INFORMATION WILL BE LASERED ON THE FRONT COVER OF THIS VERSION.
- B. VOUCHER INSERT SUPPLIED AS CAMERA READY COPY
- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES, ARE NOT ACCEPTABLE.

**VOUCHER INSERT CONSTRUCTION – FOR BULK VERSIONS OF 1040P, 1040NR, and 1041.
(COPY IS THE SAME AS EACH MAIL VERSION. THE ONLY DIFFERENCE IS THE SIZE OF THE VOUCHER**

TRIM SIZE: 11 ¼" X 7

INK: BLACK AND AN OCR DROPOUT.

PAPER STOCK: 24# MICR BOND.

GRAIN DIRECTION: LONG.

REFLECTION: 70 PERCENT OR GREATER IN THE VISIBLE RANGE.

OPACITY: MINIMUM OF 88

BRIGHTNESS: MINIMUM OF 84.

NOTE: MATERIAL MUST MEET ANSI STANDARDS X 9.18 SPECIFICATIONS.

FOLD - TWO PARALLEL FOLDS (SEE SAMPLE AT PRE-BID CONFERENCE)

HORIZONTAL PERFORATIONS - MICRO PERFORATE A HORIZONTAL PERFORATION ACROSS THE ENTIRE WIDTH OF THE PAGE AT 3 1/4" AND 6 1/2" FROM THE BOTTOM EDGE.

PERFORATIONS MUST ALLOW FOR THE EASY SEPARATION OF VOUCHERS FROM INSERT WHILE STILL PROVIDING A CLEAN EDGE.

GLUE SPOT: NONE

QUALITY CONTROL –

- a. THE VENDOR MUST GUARANTEE THAT THE OCR A SCANLINE WILL BE OF SUCH QUALITY AS TO ASSURE A REJECT RATE OF LESS THAN 1% WHEN VOUCHERS ARE SCANNED ON A UNISYS DP 500 SYSTEM.
- b. PRINTING REQUIREMENTS: MUST BE PRINTED OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION. PRINTED IN OCR-A ALPHANUMERIC FONT. PRINTER MUST MEET THE FOLLOWING REQUIREMENTS
 - 1. IMAGES MUST HAVE SOLID BLACK PRINTING
 - 2. ALL CHARACTERS MUST ALIGN
 - 3. NO MISSING DATA OR ENTRIES
 - 4. NO DUPLICATED DATA OR ENTRY

PERFORATIONS – SAME AS MAIL VERSION EXCEPT NO TEAR OUT PERFORATIONS.

ENVELOPES & BINDING – SAME AS ABOVE

DELIVERY:

DELIVERY OF DISTRIBUTION SHIPMENT (NON INDICIA):

APPROXIMATELY 600,000 BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE BULK DELIVERED IN ACCORDANCE WITH A DATA SET CONTAINING SITE NAME, MAILING ADDRESSES AND QUANTITIES TO BE PROVIDED IN AN EXCEL SPREADSHEET. VENDOR WILL RECEIVE THE EXCEL SPREADSHEET BY NOVEMBER 17, 2006. DELIVERIES ARE TO BEGIN ON OR ABOUT JANUARY 3, 2007 AND BE COMPLETED NOT LATER THAN JANUARY 10, 2007.

DELIVERY BULK (NON INDICIA) BOOKLETS:

REMAINDER OF THE BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE DELIVERED TO NEW JERSEY DIVISION OF TAXATION, DCC WAREHOUSE, 77 CARROLL STREET, TRENTON, NJ 08609 NO LATER THAN THE WEEK OF NOVEMBER 27, 2006.

PACKING NON INDICIA BOOKLETS:

ALL PACKAGES, BOXES, OR CARTONS MUST CONTAIN 150 BOOKLETS AND MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS.

TYPOGRAPHY: (Same as above for all booklets)

ELECTRONIC COPY – Same as above.

CAMERA READY -

SCREENED NEGATIVES WILL BE PROVIDED FOR THE TAX RETURNS.

CAMERA READY COPY WILL BE PROVIDED OF THE TAX SCHEDULES.

ALL COPY (ELECTRONIC, CAMERA READY, AND NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

VENDOR SUPPLIES 2 BLUELINES AND LAMINATE PROOF, (OUTSIDE COVER ONLY) ON OR BEFORE OCTOBER 20, 2006. PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY, IF ANY, BY OCTOBER 27, 2006. FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

TEST SAMPLES:

SUCCESSFUL VENDOR MUST PROVIDE THE DIVISION WITH ONE (1) REAM (FOR EACH DOCUMENT TYPE) OF ACTUAL PRINTED COPY FOR TESTING PURPOSES (BAR CODE READ, DROP OUT INK, ETC.), PRIOR TO PROCEEDING TO FULL-SCALE PRODUCTION. THE DOCUMENT TEST SAMPLES MUST INCLUDE THE NJ-630, NJ-1040-V, NJ-1040/TR-1040 TAX RETURNS AND FORMS ENVELOPE. SAMPLES MUST BE SUBMITTED IN AMPLE TIME FOR TESTING PURPOSES.

VOUCHERS (NJ-630 AND NJ-1040-V) WILL BE SCANNED USING A UNISYS DP-500 SYSTEM WHILE THE NJ-1040/HR-1040 TAX RETURNS WILL BE SCANNED USING A KODAK IMAGELINK 923D AND IBML IMAGE TRAC II HIGH SPEED SCANNER.

SUBMIT PROOFS TO:

DONNA THOMAS
N.J. DIV. OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, N.J. 08695
TELEPHONE: (609) 984-5129

COPY CHANGES:

THE STATE RESERVES THE RIGHT TO MAKE MINOR COPY CHANGES UP TO PRESS TIME.

(END OF ITEM 2)

3.3 FORMS ENVELOPE - ER103 (BULK SHIPMENT)

ITEM #3 FORMS ENVELOPE – ER103 (BULK SHIPMENT) – SAMPLE C

This is not part of a tax package but for internal use only. **PRICE LINE 3,**
Prorate more or less copies for all 3 items **QUANTITY – 100,000**
PRICE PER M \$ _____

SPECIFICATIONS -

QUANTITY: ESTIMATED; 100,000

SIZE – 8 ¼" X 9" WITH THREE PERFERD TEAR OFF LABELS ON THE FLAP.

SAME SPECIFICATIONS AS LISTED ABOVE.

DELIVERY: JANUARY 3, 2007

DELIVER TO: TAXATION DOCUMENT CONTROL CENTER
77 CARROLL STREET
TRENTON, N.J. 08609
(609) 984-6940

3.4 NJ1040-V BULK VOUCHERS

ITEM #4 NJ1040-V BULK VOUCHERS – SAMPLE D

For internal use only **PRICE LINE 4**
QUANTITY - 50,000
PRICE PER M \$ _____

SPECIFICATIONS:

QUANTITY: ESTIMATED: 50,000.

SAME SPECIFICATIONS AS 1040 VOUCHER – 7" X 3 1/4" FLAT.

DELIVERY: JANUARY 3, 2007

DELIVER TO: TAXATION DOCUMENT CONTROL CENTER
77 CARROLL STREET
TRENTON, N.J. 08609
(609) 984-6940

3.5 NJ1040P - SINGLE SHEETS

ITEM #5 NJ1040P - SINGLE SHEETS – SAMPLE E

For internal use only **PRICE LINE 5**
QUANTITY – 300,000
PRICE PER M \$ _____

SPECIFICATIONS:

QUANTITY: ESTIMATED; 300,000.

STOCK: 50# OFFSET.

SIZE: 16 ½" X 10 7/8"
8 ¼" X 10 7/8 FOLDED

INK: TWO COLOR (Black and OCR DROPOUT INK) Printed 2 sides.

TYPOGRAPHY: SCREENED NEGATIVES SUPPLIED

FOLD: ONE HORIZONTAL FOLD ON CENTER

PERFORATION: MICRO PERFORATION ON FOLD

DELIVERY: JANUARY 3, 2007

DELIVER TO: TAXATION DOCUMENT CONTROL CENTER
77 CARROLL STREET.
TRENTON, N.J. 08609
(609) 984-6940

THE FOLLOWING ALSO APPLIES TO THIS ENTIRE CONTRACT

CONTRACT WILL BE AWARDED TO MANUFACTURING PRINCIPALS ONLY. ALL MANUFACTURING UNDER THE CONTRACT MUST BE PERFORMED WHOLLY WITHIN THE PREMISES OF THE CONTRACTOR. THE MAIL PREPARATION AND MAILING PART OF THIS CONTRACT MAY BE SUBLET OR PERFORMED IN ANOTHER ESTABLISHMENT PROVIDING:

1. EVIDENCE ACCEPTABLE TO THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY IS FURNISHED TO FIRMLY ESTABLISH THAT SUCH ARRANGEMENTS REPRESENT NO THREAT TO THE TIMELY COMPLETION OF THE WORK AND;
2. IN INSTANCES WHERE THE MAIL PREPARATION AND MAILING, UNDER THE TERMS OF THIS CONTRACT, IS TO BE SUBLET OR OTHERWISE PERFORMED BY OTHERS, THE BIDDER SHALL PROVIDE WRITTEN EVIDENCE ACCEPTABLE TO THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY THAT THE SUB-CONTRACTOR HAS COMMITTED IN WRITING TO TIMELY COMPLETION OF THE WORK, HAS FACILITIES ADEQUATE TO COMPLETE THE WORK AND MEETS ALL OTHER REQUIREMENTS OF THE STATE OF NEW JERSEY IN THE SAME MANNER AS IF HE WERE BIDDING HIMSELF.

BIDDERS SHALL FURNISH EVIDENCE SATISFACTORY TO THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY THAT THEY POSSESS THE FACILITIES, TOOLS, MACHINERY, EQUIPMENT, AND RESOURCES NECESSARY TO EFFICIENTLY AND PROMPTLY CARRY OUT THE TERMS OF THE CONTRACT. NO ASSIGNMENT OF THIS CONTRACT IN WHOLE OR IN PART, MAY BE MADE WITHOUT THE CONSENT OF THE DIRECTOR, DIVISION OF PURCHASE AND PROPERTY, STATE OF NEW JERSEY.
SECURITY:

INASMUCH AS SUCCESSFUL COMPLETION OF THIS PROJECT MAY INVOLVE THE USE OF PRINTED AND/OR COMPUTERIZED RECORDS OF THE DIVISION OF TAXATION PROTECTED BY THE STATE TAX UNIFORM PROCEDURE LAW (N.J.S.A. 54:50-1 ET SEQ.), BIDDERS SHOULD BE AWARE THAT THE SUCCESSFUL BIDDER WILL BE CONTRACTUALLY REQUIRED TO ASSUME RESPONSIBILITY FOR THE SAFETY AND SECURITY OF SUCH PRINTED AND/OR COMPUTERIZED RECORDS. IT IS UNLAWFUL TO COPY, REPRINT, PRINT OUT OR REPRODUCE IN ANY FORM INFORMATION CONTAINED ON THE PRINTED AND/OR COMPUTERIZED RECORDS OF THE DIVISION OF TAXATION.

OVERRUN: NOT TO EXCEED 3% .

THE STATE RESERVES THE RIGHT TO AWARD THIS BID IN THE BEST INTEREST OF THE STATE OF NEW JERSEY.

PALLETIZATION: AS PER INSTRUCTIONS OF THE USING AGENCY.

PROFESSIONAL SERVICES:

SUCCESSFUL VENDOR MUST FURNISH A QUALIFIED DESIGN REPRESENTATIVE WHO IS SYSTEMS ORIENTED TO WORK WITH THE AGENCY STAFF.

PRODUCTION SCHEDULE:

SUCCESSFUL VENDOR WILL BE REQUIRED TO SUBMIT A PRODUCTION SCHEDULE AS PART OF THE BID PROPOSAL. A STATUS REPORT ON THE NUMBER OF PACKETS LABELED AND STAGED WITH THE U.S. POSTAL SYSTEM MUST BE MADE TO THE DIVISION OF TAXATION (VIA TELEPHONE) DAILY (MONDAY THRU FRIDAY). THE TELEPHONE REPORT WILL BE SUBSTANTIATED WITH INTERIM POSTAL FORM 3600'S MAILED TO THE DIVISION OF TAXATION DAILY THROUGHOUT THE LABELING AND STAGING PROCESS.

(end of 1040P section)

3.6 NJ-1040NR (WITH DIE CUT COVER & VOUCHER INSERT)

ITEM #6: NJ-1040NR NONRESIDENT GROSS INCOME TAX PACKET 2006 WITH DIE CUT COVER & VOUCHER INSERT – SAMPLE F

SPECIFICATIONS:

QUANTITY - 40,000 (ESTIMATED)

**PRICE LINE 6 –NJ1040NR (MAIL)
QUANTITY – 40,000
PRICE PER THOUSAND PACKETS**

\$ _____ M

ADDITIONAL PAGES - SEE NJ 1040P

ADDITIONAL OR FEWER COPIES – BILL PRO RATA

DESCRIPTION & PAGE COUNT: 52 PAGES (16 on 50 LB.OFFSET, 32 on NEWSPRINT, COVER on 60 lb. offset.

BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED SIZE MUST BE 8 1/4" X 10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED MUST BE TAKEN INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

FORMAT:

THE BOOKLET MUST BE CONSTRUCTED USING THE FOLLOWING PAPER COMBINATION.

- A. PAGES 1,2, 83 AND 84 (Front & Back covers) WILL PRINT ON 60# OFFSET
- B. 16 CENTER PAGES WILL PRINT ON 50# OFFSET.
- C. ALL OTHER PAGES WILL PRINT ON NATURAL OR LIGHT SHADE RECYCLED NEWS PRINT 30#.

INK:

OUTSIDE COVER (FRONT AND BACK) – ONE PMS COLOR; MAY BLEED 4 SIDES.

TAX RETURNS (4 pages) – ONE COLOR (Black)

VOUCHERS – TWO COLOR (BLACK AND OCR DROPOUT INK)

ER104 FORMS ENVELOPE PRINTED IN BLACK (2 sides)

ALL OTHER PAGES PRINT IN BLACK.

CONSTRUCTION:

FRONT COVER - PAGE 1 OF BOOKLET WILL HAVE A DIECUT WINDOW.

DIECUT WINDOW MEASURES 4" X 1¼". THE WINDOW LOCATION 2 ¼" FROM BOTTOM EDGE AND 1/2:" FROM CENTER FOLD OF COVER. THIS DIE CUT WINDOW MUST ALLOW THE ADDRESS THAT IS IMAGED ON THE VOUCHER INSERT TO BE VISIBLE IN THE WINDOW.

VOUCHER INSERT: GOES BETWEEN COVER & FIRST SIGNATURE. ENVELOPE FOLDS IN HALF AND GOES BETWEEN FIRST & SECOND SIGNATURES.

IT WILL REQUIRE 4 AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION.

IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.

MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES ARE NOT ACCEPTABLE.

**D. VOUCHER INSERT CONSTRUCTION – (SAME AS 1040P MAIL VERSION)
COPY IS UNIQUE.**

TRIM SIZE: 10" X 14" FLAT –
10" X 7 1/4" FOLDED.

INK: BLACK AND AN OCR DROPOUT.

Voucher will be constructed so when folded a flap will appear in the back of the booklet

And secured between signatures at the spine. The front of the voucher will include a pocket formed by the fold and the glue spots. The perforations will allow the entire document to be separated from the excess paper.

HORIZONTAL &
VERTICAL
PERFORATIONS - PER 1040P INSTRUCTIONS

PERFORATIONS MUST ALLOW FOR THE EASY SEPARATION OF VOUCHERS FROM INSERT WHILE STILL PROVIDING A CLEAN EDGE.

GLUE SPOT: TWO (2) GLUE SPOTS MUST BE PLACED 6" FROM BOTTOM AND ¼" IN FROM LEFT AND RIGHT EDGE.

ENVELOPE (ER104):

- (1) OVERALL SIZE - 7" X 9".
- (2) POCKET SIZE - 5 3/4" X 9".
- (3) STOCK - 24# WHITE WOVE.
- (4) INK: BLACK, BOTH SIDES.
- (5) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
- (6) CONSTRUCTION: ALL ENVELOPES MUST HAVE A FOLD AT BOTTOM, THE BOTTOM MAY NOT BE GLUED. MANUFACTURE OPEN SIDE WITH SIDE SEAMS AND A 64 MM (2-1/2") GUMMED FLAP.
- (7) POSTAL BAR CODE: POSTAL BAR CODE WILL BE IN POSITION ON FURNISHED ENVELOPE COPY.
- (8) ENVELOPE PROOFS: CONTRACTOR MUST SUBMIT 2 SETS OF PROOFS. SUBMIT PROOFS AS SOON AS THE CONTRACTOR DEEMS NECESSARY TO COMPLY WITH THE CONTRACT SCHEDULE. CONTRACTOR IS NOT AUTHORIZED TO PRINT PRIOR TO HIS RECEIPT OF AN APPROVAL OR CONDITIONAL APPROVAL.
- (9) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (10) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.
- (11) ENVELOPE QUALITY CONTROL PROCEDURES: THE PRIME CONTRACTOR MUST ESTABLISH AND ADMINISTER A QUALITY ASSURANCE PROGRAM, WHICH WILL ENSURE ALL ENVELOPES MEET SPECIFICATIONS WHETHER THEY ARE PRODUCED "IN LINE" OR AT A SUBCONTRACTOR'S SITE.
- (12) SUBCONTRACTOR: IF ENVELOPES ARE PRODUCED BY A SUBCONTRACTOR, PRODUCTION MUST BE COMPLETED IN SUFFICIENT TIME AND AVAILABLE FOR QUALITY ASSURANCE INSPECTIONS. THIS SCHEDULE IS TO FACILITATE TIMELY REPLACEMENTS NECESSITATED BY FAILURE TO MEET CONTRACT SPECIFICATIONS.
- (13) ENVELOPE SAMPLES: IMMEDIATELY AFTER THE START OF ENVELOPE PRODUCTION, SEND 50 SAMPLES OF EACH FORMS ENVELOPE BY AN OVERNIGHT DELIVERY SERVICE, AT CONTRACTOR'S EXPENSE TO:

NJ DIVISION OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, NJ 08695
ATTN: DONNA THOMAS
- (14) ENVELOPE MUST CONFORM WITH THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

VOUCHER INSERT CONSTRUCTION - Same as 1040P Mail version. (COPY IS UNIQUE)

LABEL SPECIFICATIONS - (Same in all packages)

CASS CERTIFICATE, SCANLINE, QUALITY CONTROL, ADDRESS CHANGES, etc. – Same for all items.

TYPOGRAPHY - APPLIES TO ALL DOCUMENTS EXCEPT WHERE SPECIFIED.

ELECTRONIC COPY – Same for all.

CAMERA READY

SCREENED NEGATIVES WILL BE PROVIDED FOR THE TAX RETURNS.

ALL COPY (ELECTRONIC, CAMERA READY, AND/OR NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

BINDING, MAILING, POSTAGE - (SAME AS 1040P)

DELIVERY OF ADDRESSED BOOKLETS:

ALL ADDRESSED BOOKLETS MUST BE DELIVERED TO THE POST OFFICE IN TIME FOR THE POST OFFICE TO MAINTAIN A MAILING RELEASE DATE OF DECEMBER 27, 2006. UNDER NO CIRCUMSTANCES WILL THE RELEASE DATE BE SO AS TO ENABLE A TAXPAYER TO RECEIVE THIS BOOKLET PRIOR TO DECEMBER 25, 2006. THE VENDOR WILL ASSURE THAT A COPY OF U.S. POSTAL FORM 3600-R INDICATING QUANTITY, TOTAL POSTAGE AND DATE OF RELEASE IS FORWARDED TO THE NEW JERSEY DIVISION OF TAXATION NOT LATER THAN FIVE (5) DAYS AFTER RELEASE DATE.

3.7 NJ-1040NR (BULK VERSION)

**ITEM #7 NJ-1040NR NON RESIDENT GROSS INCOME TAX PACKET 2006
BULK VERSION – SAMPLE G**

SPECIFICATIONS:

QUANTITY: estimated; 200,000

PRICE LINE 7 – 1040NR (bulk)

QUANTITY – 200,000

PRICE PER 1000 PACKETS \$ _____ M

Pro rate additional quantities

CONSTRUCTION:

Specifications are the same as 1040NR above except that there is no die cut window and no addressing on face of document.

VOUCHER INSERT SUPPLIED AS SCREENED NEGATIVES

MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES, ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION: (SAME AS 1040P BULK)

TRIM SIZE: 11" X 7

INK: BLACK AND AN OCR DROPOUT.

GLUE SPOT: NONE

DELIVERY OF DISTRIBUTION SHIPMENT (NON INDICIA):

APPROXIMATELY 140,000 BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE BULK DELIVERED IN ACCORDANCE WITH A DATA SET CONTAINING SITE NAME, MAILING ADDRESSES AND QUANTITIES TO BE PROVIDED IN AN EXCEL SPREADSHEET. VENDOR WILL RECEIVE THE EXCEL SPREADSHEET BY NOVEMBER 17, 2006. DELIVERIES ARE TO BEGIN ON OR ABOUT JANUARY 3, 2007 AND BE COMPLETED NOT LATER THAN JANUARY 10, 2007.

DELIVERY BULK (NON INDICIA) BOOKLETS:

REMAINDER OF THE BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE DELIVERED TO NEW JERSEY DIVISION OF TAXATION WAREHOUSE, 77 CARROLL STREET, TRENTON, N.J. 08609, (609) 984-6940 NO LATER THAN THE WEEK OF NOVEMBER 27, 2006.

PACKING NON INDICIA BOOKLETS:

ALL PACKAGES, BOXES, OR CARTONS MUST CONTAIN 150 BOOKLETS AND MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS.

**TYPOGRAPHY:
ELECTRONIC COPY**

CAMERA READY

CAMERA READY COPY WILL BE PROVIDED FOR THE TAX RETURNS.

VOUCHERS (NJ-630 AND NJ-1040NR-V) WILL BE SCANNED USING A UNISYS DP-500 SYSTEM.

3.8 NJ-1040-X

**ITEM #8: NJ-1040-X NEW JERSEY AMENDED GROSS INCOME TAX
PACKET (2006) – SAMPLE H**

SPECIFICATIONS:

A. QUANTITY: 25,000

**PRICE LINE 8 – NJ – 1040-X
QUANTITY - 25,000
PRICE PER 1000 PACKETS**

\$ _____ M
(Pro rata additional quantities)

B. PAGE COUNT: 8 PAGES.

C. STOCK 50# OFFSET

D. TRIM SIZE: BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED MUST BE TAKEN INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

INK: BLACK.

PERFORATIONS: (TAX RETURNS)

- A. PERFORATIONS MAY BE SLIT OR SLOT (NOT PINHOLE) BUT MUST ALLOW THE EASY SEPARATION OF PAGES WHILE RETAINING SUFFICIENT STRENGTH TO PREVENT THE DISENGAGEMENT OF PAGES UNDER NORMAL HANDLING.
- B. VERTICAL PERFORATIONS: (TAX RETURNS) - PAGES 3-6 REQUIRE A FULL LENGTH VERTICAL PERFORATION ON THE SPINE. DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8"
- C. TOLERANCE: FORM TO FORM REGISTER IS THE REGISTER OF LIKE FORMS WITHIN THE FINISHED PRODUCT, NOT THE PRESS FORMS. MARGINS AND INTERNAL SPACING OF FORM PAGES, PLUS REGISTER OF IDENTICAL FORMS PART-TO-PART MUST BE MAINTAINED WITHIN 2 mm (1/16") MAXIMUM VARIATION. IF, IN IMPOSING, LIKE FORMS FALL IN DIFFERENT SIGNATURES, THESE FORMS MUST STILL REGISTER WITHIN 2 mm (1/16")

BINDING:

BOOKLETS MUST BE BOUND ON LONG EDGE USING TWO SADDLE-WIRE STITCHES. THE STITCHING MUST NOT INTERFERE WITH THE DETACHING OF THE FORMS AT THE PERFORATIONS. THREE SIDE TRIM REQUIRED.

:

ELECTRONIC COPY – (Same as 1040P)

CAMERA READY

CAMERA READY COPY WILL BE PROVIDED FOR THE TAX SCHEDULES.

ALL COPY (ELECTRONIC, CAMERA READY) WILL BE AVAILABLE OCTOBER 6, 2006

VENDOR SUPPLIES 2 BLUELINES ON OR BEFORE OCTOBER 20, 2006. PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY BY OCTOBER 27, 2006. FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

3.9 NJ-1041 (WITH DIE CUT COVER & VOUCHER INSERT)

**ITEM #9: NJ-1041 FIDUCIARY INCOME TAX PACKET 2006 WITH
DIE CUT COVER & VOUCHER INSERT – SAMPLE I**

SPECIFICATIONS:

QUANTITY: 5,000 (ESTIMATED) - **PRICE LINE 9 – NJ-1041**
QUANTITY – 5,000
PRICE PER 1000 PACKETS \$ _____ M

(Pro rate additional copies)

PAGE COUNT: (16 pages on 50 lb.OFFSET, 16 pages on NEWSPRINT, 4 on 60 LB. offset for COVER.)

Prices for additional pages are per instructions in Item #1 - 1040P

BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED SIZE MUST BE 8 1/4" X 10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED MUST BE TAKEN INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

FORMAT:

THE BOOKLET MUST BE CONSTRUCTED USING THE FOLLOWING PAPER COMBINATION.

- A. COVER PAGES 1,2, 83 AND 84 WILL PRINT ON 60# OFFSET
- B. 16 CENTER PAGES WILL PRINT ON 50# OFFSET.
- C. ALL OTHER PAGES WILL PRINT ON NATURAL OR LIGHT SHADE RECYCLED NEWS PRINT 30#.

INK: SAME AS 1040P.

ER105 FORMS ENVELOPE INCLUDED.

CONSTRUCTION:

- i. FRONT COVER - PAGE 1 OF BOOKLET WILL HAVE A DIECUT WINDOW SAME AS 1040P MAIL VERSION.

DIECUT WINDOW MEASURES 4" X 1 1/4". THE WINDOW LOCATION 2 1/4" FROM BOTTOM EDGE AND 1/2" FROM CENTER FOLD OF COVER. THIS DIE CUT WINDOW MUST ALLOW THE ADDRESS THAT IS IMAGED ON THE VOUCHER INSERT TO BE VISIBLE IN THE WINDOW.

- B. VOUCHER INSERT: WILL REQUIRE 4 AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION.

IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.

- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION: SAME AS 1040P

TRIM SIZE: 10" X 14" FLAT –
10" X 7 1/4" FOLDED.

INK: BLACK AND AN OCR DROPOUT.

GLUE SPOT: TWO (2) GLUE SPOTS MUST BE PLACED 6" FROM BOTTOM AND 1/4" IN FROM LEFT AND RIGHT EDGE.

LABEL SPECIFICATIONS: SAME AS 1040P

ENVELOPE – (ER105)

- (1) OVERALL SIZE - 7" X 9".
- (2) FINISHED SIZE - 5 3/4" X 9".
- (3) STOCK - 24# WHITE WOVE.
- (4) INK: BLACK, BOTH SIDES.
- (5) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
- (6) CONSTRUCTION: ALL ENVELOPES MUST HAVE A FOLD AT BOTTOM, THE BOTTOM MAY NOT BE GLUED. NO PERFORATIONS ARE ALLOWED ON THE BOTTOM AND TOP FOLDS. MANUFACTURE OPEN SIDE WITH SIDE SEAMS AND A 64 MM (2-1/2") GUMMED FLAP. PERFORATE (SLIT OR SLOT WITHOUT INK) THE FLAP HORIZONTALLY 32 MM (1-1/4") FROM AND PARALLEL TO THE FLAP FOLD AND VERTICALLY IN TWO PLACES, 87 MM (3-7/16") FROM LEFT AND RIGHT EDGE OF THE FLAP.
- (7) POSTAL BAR CODE: POSTAL BAR CODES WILL BE IN POSITION ON FURNISHED ENVELOPE COPY.
- (8) ENVELOPE PROOFS: CONTRACTOR MUST SUBMIT 2 SETS OF PROOFS. SUBMIT PROOFS AS SOON AS THE CONTRACTOR DEEMS NECESSARY TO COMPLY WITH THE CONTRACT SCHEDULE. CONTRACTOR IS NOT AUTHORIZED TO PRINT PRIOR TO HIS RECEIPT OF AN APPROVAL OR CONDITIONAL APPROVAL.
- (9) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (10) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.
- (11) ENVELOPE QUALITY CONTROL PROCEDURE: THE PRIME CONTRACTOR MUST ESTABLISH AND ADMINISTER A QUALITY ASSURANCE PROGRAM, WHICH WILL ENSURE ALL ENVELOPES MEET SPECIFICATIONS WHETHER THEY ARE PRODUCED "IN LINE" OR AT A SUBCONTRACTOR'S SITE.
- (12) SUBCONTRACTOR: IF ENVELOPES ARE PRODUCED BY A SUBCONTRACTOR, PRODUCTION MUST BE COMPLETED IN SUFFICIENT TIME AND AVAILABLE FOR QUALITY ASSURANCE INSPECTIONS. THIS SCHEDULE IS TO FACILITATE TIMELY REPLACEMENTS NECESSITATED BY FAILURE TO MEET CONTRACT SPECIFICATIONS.
- (13) ENVELOPE SAMPLES: IMMEDIATELY AFTER THE START OF ENVELOPE PRODUCTION, SEND 50 SAMPLES OF EACH FORMS ENVELOPE BY AN OVERNIGHT DELIVERY SERVICE, AT CONTRACTOR'S EXPENSE, TO:

NJ DIVISION OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, NJ 08695
ATTN: DONNA THOMAS
- (14) ENVELOPE MUST CONFORM WITH THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

NOTE: BINDING, MAILING INDICIA, MAILING PREPARATION, POSTAGE, DELIVERY OF ADDRESSED BOOKLETS IS COMMON TO ALL MAILED PACKETS.

3.10 NJ-1041 (BULK VERSION)

**ITEM #10 NJ-1041 FIDUCIARY INCOME TAX RETURN PACKAGE 2006
BULK VERSION – SAMPLE J**

SPECIFICATIONS:

QUANTITY: - 10,000. (ESTIMATED)

**PRICE LINE 10 – NJ-1041
(BULK VERSION)
QUANTITY – 10,000
PRICE PER 1000 PACKETS**

\$ _____ M

Additional quantities may be billed pro rata.

All printing specifications are the same as the 1041 above except:

FRONT COVER - PAGE 1 OF FRONT COVER WILL NOT HAVE A DIECUT WINDOW. NO ADDRESS OR TAXPAYER INFORMATION WILL BE LASERED ON THE FRONT COVER OF THIS VERSION.

VOUCHER INSERT CONSTRUCTION: (Same as 1040 Bulk Version)

TRIM SIZE: 11" X 7"

INK: BLACK AND AN OCR DROPOUT.

GLUE SPOT: NONE

LABEL SPECIFICATIONS – SAME AS MAIL VERSION

ENVELOPE – (ER 105) SAME AS MAIL VERSION

DELIVERY BULK (NON INDICIA) BOOKLETS:

BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE DELIVERED TO NEW JERSEY DIVISION OF TAXATION WAREHOUSE, 77 CARROLL STREET, TRENTON, N.J. 08609, (609) 984-6940 NO LATER THAN THE WEEK OF NOVEMBER 27, 2006.

PACKING NON INDICIA BOOKLETS:

ALL PACKAGES, BOXES, OR CARTONS MUST CONTAIN 150 BOOKLETS AND MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS.

TYPOGRAPHY: ELECTRONIC COPY

CAMERA READY COPY WILL BE PROVIDED FOR THE TAX VOUCHERS.

ALL COPY (ELECTRONIC, CAMERA READY, AND/OR NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006.

VENDOR SUPPLIES 2 BLUELINES ON OR BEFORE OCTOBER 20, 2006.
PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY, IF ANY, BY OCTOBER 27, 2006.
FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

3.11 NJ-1065-P (WITH DIE CUT COVER & VOUCHER INSERT)

ITEM #11: NJ-1065-P PARTNERSHIP RETURN AND INSTRUCTIONS WITH DIE CUT COVER & VOUCHER INSERT – SAMPLE K

SPECIFICATIONS:

QUANTITY:	145,000 (ESTIMATED)	PRICE LINE 11 – 1065-P (MAIL VERSION)
		QUANTITY – 145,000
		PRICE PER 1000 PACKETS \$ _____ M

Additional quantities to be pro rated.

For additional pages see instructions in 1040P.

36 PAGE BOOKLET

BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED SIZE MUST BE 8 1/4" X 10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED MUST BE TAKEN INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

FORMAT:

THE BOOKLET MUST BE CONSTRUCTED USING THE FOLLOWING PAPER COMBINATION.

- A. PAGES 1,2, 27 AND 28 WILL PRINT ON 60# OFFSET
- B. 16 PAGES IN CENTER OF BOOKLET WILL PRINT ON 50# OFFSET
- C. THE REMAINING PAGES WILL PRINT ON NATUAL OR LIGHT SHADE RECYCLED NEWS PRINT 30#

INK:

OUTSIDE COVER (FRONT AND BACK) – ONE COLOR (BLACK)

VOUCHERS – TWO COLOR (BLACK AND OCR DROPOUT INK)

ER103 FORMS ENVELOPE PRINTED IN BLACK (2 sides)

ALL OTHER PAGES PRINT IN BLACK.

CONSTRUCTION:

FRONT COVER - PAGE 1 OF BOOKLET WILL HAVE A DIECUT WINDOW

DIECUT WINDOW MEASURES 4" X 1¼". THE WINDOW LOCATION 2 ¼" FROM BOTTOM EDGE AND 1" FROM CENTER FOLD OF COVER. THIS DIE CUT WINDOW MUST ALLOW THE ADDRESS THAT IS IMAGED ON THE VOUCHER INSERT TO BE VISIBLE IN THE WINDOW.

VOUCHER INSERT: WILL REQUIRE 4 AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION.

IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.

MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION:

TRIM SIZE: 15 3/8" x 10" FLAT
8" x 10" FOLDED.

INK: BLACK AND AN OCR DROPOUT.

PAPER STOCK: 24# MICR BOND.

PRINTING: 2 SIDED (2/2)

GRAIN DIRECTION: LONG.

REFLECTION: 70 PERCENT OR GREATER IN THE VISIBLE RANGE.

OPACITY: MINIMUM OF 88

BRIGHTNESS: MINIMUM OF 84.

NOTE: MATERIAL MUST MEET ANSI STANDARDS X 9.18 SPECIFICATIONS.

FOLD: TWO HORIZONTAL FOLDS TO FORM BACK FLAP AND GLUED POCKET IN FRONT

HORIZONTAL PERFORATIONS - MICRO PERFORATE A HORIZONTAL PERFORATION ACROSS THE ENTIRE WIDTH OF THE PAGE AT 3 3/8" AND 7 3/8" FROM THE BOTTOM EDGE.

VERTICAL PERFORATIONS - MICRO PERFORATE A FULL VERTICAL PERFORATION 3/4" IN FROM LEFT AND RIGHT EDGE.

PERFORATIONS MUST ALLOW FOR THE EASY SEPARATION OF VOUCHERS FROM INSERT WHILE STILL PROVIDING A CLEAN EDGE.

GLUE SPOT: TWO (2) GLUE SPOTS MUST BE PLACED 7 1/8" FROM
BOTTOM AND 1/4" IN FROM LEFT AND RIGHT EDGE.

LABEL SPECIFICATIONS: (Same as 1040P)

TYPOGRAPHY

CAMERA READY

SCREENED NEGATIVES WILL BE PROVIDED OF THE PART-200-T AND PART-100. CAMERA READY COPY WILL BE PROVIDED OF ALL OTHER PAGES

ALL COPY (CAMERA READY AND NEGATIVES) WILL BE AVAILABLE
OCTOBER 6, 2006

PERFORATIONS: (ALL TAX RETURNS)

- A. PERFORATIONS MAY BE SLIT OR SLOT (NOT PINHOLE) BUT MUST ALLOW THE EASY SEPARATION OF PAGES WHILE RETAINING SUFFICIENT STRENGTH TO PREVENT THE DISENGAGEMENT OF PAGES UNDER NORMAL HANDLING AND MAILING OF THE PACKAGES.

- B. VERTICAL PERFORATIONS: (TAX RETURNS/SCHEDULES) - REQUIRE A FULL LENGTH VERTICAL PERFORATION ON THE SPINE. DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8".

- C. TOLERANCE: FORM TO FORM REGISTER IS THE REGISTER OF LIKE FORMS WITHIN THE FINISHED PRODUCT, NOT THE PRESS FORMS. MARGINS AND INTERNAL SPACING OF FORM PAGES, PLUS REGISTER OF IDENTICAL FORMS PART-TO-PART MUST BE MAINTAINED WITHIN 2 mm (1/16") MAXIMUM VARIATION. IF, IN IMPOSING, LIKE FORMS FALL IN DIFFERENT SIGNATURES, THESE FORMS MUST STILL REGISTER WITHIN 2 mm (1/16").

ENVELOPE (ER107):

- (1) OVER ALL SIZE - 7" X 9".
- (2) POCKET SIZE - 5 3/4" X 9".
- (3) STOCK - 24# WHITE WOVE.
- (4) INK: BLACK, ONE SIDE.
- (5) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
- (6) CONSTRUCTION: ALL ENVELOPES MUST HAVE A FOLD AT BOTTOM, THE BOTTOM MAY NOT BE GLUED. NO PERFORATIONS ARE ALLOWED ON THE BOTTOM AND TOP FOLDS. MANUFACTURE OPEN SIDE WITH SIDE SEAMS AND A 64 MM (2-1/2") GUMMED FLAP. PERFORATE (SLIT OR SLOT WITHOUT INK) THE FLAP HORIZONTALLY 32 MM (1-1/4") FROM AND PARALLEL TO THE FLAP FOLD AND VERTICALLY IN TWO PLACES, 87 MM (3-7/16") FROM LEFT AND RIGHT EDGE OF THE FLAP.
- (7) POSTAL BAR CODE: POSTAL BAR CODES WILL BE IN POSITION ON FURNISHED ENVELOPE COPY.

- (8) ENVELOPE PROOFS: CONTRACTOR MUST SUBMIT 2 SETS OF PROOFS. SUBMIT PROOFS AS SOON AS THE CONTACTOR DEEMS NECESSARY TO COMPLY WITH THE CONTRACT SCHEDULE. CONTRACTOR IS NOT AUTHORIZED TO PRINT PRIOR TO HIS RECEIPT OF AN APPROVAL OR CONDITIONAL APPROVAL.
- (9) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (10) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.
- (11) ENVELOPE QUALITY CONTROL PROCEDURES: THE PRIME CONTRACTOR MUST ESTABLISH AND ADMINISTER A QUALITY ASSURANCE PROGRAM, WHICH WILL ENSURE ALL ENVELOPES MEET SPECIFICATIONS WHETHER THEY ARE PRODUCED "IN LINE" OR AT A SUBCONTRACTOR'S SITE.
- (12) SUBCONTRACTOR: IF ENVELOPES ARE PRODUCED BY A SUBCONTRACTOR, PRODUCTION MUST BE COMPLETED IN SUFFICIENT TIME AND AVAILABLE FOR QUALITY ASSURANCE INSPECTIONS. THIS SCHEDULE IS TO FACILITATE TIMELY REPLACEMENTS NECESSITATED BY FAILURE TO MEET CONTRACT SPECIFICATIONS.
- (13) ENVELOPE SAMPLES: IMMEDIATELY AFTER THE START OF ENVELOPE PRODUCTION, SEND 50 SAMPLES OF THE FORMS ENVELOPE BY AN OVERNIGHT SERVICE, AT CONTRACTOR'S EXPENSE, TO:

NJ DIVISION OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, NJ 08695
ATTN: DONNA THOMAS
- (14) ENVELOPE MUST CONFORM TO THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

VOUCHER ENVELOPE (ER117)

- (1) SIZE - 4 1/4" X 8 3/4".
- (2) STOCK - 24# WHITE WOVE.
- (3) INK: BLACK, ONE SIDES.
- (4) CONSTRUCTION: GUMMED FLAP, DIAGONAL SEAM, EXECUTIVE FLAP.
- (5) DIE CUT: OPEN WINDOW - SIZE 2 3/4" X 3/4" LOCATED 1 1/2" FROM LEFT EDGE AND 3/4" FROM BOTTOM EDGE.
- (6) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.

PHYSICAL PROPERTIES FOR VOUCHER ENVELOPE

(1) SUB	24
(2) MOISTURE %	4.7-5.7
(3) SMOOTHNESS (WS & TS)	210

(4) BRIGHTNESS	81
(5) OPACITY	90+
(6) MULLEN	24+
(7) TEAR MD	48+
(8) TEAR CD	52+

- (7) POSTAL BAR CODE: POSTAL BAR CODES WILL BE IN POSITION ON FURNISHED ENVELOPE COPY.
- (8) ENVELOPE PROOFS: CONTRACTOR MUST SUBMIT 2 SETS OF PROOFS. SUBMIT PROOFS AS SOON AS THE CONTACTOR DEEMS NECESSARY TO COMPLY WITH THE CONTRACT SCHEDULE. CONTRACTOR IS NOT AUTHORIZED TO PRINT PRIOR TO HIS RECEIPT OF AN APPROVAL OR CONDITIONAL APPROVAL.
- (9) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.
- (10) ENVELOPE QUALITY CONTROL PROCEDURES: THE PRIME CONTRACTOR MUST ESTABLISH AND ADMINISTER A QUALITY ASSURANCE PROGRAM, WHICH WILL ENSURE ALL ENVELOPES MEET SPECIFICATIONS WHETHER THEY ARE PRODUCED "IN LINE" OR AT A SUBCONTRACTOR'S SITE.
- (11) SUBCONTRACTOR: IF ENVELOPES ARE PRODUCED BY A SUBCONTRACTOR, PRODUCTION MUST BE COMPLETED IN SUFFICIENT TIME AND AVAILABLE FOR QUALITY ASSURANCE INSPECTIONS. THIS SCHEDULE IS TO FACILITATE TIMELY REPLACEMENTS NECESSITATED BY FAILURE TO MEET CONTRACT SPECIFICATIONS.
- (12) ENVELOPE SAMPLES: IMMEDIATELY AFTER THE START OF ENVELOPE PRODUCTION, SEND 50 SAMPLES OF THE VOUCHER ENVELOPE BY AN OVERNIGHT SERVICE, AT CONTRACTOR'S EXPENSE, TO:

NJ DIVISION OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, NJ 08695
ATTN: DONNA THOMAS
- (13) ENVELOPE MUST CONFORM WITH THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

BINDING:

BOOKLETS MUST BE BOUND ON LONG EDGE USING TWO SADDLE-WIRE STITCHES. THE STITCHING MUST NOT INTERFERE WITH THE DETACHING OF THE FORMS AT THE PERFORATIONS OR REMOVAL OF THE ENVELOPE. THREE-SIDE TRIM REQUIRED.

MAILING INDICIA:

BOOKLETS TO BE MAILED ARE TO BE PRINTED WITH PRESORTED STANDARD INDICIA ON THE FACE OF COVER.

MAILING PREPARATION:

AFTER LABELING, THE ADDRESSED BOOKLETS ARE TO BE PRESORTED SACKED AND LABELED (TAGGED) PER CARRIER ROUTE SORT REGULATIONS AND DROP SHIPPED TO THE APPROPRIATE BMC AND SCF CENTERS.

POSTAGE:

A CHECK COVERING POSTAGE FOR THE BOOKLETS WILL BE ISSUED TO THE VENDORS POSTMASTER THREE (3) WEEKS BEFORE MAILING (IF MAILING OCCURS OUTSIDE THE TRENTON AREA).

DELIVERY OF ADDRESSED BOOKLETS:

ALL ADDRESSED BOOKLETS MUST BE DELIVERED TO THE POST OFFICE IN TIME FOR THE POST OFFICE TO MAINTAIN A MAILING RELEASE DATE OF DECEMBER 27, 2006. UNDER NO CIRCUMSTANCES WILL THE RELEASE DATE BE SO AS TO ENABLE A TAXPAYER TO RECEIVE THIS BOOKLET PRIOR TO DECEMBER 25, 2006. THE VENDOR WILL ASSURE THAT A COPY OF U.S. POSTAL FORM 3600-R INDICATING QUANTITY, TOTAL POSTAGE AND DATE OF RELEASE IS FORWARDED TO THE NEW JERSEY DIVISION OF TAXATION NOT LATER THAN FIVE (5) DAYS AFTER RELEASE DATE.

3.12 NJ-1065 (BULK VERSION)

**ITEM #12: NJ-1065 PARTNERSHIP RETURN AND INSTRUCTIONS 2006
BULK VERSION - SAMPLE L**

SPECIFICATIONS:

QUANTITY: 20,000.

**PRICE LINE 12 – NJ-1065 BULK
QUANTITY – 20,000
PRICE PER 1000 PACKETS \$_____M**

All other printing and format specifications are same as 1065P Mail Version except for No die cut window or lasered taxpayer information.

CONSTRUCTION:

- A. FRONT COVER - PAGE 1 OF FRONT COVER WILL NOT HAVE A DIECUT WINDOW.
NO ADDRESS OR TAXPAYER INFORMATION WILL BE LASERED ON THE FRONT COVER OF THIS VERSION.
- B. VOUCHER INSERT SUPPLIED AS SCREENED NEGATIVES
- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES, ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION:

TRIM SIZE: 14" X 8 1/2"
38

INK: BLACK AND AN OCR DROPOUT.

PAPER STOCK: 24# MICR BOND.

GRAIN
DIRECTION: LONG.

REFLECTION: 70 PERCENT OR GREATER IN THE VISIBLE RANGE.

OPACITY: MINIMUM OF 88

BRIGHTNESS: MINIMUM OF 84.

NOTE: MATERIAL MUST MEET ANSI STANDARDS X 9.18 SPECIFICATIONS.

FOLD: ONE FOLD

HORIZONTAL
PERFORATIONS - MICRO PERFORATE A HORIZONTAL PERFORATION
ACROSS THE ENTIRE WIDTH OF THE PAGE AT
4" AND 8" FROM THE BOTTOM EDGE.

PERFORATIONS MUST ALLOW FOR THE EASY
SEPARATION OF VOUCHERS FROM INSERT WHILE
STILL PROVIDING A CLEAN EDGE.

GLUE SPOT: NONE

QUALITY CONTROL – (SAME FOR ALL PACKAGES)

PERFORATIONS – SAME FOR ALL TAX RETURNS

ENVELOPES (TWO) - (VOUCHER ENVELOPE ER118) & (FORM ER107).

BINDING - SAME FOR ALL PACKETS

DELIVERY -

DELIVERY BULK (NON INDICIA) BOOKLETS:

BOOKLETS WITHOUT INDICIA AND LABEL INSTRUCTIONS ARE TO BE DELIVERED TO NEW JERSEY DIVISION OF TAXATION WAREHOUSE, 77 CARROLL STREET, TRENTON, N.J. 08609 (609) 984-6940 NO LATER THAN THE WEEK OF NOVEMBER 27, 2006.

PACKING NON INDICIA BOOKLETS:

ALL PACKAGES, BOXES, OR CARTONS MUST CONTAIN 150 BOOKLETS AND MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS.

TYPOGRAPHY -

CAMERA READY

SCREENED NEGATIVES WILL BE PROVIDED OF THE PART-200-T AND PART-100. CAMERA READY COPY WILL BE PROVIDED OF ALL OTHER PAGES.

ALL COPY (CAMERA READY AND NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

PROOFS AND SAMPLES-

VENDOR SUPPLIES 2 BLUELINES ON OR BEFORE OCTOBER 20, 2006. PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY, IF ANY, BY OCTOBER 27, 2006. FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

TEST SAMPLES:

SUCCESSFUL VENDOR MUST PROVIDE THE DIVISION WITH ONE (1) REAM (FOR EACH DOCUMENT TYPE) OF ACTUAL PRINTED COPY FOR TESTING PURPOSES (BAR CODE READ, DROP OUT INK, ETC.), PRIOR TO PROCEEDING TO FULL-SCALE PRODUCTION. THE DOCUMENT TEST SAMPLES MUST INCLUDE THE PART-200-T AND PART-100 AND FORMS ENVELOPE. SAMPLES MUST BE SUBMITTED IN AMPLE TIME FOR TESTING PURPOSES.

VOUCHERS (PART-200-T AND PART-100) WILL BE SCANNED USING A UNISYS DP-500 SYSTEM.

3.13 (PTR-1)(MAIL VERSION)

**ITEM #13: PROPERTY TAX REIMBURSEMENT PACKET (2006)
MAIL VERSION (PTR-1) – SAMPLE M**

SPECIFICATIONS:

QUANTITY: 200,000	PRICE LINE 13 – PTR-1
	QUANTITY – 200,000
	PRICE PER THOUSAND PACKETS \$ _____ M

Additional quantities to be pro rated.
For additional pages see instruction in ITEM#1

PAGE COUNT: 20 PAGES plus COVER. 24 pages overall..

STOCK: 50# OFFSET, GRADE 4

COVER STOCK: 60# OFFSET

BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8". THE DETACHED SIZE MUST BE 8 1/4" X

10 7/8". THE EFFECTS OF SHINGLING, ON THE DETACHED FORMS MUST BE TAKEN

INTO CONSIDERATION, ESPECIALLY WHEN FORMS ARE IN THE CENTER OF THE BOOKLET. TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

INK:

- A. OUTSIDE FRONT COVER - A PMS COLOR TO BE SPECIFIED.
- B. TWO RETURNS – TWO COLOR, PRINTED FRONT AND BACK IN OCR DROPOUT INK AND BLACK.
- C. ONE FORMS ENVELOPE PRINTED IN BLACK. (1/1)
- D. ALL OTHER PAGES PRINT IN BLACK.

CONSTRUCTION:

- A. FRONT COVER: PAGE 1 OF FRONT COVER WILL HAVE A DIECUT WINDOW APPROXIMATELY 4" X 1 1/4". THE WINDOW SIZE AND LOCATION MUST ALLOW THE ADDRESS THAT IS IMAGED TO BE VISIBLE IN THE WINDOW. THE TAXPAYER I.D. IS NOT TO BE DISPLAYED ON OUT GOING ADDRESS OR APPEAR THROUGH DIE-CUT WINDOW.
- B. VOUCHER INSERT: WILL REQUIRE TWO AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION. IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.
- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES, ARE NOT ACCEPTABLE.

VOUCHER INSERT CONSTRUCTION:

TRIM SIZE:	8 1/2" X 17" FLAT; 6 1/2" X 8 1/2" FOLDED.
INK:	BLACK
PAPER STOCK:	24# BOND - white
GRAIN DIRECTION:	LONG
REFLECTION:	70 PERCENT OR GREATER IN THE VISIBLE RANGE.
OPACITY:	MINIMUM OF 88
BRIGHTNESS:	MINIMUM OF 84
NOTE:	MATERIAL MUST MEET ANSI STANDARD X 9.18 SPECIFICATIONS.

HORIZONTAL PERFORATIONS

MICRO PERFORATE A HORIZONTAL PERFORATION ACROSS THE ENTIRE WIDTH OF THE PAGE AT 3 1/4", 6 1/2", 9 3/4" AND 13" FROM THE BOTTOM EDGE.

VERTICAL PERFORATIONS

MICRO PERFORATE A FULL VERTICAL PERFORATION 3/4" IN FROM LEFT AND RIGHT EDGE. PERFORATIONS MUST ALLOW FOR THE EASY SEPARATION OF VOUCHERS FROM INSERT WHILE STILL PROVIDING A CLEAN EDGE.

LABEL SPECIFICATIONS: (Same for all applications)

- (1) WHITE UNCOATED LABEL PAPER CONFORMING TO THE FOLLOWING SPECIFICATIONS.
- STOCK: 100% BLEACHED WOOD PULP.
WEIGHT: 73-90 GSM
(45-55 LB., 24" X 36", 500 SHEETS) +5% TAPPI
NUMBER T410; ASTM NUMBER D-646
- BURSTING
STRENGTH: 235 kPa (34 PSI) min
TAPPI NUMBER T403m, ASTM NUMBER D-774
(MULLEN)
- TEAR: MD-300mN (30g) cd-350 mN (35G) MIN TAPPI
NUMBER T414; ASTM NUMBER D-689
(ELMENDORF)
- COLOR: WHITE.
- RELEASE
COATING: BACKING SHEET MUST BE COATED WITH A RELEASE
COATING: OF SILICONE, SUCH AS SYLOFF 23,
SYLOFF 22, OR GE SS 4164. RELEASE COATING
MUST BE OF SUFFICIENT DENSITY OR THICKNESS
TO ALLOW DELIBERATE MANUAL PEEL-OFF OF THE
LABEL, AND TO PREVENT ACCIDENTAL PEEL-OFF OR
SEPARATION OF THE LABEL FROM THE BACKING
SHEET, AS THE BACKING SHEET WITH THE LABEL IS
PASSED OVER, IN EITHER DIRECTION, THE OUTSIDE
OF AN OBJECT WITH A CONVEX SURFACE, AND
HAVING A DIAMETER OF APPROXIMATELY 25mm (1
INCH).
- JCP
STANDARDS: THE SPECIFICATIONS OF ALL PAPERS FURNISHED
MUST BE IN ACCORDANCE WITH THOSE LISTED
HEREIN OR LISTED FOR THE CORRESPONDING JCP
CODE NUMBERS IN THE "GOVERNMENT PAPER
SPEC. STANDARDS NO. 10" IN EFFECT ON THE DATE
THE OFFER IS SUBMITTED.
-

LABEL CONSTRUCTION: TWO PART DESIGN INCLUDING BACKING SHEET.

SIZE: LABEL - 4 1/4" X 1 3/8". BACKING SHEET MUST EXCEED LABEL BY 1/8" ON EACH DIMENSION.

LABEL DIE CUTTING: LABELS ARE TO BE DIE CUT WITH EITHER FOUR ROUND OR FOUR SQUARE CORNERS WITH ALL WASTE REMOVED. DIE CUT MUST NOT PENETRATE BACKING SHEET.

DIE-CUTTING:

PAGE 1 HAS A DIE-CUT WINDOW APPROXIMATELY 4" X 1 1/4". THE WINDOW SIZE AND LOCATION MUST ALLOW THE TAXPAYER ADDRESS, CARRIER LITERAL AND ENDORSEMENT, AND 9 DIGIT DELIVERY POINT BARCODE, THAT IS IMAGED, TO BE VISIBLE THROUGH THE WINDOW.

ADDRESS CHANGES/UPDATES:

1. VENDOR WILL TAKE THE 3490 36 TRACK CARTRIDGES UNCOMPRESSED OR 3490 36 TRACK CARTRIDGES WITH IDRC COMPRESSION RECEIVED FROM THE DIVISION AND PROCESS THE DATA THROUGH A NATIONAL CHANGE OF ADDRESS (NCOA) SERVICE. THIS PROCESS, ALONG WITH STANDARDIZATION, WILL GUARANTEE THE DIVISION THE BEST POSSIBLE POSTAL DISCOUNTS GIVEN BY THE POSTAL SERVICE.
2. THE VENDOR MUST INCLUDE WITH HIS BID A COPY OF HIS CURRENT CASS CERTIFICATE FOR POSTAL SORTING SOFTWARE.

VOUCHER INSERT:

THE MAILING ADDRESS MUST BE IMAGED ON THE INSERT SO THAT IT WILL APPEAR THRU THE DIE CUT WINDOW. THE CONTRACTOR WILL BE REQUIRED TO TAKE INFORMATION FROM THE FURNISHED CARTRIDGES AND FORMAT IT TO CREATE AN 11 DIGIT DELIVERY POINT BARCODE. THIS BARCODE IS TO BE IMAGED BELOW THE LAST LINE OF THE ADDRESS, IN ACCORDANCE WITH THE USPS DOMESTIC MAIL MANUAL. IT MUST BE ON ALL 3/5 DIGIT AND BASIC MAIL, AND MAY PRINT ON CARRIER ROUTE MAIL.

IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO DO A FURTHER SORTATION TO A 5 DIGIT DELIVERY POINT BARCODE, 3 DIGIT DELIVERY POINT BARCODE, AND BASIC ZIP +4 DELIVERY POINT BARCODE. IN ADDITION, THE CONTRACTOR MUST CONVERT FURNISHED ADDRESS CARTRIDGES FROM ALL CARRIER ROUTE, SACK-SORTED MAIL TO EITHER ALL TRAY-SORTED OR A COMBINATION OF THE TWO FOR THE PURPOSE OF THE GOVERNMENT RECEIVING THE U.S. POSTAL SERVICE'S

DELIVERY POINT BAR CODED MAIL DISCOUNTS. CONTRACTOR WILL CREATE (3) BAR CODES CONTAINING THE NAME AND ADDRESS WITH A CARRIAGE CONTROL AFTER THE NAME, STREET, CITY, STATE, AND ZIP CODE. THE BAR CODE WILL BE A 3 OF 9 BAR CODE, NO LOWER THAN 5.5 CPI IN DENSITY, NO SMALLER THAN 13 mm (1/2") IN HEIGHT, AND BE READABLE BY A CAERE HANDHELD PORTABLE WAND SCANNER. BAR CODE INFORMATION MUST BE 100% ACCURATE. RETRIEVAL OF INFORMATION MUST BE OBTAINED WITHIN 2 ATTEMPTS WITH A CAERE HANDHELD PORTABLE WAND SCANNER 95% OR MORE OF THE TIME.

- (1) VOUCHER INSERT ADDRESS AREA (MAILING ADDRESS).

THE ADDRESS MUST BE IMAGED SO THAT IT APPEARS THROUGH THE DIE-CUT WINDOW AND CENTERED FROM LEFT TO RIGHT (8 1/4" WAY) HORIZONTALLY IN AN INVERTED POSITION. THE VENDOR MUST REFORMAT THE CARTRIDGES PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE CARRIER ROUTE SORT INFORMATION, TAXPAYER NAME, C/O NAME (IF APPLICABLE), ADDRESS, CITY, STATE AND ZIP CODE.

- (2) VOUCHER INSERT-ADDRESS AREA (LABEL)

NOTE: AN ARIAL 10 PT. FONT MUST BE USED ON THE LABEL.

THE VENDOR MUST REFORMAT THE 36 TRACK CARTRIDGES PROVIDED BY THE STATE OF NEW JERSEY TO IMAGE THE CHARACTER PRINT LINE, NAME CONTROL, NAME, C/O NAME (IF APPLICABLE), ADDRESS, CITY, STATE AND ZIP CODE.

QUALITY CONTROL: (SAME FOR ALL PACKETS)

- (1) UNIQUE NUMBER: THE VENDOR IS REQUIRED TO PRODUCE A UNIQUE NUMBER THAT MAY BE PRINTED ON THE INSERT, SO THE VENDOR MAY RETRIEVE AND REPRODUCE ANY UNUSABLE PACKET, USING THEIR OWN EQUIPMENT.
- (2) SPOILED PACKETS: VENDOR MUST REPLACE ALL PACKETS SPOILED DURING IMAGING AND MAILING OPERATION. REPLACEMENT MUST BE ACCOMPLISHED AS DAMAGE OCCURS IN ORDER TO MAINTAIN PROPER ZIP CODE SEQUENCE.
- (3) IMAGING REQUIREMENTS: MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION, PRINTED IN OCR-A, ALPHANUMERIC FONT. PRINTER MUST MEET THE FOLLOWING REQUIREMENTS:
 - (a) IMAGES MUST HAVE SOLID BLACK PRINTING.
 - (b) ALL CHARACTERS MUST ALIGN.
 - (c) NO MISSING DATA OR ENTRIES.
 - (d) NO DUPLICATED DATA OR ENTRY.
 - (e) NO LABEL WILL HAVE MORE THAN 6 LINES.
 - (f) CHARACTERS WILL BE SPACED 10 CHARACTERS PER INCH AND 6 LINES PER INCH VERTICALLY.

PERFORATIONS: (TAX RETURNS)

- A. PERFORATIONS MAY BE SLIT OR SLOT (NOT PINHOLE) BUT MUST ALLOW THE EASY SEPARATION OF PAGES WHILE RETAINING SUFFICEIENT STRENGTH TO PREVENT THE DISENGAGEMENT OF PAGES UNDER NORMAL HANDLING AND MAILING OF THE PACKAGES.
- B. VERTICAL PERFORATIONS: (TAX RETURNS) - REQUIRE A FULL LENGTH VERTICAL PERFORATION ON THE SPINE. DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8".
- C. TOLERANCE: FORM TO FORM REGISTER IS THE REGISTER OF LIKE FORMS WITHIN THE FINISHED PRODUCT, NOT THE PRESS FORMS. MARGINS AND INTERNAL SPACING OF FORM PAGES, PLUS REGISTER OF IDENTICAL FORMS PART-TO-PART MUST BE MAINTAINED WITHIN 2mm (1/16") MAXIMUM VARIATION. IF, IN IMPOSING, LIKE FORMS FALL IN DIFFERENT SIGNATURES, THESE FORMS MUST STILL REGISTER WITHIN 2mm (1/16").

ENVELOPE: (ER 112)

- A. FORM ENVELOPE (ER112).
 - (1) OVERALL SIZE - 7" X 9.
 - (2) FINISHED SIZE - 5 3/4" X 9".

- (3) STOCK - 24# WHITE WOVE.
- (4) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
- (5) THE ADHESIVE STRIP ON THE SEALING FLAP SHALL BE A DISTANCE NOT LESS THAN 3/4" WIDE AND COVER THE ENTIRE LENGTH OF THE FLAP. VENDOR WILL GUARANTEE THAT 100% OF ENVELOPES WILL SEAL.
- (6) THE WIDTH OF THE ADHESIVE ON SIDE SEALED SEAMS SHALL NOT BE MORE THAN 3/4" IN WIDTH AND NOT LESS THAN 5 3/4" IN LENGTH.
- (7) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (8) SECURED IN BOOKLET BY INSERTING BETWEEN SIGNATURES.
- (9) ENVELOPE MUST CONFORM WITH THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

BINDING:

- A. BOOKLETS MUST BE BOUND ON LONG EDGE USING TWO SADDLE-WIRE STITCHES. THE STITCHING MUST NOT INTERFERE WITH THE DETACHING OF THE FORMS AT THE PERFORATIONS OR REMOVAL OF THE ENVELOPE. THREE-SIDE TRIM REQUIRED.

TYPOGRAPHY -

ELECTRONIC COPY – (Same for all)

CAMERA READY

CAMERA READY COPY WILL BE PROVIDED FOR THE TAX SCHEDULES.

ALL COPY (ELECTRONIC, CAMERA READY, AND/OR NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

VENDOR SUPPLIES 2 BLUELINES ON OR BEFORE OCTOBER 20, 2006. PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY, IF ANY, BY OCTOBER 27, 2006. FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

TEST SAMPLES:

SUCCESSFUL VENDOR MUST PROVIDE THE DIVISION WITH ONE (1) REAM (FOR EACH DOCUMENT TYPE) OF ACTUAL PRINTED COPY FOR TESTING PURPOSES (BAR CODE READ, DROP OUT INK, ETC.), PRIOR TO PROCEEDING TO FULL-SCALE PRODUCTION. THE DOCUMENT TEST SAMPLES MUST INCLUDE THE PTR-1 AND FORMS ENVELOPE. SAMPLES MUST BE SUBMITTED IN AMPLE TIME FOR TESTING PURPOSES.

SUBMIT PROOFS TO:

DONNA THOMAS
N.J. DIV. OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, N.J. 08695
TELEPHONE: (609) 984-5129

COPY CHANGES:

THE STATE RESERVES THE RIGHT TO MAKE MINOR COPY CHANGES UP TO PRESS TIME.

MAILING INDICIA:

BOOKLETS TO BE MAILED ARE TO BE PRINTED WITH PRESORTED STANDARD INDICIA ON THE FACE OF COVER.

MAILING PREPARATION:

AFTER LABELING, THE ADDRESSED BOOKLETS ARE TO BE PRESORTED SACKED AND LABELED (TAGGED) PER CARRIER ROUTE SORT REGULATIONS AND DROP SHIPPED TO THE APPROPRIATE BMC AND SCF CENTERS.

POSTAGE:

A CHECK COVERING POSTAGE FOR THE BOOKLETS WILL BE ISSUED TO THE VENDORS POSTMASTER THREE (3) WEEKS BEFORE MAILING (IF MAILING OCCURS OUTSIDE THE TRENTON AREA).

DELIVERY OF ADDRESSED BOOKLETS:

- A. ALL ADDRESSED BOOKLETS MUST BE DELIVERED TO THE POST OFFICE IN TIME FOR THE POST OFFICE TO MAINTAIN A MAILING RELEASE DATE OF DECEMBER 27, 2006. UNDER NO CIRCUMSTANCES WILL THE RELEASE DATE BE SO AS TO ENABLE A TAXPAYER TO RECEIVE THIS BOOKLET PRIOR TO DECEMBER 25, 2006. THE VENDOR WILL ASSURE THAT A COPY OF U.S. POSTAL FORM 3600-R INDICATING QUANTITY, TOTAL POSTAGE AND DATE OF RELEASE IS FORWARDED TO THE NEW JERSEY DIVISION OF TAXATION NOT LATER THAN FIVE (5) DAYS AFTER RELEASE DATE.

3.14 (PTR-1) (BULK VERSION)

**ITEM #14 PROPERTY TAX REIMBURSEMENT PACKET (2006)
BULK VERSION (PTR-1) – SAMPLE N**

SPECIFICATIONS:

QUANTITY: 125,000

**PRICE LINE 14 – PTR-1 (BULK)
QUANTITY -125,000
PRICE PER 1000 PACKETS \$ _____ M**

PAGE COUNT: 20 PAGES, PLUS COVER.

All other specifications are same as PTR-1 MAIL VERSION above (including envelope) except:

CONSTRUCTION:

- A. FRONT COVER - PAGE 1 OF FRONT COVER WILL NOT HAVE A DIECUT WINDOW. NO ADDRESS OR TAXPAYER INFORMATION WILL APPEAR ON THE FRONT COVER OF THIS VERSION.
- B. NO VOUCHER

DELIVERY –

BOOKLETS WITHOUT INDICIA ARE TO BE DELIVERED TO:

NJ DIVISION OF TAXATION WAREHOUSE
77 CARROLL STREET
TRENTON, NJ 08609

PHONE #: (609) 984-6940

NO LATER THAN THE WEEK OF NOVEMBER 27 2006.

PACKING NON INDICIA BOOKLETS

ALL PACKAGES, BOXES, OR CARTONS MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS. ALL CARTONS TO CONTAIN A 3 OF 9 BARCODE FOR INVENTORY PURPOSES.

3.15 (PTR-2) (MAIL VERSION)

**ITEM #15: PROPERTY TAX REIMBURSEMENT PACKET (2006)
MAIL VERSION (PTR-2) – SAMPLE Q**

SPECIFICATIONS:

QUANTITY: 150,000	PRICE LINE 15 – PTR-2
	QUANTITY – 150,000
	PRICE PER THOUSAND PACKETS \$ _____ M

Additional quantities to be pro rated.
For additional pages see instruction in ITEM#1

PAGE COUNT: 12 PAGES plus COVER. 14 pages overall..

STOCK: 50# OFFSET, GRADE 4

COVER STOCK: 60# BLUE OFFSET

BOOKLET TRIM SIZE MUST BE 8 1/4" X 10 7/8".

THE DETACHED SIZE MUST BE 8 1/4" X 10 7/8".

THE EFFECTS OF SHINGLING ON THE DETACHED FORMS
MUST BE TAKEN INTO CONSIDERATION - ESPECIALLY WHEN
FORMS ARE IN THE CENTER OF THE BOOKLET.

TRIM SIZE OF ALL BOOKLETS AND DETACHED SIZE OF ALL FORMS PRODUCED MUST BE UNIFORM.

INK:

- A. OUTSIDE FRONT COVER - BLACK.
- B. TWO RETURNS PRINTED WITH VARIABLE TAXPAYER INFORMATION- TWO COLOR, PRINTED FRONT AND BACK IN OCR DROPOUT INK AND BLACK.
- C. ONE FORMS ENVELOPE PRINTED IN BLACK. (1/1)
- D. ALL OTHER PAGES PRINT IN BLACK.

CONSTRUCTION:

- A. FRONT COVER: PAGE 1 OF FRONT COVER WILL HAVE TAXPAYER MAILING INFORMATION IMAGED ON THE COVER.
- B. TAX RETURN: WILL REQUIRE TWO AREAS TO BE IMAGED WITH TAXPAYER NAME, ADDRESS AND OTHER TAXPAYER INFORMATION. IMAGING MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION.
- C. MICR INK, ION DEP OR ANY OTHER INKS WITH MAGNETIC PROPERTIES, ARE NOT ACCEPTABLE.

ADDRESS CHANGES/UPDATES:

- 1. VENDOR WILL TAKE THE 3490 36 TRACK CARTRIDGES UNCOMPRESSED OR 3490 36 TRACK CARTRIDGES WITH IDRC COMPRESSION RECEIVED FROM THE DIVISION AND PROCESS THE DATA THROUGH A NATIONAL CHANGE OF ADDRESS (NCOA) SERVICE. THIS PROCESS, ALONG WITH STANDARDIZATION, WILL GUARANTEE THE DIVISION THE BEST POSSIBLE POSTAL DISCOUNTS GIVEN BY THE POSTAL SERVICE.
- 2. THE VENDOR MUST INCLUDE WITH HIS BID A COPY OF HIS CURRENT CASS CERTIFICATE FOR POSTAL SORTING SOFTWARE.

QUALITY CONTROL:

- (1) VENDOR MUST PRINT THIS BOOKLET IN SUCH A MANNER THAT ALL TAXPAYER INFORMATION PRINTED ON THE TAX RETURN MATCHES THE ADDRESS INFORMATION ON THE COVER.
- (2) UNIQUE NUMBER: THE VENDOR IS REQUIRED TO PRODUCE A UNIQUE NUMBER THAT MAY BE PRINTED ON THE INSERT, SO THE VENDOR MAY RETRIEVE AND REPRODUCE ANY UNUSABLE PACKET, USING THEIR OWN EQUIPMENT.

- (3) SPOILED PACKETS: VENDOR MUST REPLACE ALL PACKETS SPOILED DURING IMAGING AND MAILING OPERATION. REPLACEMENT MUST BE ACCOMPLISHED AS DAMAGE OCCURS IN ORDER TO MAINTAIN PROPER ZIP CODE SEQUENCE.
- (4) IMAGING REQUIREMENTS: MUST BE LASER OR INK-JET WITH 240 X 240 DPI ON THE PRESS WITH NO MORE THAN 1/32" PLACEMENT PRINTING VARIATION, PRINTED IN OCR-A, ALPHANUMERIC FONT. PRINTER MUST MEET THE FOLLOWING REQUIREMENTS:
 - (a) IMAGES MUST HAVE SOLID BLACK PRINTING.
 - (b) ALL CHARACTERS MUST ALIGN.
 - (c) NO MISSING DATA OR ENTRIES.
 - (d) NO DUPLICATED DATA OR ENTRY.
 - (e) NO LABEL WILL HAVE MORE THAN 6 LINES.
 - (f) CHARACTERS WILL BE SPACED 10 CHARACTERS PER INCH AND 6 LINES PER INCH VERTICALLY.

PERFORATIONS: (TAX RETURNS)

- A. PERFORATIONS MAY BE SLIT OR SLOT (NOT PINHOLE) BUT MUST ALLOW THE EASY SEPARATION OF PAGES WHILE RETAINING SUFFICEIENT STRENGTH TO PREVENT THE DISENGAGEMENT OF PAGES UNDER NORMAL HANDLING AND MAILING OF THE PACKAGES.
- B. VERTICAL PERFORATIONS: (TAX RETURNS) - REQUIRE A FULL LENGTH VERTICAL PERFORATION ON THE SPINE. DETACHED PAGE SIZE MUST BE 8 1/4" X 10 7/8".
- C. TOLERANCE: FORM TO FORM REGISTER IS THE REGISTER OF LIKE FORMS WITHIN THE FINISHED PRODUCT, NOT THE PRESS FORMS. MARGINS AND INTERNAL SPACING OF FORM PAGES, PLUS REGISTER OF IDENTICAL FORMS PART-TO-PART MUST BE MAINTAINED WITHIN 2mm (1/16") MAXIMUM VARIATION. IF, IN IMPOSING, LIKE FORMS FALL IN DIFFERENT SIGNATURES, THESE FORMS MUST STILL REGISTER WITHIN 2mm (1/16").

ENVELOPE:

- A. ENVELOPE .
 - (1) OVERALL SIZE - 7" X 9.
 - (2) FINISHED SIZE - 5 3/4" X 9".
 - (3) STOCK - 24# WHITE WOVE.
 - (4) DIMENSIONS ARE FIRM - NO DEVIATIONS WILL BE PERMITTED.
 - (5) THE ADHESIVE STRIP ON THE SEALING FLAP SHALL BE A DISTANCE NOT LESS THAN 3/4" WIDE AND COVER THE ENTIRE LENGTH OF THE FLAP. VENDOR WILL GUARANTEE THAT 100% OF ENVELOPES WILL SEAL.
 - (6) THE WIDTH OF THE ADHESIVE ON SIDE SEALED SEAMS SHALL NOT BE MORE THAN 3/4" IN WIDTH AND NOT LESS THAN 5 3/4" IN LENGTH.

- (7) THE FLAP IS TO BE SCORED TO CREATE FOLD LINE FOR SEALING ENVELOPE.
- (8) SECURED IN BOOKLET
- (9) ENVELOPE MUST CONFORM WITH THE MINIMUM STANDARDS FOR LETTER SIZE MAIL, ISSUED BY THE U.S. POSTAL SERVICE.

BINDING:

BOOKLETS MUST BE BOUND ON LONG EDGE USING TWO SADDLE-WIRE STITCHES. THE STITCHING MUST NOT INTERFERE WITH THE DETACHING OF THE FORMS AT THE PERFORATIONS OR REMOVAL OF THE ENVELOPE. THREE-SIDE TRIM REQUIRED.

TYPOGRAPHY -

ELECTRONIC COPY – (Same for all)

CAMERA READY

CAMERA READY COPY WILL BE PROVIDED FOR THE TAX SCHEDULES.

ALL COPY (ELECTRONIC, CAMERA READY, AND/OR NEGATIVES) WILL BE AVAILABLE OCTOBER 6, 2006

VENDOR SUPPLIES 2 BLUELINES ON OR BEFORE OCTOBER 20, 2006. PROOFS BACK TO VENDOR WITH CORRECTIONS AND CORRECTED MECHANICALS OR ELECTRONIC COPY, IF ANY, BY OCTOBER 27, 2006. FINAL APPROVAL TO VENDOR BY NOVEMBER 3, 2006.

TEST SAMPLES:

SUCCESSFUL VENDOR MUST PROVIDE THE DIVISION WITH ONE (1) REAM (FOR EACH DOCUMENT TYPE) OF ACTUAL PRINTED COPY FOR TESTING PURPOSES (BAR CODE READ, DROP OUT INK, ETC.), PRIOR TO PROCEEDING TO FULL-SCALE PRODUCTION. THE DOCUMENT TEST SAMPLES MUST INCLUDE THE PTR-2 AND FORMS ENVELOPE. SAMPLES MUST BE SUBMITTED IN AMPLE TIME FOR TESTING PURPOSES.

SUBMIT PROOFS TO:

DONNA THOMAS
N.J. DIV. OF TAXATION
50 BARRACK ST., 10TH FLOOR
TRENTON, N.J. 08695

PHONE: (609) 984-5129

COPY CHANGES:

THE STATE RESERVES THE RIGHT TO MAKE MINOR COPY CHANGES UP TO PRESS TIME.

MAILING INDICIA:

BOOKLETS TO BE MAILED ARE TO BE PRINTED WITH PRESORTED STANDARD INDICIA ON THE FACE OF COVER.

MAILING PREPARATION:

AFTER LABELING, THE ADDRESSED BOOKLETS ARE TO BE PRESORTED SACKED AND LABELED (TAGGED) PER CARRIER ROUTE SORT REGULATIONS AND DROP SHIPPED TO THE APPROPRIATE BMC AND SCF CENTERS.

POSTAGE:

A CHECK COVERING POSTAGE FOR THE BOOKLETS WILL BE ISSUED TO THE VENDORS POSTMASTER THREE (3) WEEKS BEFORE MAILING (IF MAILING OCCURS OUTSIDE THE TRENTON AREA).

DELIVERY OF ADDRESSED BOOKLETS:

- A. ALL ADDRESSED BOOKLETS MUST BE DELIVERED TO THE POST OFFICE IN TIME FOR THE POST OFFICE TO MAINTAIN A MAILING RELEASE DATE OF DECEMBER 27, 2006. UNDER NO CIRCUMSTANCES WILL THE RELEASE DATE BE SO AS TO ENABLE A TAXPAYER TO RECEIVE THIS BOOKLET PRIOR TO DECEMBER 25, 2006. THE VENDOR WILL ASSURE THAT A COPY OF U.S. POSTAL FORM 3600-R INDICATING QUANTITY, TOTAL POSTAGE AND DATE OF RELEASE IS FORWARDED TO THE NEW JERSEY DIVISION OF TAXATION NOT LATER THAN FIVE (5) DAYS AFTER RELEASE DATE.

3.16 (PTR-2) (BULK VERSION)

**ITEM #16 PROPERTY TAX REIMBURSEMENT PACKET (2006)
BULK VERSION (PTR-2) – SAMPLE P**

SPECIFICATIONS:

QUANTITY: 30,000

PRICE LINE 16 – PTR-2(BULK)

QUANTITY -30,000

PRICE PER 1000 PACKETS \$ _____ M

PAGE COUNT: 20 PAGES, PLUS COVER.

All other specifications are same as PTR-2 MAIL VERSION above except:

CONSTRUCTION:

- A. FRONT COVER - PAGE 1 OF FRONT COVER WILL NOT HAVE A DIECUT WINDOW. NO ADDRESS OR TAXPAYER INFORMATION WILL APPEAR ON THE FRONT COVER OF THIS VERSION.

DELIVERY –

BOOKLETS WITHOUT INDICIA ARE TO BE DELIVERED TO:

NJ DIVISION OF TAXATION WAREHOUSE, 77 CARROLL STREET, TRENTON, NJ 08609
609) 984-6940 NO LATER THAN THE WEEK OF NOVEMBER 27 2006.

PACKING NON INDICIA BOOKLETS

ALL PACKAGES, BOXES, OR CARTONS MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, TAX YEAR, QUANTITY, VENDOR AND PURCHASE ORDER NUMBER. NO CARTON TO EXCEED GROSS WEIGHT OF 40 LBS. ALL CARTONS TO CONTAIN A 3 OF 9 BARCODE FOR INVENTORY PURPOSES.

3.17 ADDITIONAL FOUR PAGES – 30# NEWSPRINT

ITEM #17 - ADDITIONAL FOUR PAGES – 30# NEWSPRINT

IF IT BECOMES NECESSARY TO ADD NEWSPRINT PAGES (MULTIPLES OF 4), SUBMIT PRICE PER M FOR ADDITIONAL 4 PAGES ON PRICE LINE PROVIDED. THIS WILL APPLY TO ALL DOCUMENTS REQUIRING EXTRA NEWSPRINT PAGES.

**PRICE LINE 20 – NEWSPRINT
ADD 4 PAGES
PRICE PER THOUSAND \$ _____ M**

3.18 ADDITIONAL FOUR PAGES- 50 LB. OFFSET

ITEM #18 - ADDITIONAL FOUR PAGES- 50 LB. OFFSET

IF IT BECOMES NECESSARY TO ADD 50 LB. OFFSET PAGES (MULTIPLES OF 4), SUBMIT PRICE PER M FOR ADDITIONAL 4 PAGES ON PRICE LINE PROVIDED FOR BLACK & TWO COLORS. THIS WILL APPLY TO ALL DOCUMENTS REQUIRING EXTRA 50 LB. OFFSET.

**PRICE LINE 21 – 50 LB. OFFSET
ADD 4 PAGES
PRICE PER THOUSAND \$ _____ M**

3.19 ADDITIONAL COLOR RUN – 50 OR 60 LB. OFFSET

ITEM #19 - ADDITIONAL COLOR RUN – 50 OR 60 LB. OFFSET

IF IT BECOMES NECESSARY TO ADD A PMS COLOR ON ANY OFFSET RUN, (COVER OR INSIDE) SUBMIT PRICE PER 1000 IMPRESSIONS.

**PRICE LINE 22 – PMS COLOR RUN
PRICE PER THOUSAND IMPRESSIONS \$ _____ M**

3.20 AUTHOR'S ALTERATIONS

ITEM #20 AUTHOR'S ALTERATIONS

FOR AGENCY USE ONLY.

3.21 FREIGHT CHARGES

ITEM #21 Freight charges for FED EX and UPS shipments of NJ1040 and NJ1040NR bulk distribution booklets to various locations within the State of New Jersey.

FOR AGENCY USE ONLY.

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.

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/07x38741.shtml>. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals.

NJ 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 **two (2) full, complete and exact copies** of the original.

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/07x38741.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/07x38741.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/07x38741.shtml>.

4.4.2 PROOF OF REGISTRATIONS 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 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage <http://www.state.nj.us/treasury/purchase/bid/summary/07x38741.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/07x38741.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to complete the attached Affirmative Action Employee Information Report, or, in the alternative, supply either a New Jersey Affirmative Action Certificate or evidence that the bidder is operating under a federally approved or sanctioned affirmative action program. The requirement is a precondition to entering into a State contract. The Affirmative Action Forms are located on the Advertised Solicitation, Current Bid Opportunities webpage

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38741.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/07x38741.shtml>.

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 through issuance of contract.

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 05 09 06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38741.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 05 09 06, 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 **ONE YEAR**. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38741.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 **two (2)**, one-year periods, by the mutual written consent of the contractor and the Director.

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** 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 Agency is** authorized to order and **the contractor is** 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 05 09 06, located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38741.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 subcontractors.

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.

6.0 PROPOSAL EVALUATION

6.1 CONTRACT EVALUATION

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

6.1.1 Price

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

Prior to contract award and with the exception of scheduling a review of submitted bids, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal with the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

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.

6.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

Following the opening of bid proposals, the State reserves the right, pursuant to N.J.S.A. 52:34-12(f), to negotiate: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder and reserves the right to seek a Best and Final Offer (BAFO) from one or more bidders. In response to the State's request to negotiate, the bidder must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes, in accordance with the following procedure:

The State will conduct an initial review and determine whether and with which bidder(s) it will negotiate, and will communicate its request to each such bidder. In response, the bidder will submit any required revisions to its proposal.

In response to the State's request for a BAFO, the bidder may submit a revised price proposal that is equal to or lower in price than its original submission, but must continue to satisfy all mandatory requirements.

After receipt of the results of the negotiation and/or the BAFO(s), the State will complete its evaluation and recommend to the Director for award that responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for negotiation or BAFO, any revised technical and/or price proposals, the State's evaluation and the Award Recommendation, will remain confidential until an Intent to Award notice is issued.

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.
- (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.
- (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 award[s] shall be made with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is(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 coverage 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. The State Contract Manager is the person that the contractor will contact **after the contract is executed** 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.