



New Jersey Motor Vehicle Commission

P.O. Box 160
Trenton, New Jersey 08666-0160

STATE OF NEW JERSEY

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Chairman and Chief Administrator

06/28/2016

RE: STT Envelope RFQ

To: All Interested Vendors and Envelope Converters

From: NJ Motor Vehicle Commission Division of Procurement

Please provide a quote for the following rush envelope procurement. Quote submittals are required via e-mail no later than 4:30 pm June 28, 2016.

Bids must be submitted on company letterhead via email to MVC Procurement.

procurement@mvc.nj.gov

The successful bidder must be able to adhere to the tight production schedule for this high profile rush order. Projected delivery dates are enclosed under "PROJECTED RUSH SCHEDULE".

TITLE: STT ENVELOPE

QUANTITY: 1,500,000 (with delivery of a partial order of 200,000 July 5, 2016)

COLOR STOCK: GOLDENROD*

***Optional tinting of white paper stock vs actual goldenrod paper stock is acceptable. Please specify paper stock color proposed and or tinted option.**

TRIMMED SIZE: 9 1/2" x 4 1/8" - #10 Envelope

PAPER STOCK: 20 lb. (Recycled-30% Post Consumer)

INK: Black (1/0) Plus Internal Security Screening

CONSTRUCTION: As per sample, side seam envelope (Non-McIntyre) with glassine. Window (Poly clear plastic material acceptable) on face measuring 4 1/4" x 1" with rounded corners positioned 3" from left and 1 5/8" from bottom. Gummed flap and sides seams critical due to processing operation. (See how processed below) Flap must be 1 5/8" in depth at the center, with rounded corners 9/16" in from right and left sides of envelope. Side seam to be straight cut, 3 11/16" in height and glued the entire length with no loose ends.

NO SUBSTITUTION OR CHANGE IN CONSTRUCTION WILL BE ACCEPTABLE.

TYPOGRAPH: As per sample scan, prints face, back, outside flap in Black Ink with Indicia. The Contractor must set all type.

LAYOUT: No mechanicals available.

INTERNAL SECURITY SCREENING REQUIRED

PROCESSING Return envelopes and printed materials inserted together by Phillipsburg Inserting Machine. Structure and glue critical.

PROOFS Three copies of proof must be submitted to:

Forms Control Unit,

Motor Vehicle Commission,

1600 North Olden Avenue, Ewing, N.J. 08638.

All communications concerning this order must be mailed to the above address. Proofs must be provided no later than that specified in schedule below.

PACKING: 500 envelopes per box, 2,500 per carton, 75,000 envelopes per skid. Packed in cartons of uniform size, containing equal quantities. All cartons must be affixed with a label indicating quantity per carton, vendor name, P.O. number, form number, a 3 of 9 bar code and description. In addition a sample of the envelope printed must be affixed to the outside of the carton. Palletize with standard notched four way entry, double face, flush type - 40" wide by 48" deep. Pallets must be secured with stretch wrap. Deliveries will be accepted Monday thru Friday (except holidays) between 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.

DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON AND 1:00 P.M. OR AFTER 4:00 P.M.

DELIVERY PLACE: Price must include delivery to the warehouse of the New Jersey Motor Vehicle Commission, 1600 North Olden Avenue, Ewing, N.J. 08638.

PROJECTED RUSH SCHEDULE:

6/28/16-Sealed bids due in Trenton, NJ By 4:30 p.m. today.

6/29/16-Review bids Issue PO 12:00 pm.

6/30/16-Envelope Production.

7/1/16 – 7/5/16 Deliver partial of no less than 200,000 finished envelopes to 225 East State St. Trenton, NJ.

7/22/16 (approximately)-Deliver balance of 1,300,000 to 1600 North Olden (Warehouse)

** The **successful bidder** will be required to submit required Delegated Purchase Authority (DPA) forms before a Purchase Order can be issued:

Ownership Disclosure Form

Disclosure of Investigations and Actions Involving Bidder Form

Disclosure of Investment Activities in Iran Form

Source Disclosure Certification Form

MacBride Principles Certification Form

Vendor Certification and Political Contribution Disclosure Form

Two Year Chapter 51 / Executive Order 117 Vendor Certification

and Disclosure of Political Contributions Form

Affirmative Action Supplement Form

Delegated Purchasing Authority Terms and Conditions

http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf

Notice to the Vendor Community:

N.J.S.A. 52:32-33.1. State contractors encouraged to disseminate information relative to organ donation.

“all business concerns awarded contracts with the State, as defined in section 2 of P.L.1987, c.184 (C.52:32-33) (are encouraged) to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C.s.1320b-8 to serve in this State.

Regards,

Division of Procurement
State of New Jersey
Motor Vehicle Commission
225 East State Street
P.O. Box 135
Trenton, NJ 08666-0135
Em) procurement@mvc.nj.gov

RC-61A(R1/10)
New Jersey Motor Vehicle Commission
P.O. Box 144
Trenton, New Jersey 08666-0144

IMPORTANT!!

MOTOR VEHICLE NOTICE - PLEASE OPEN IMMEDIATELY



Black Ink
Not Blue

Golden Rod Stock or Tint
(Not White)
Dark
6/28/16

The Office of the Chief Administrator
Motor Vehicle Commission

The Office of the Governor
of the State of New Jersey

