



# New Jersey Motor Vehicle Commission

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

STATE OF NEW JERSEY

**Philip D. Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**February 2, 2018**

**RE: SOLICITATION (RFQ) #18ADFC043**

**FORM NO:** GDL Validation Decal

**DESCRIPTION:** Driver Testing Security Seal

**SIZE:** 3/4" by 3/4" square label (with rounded corners)

**QUANTITY:** 500,000 (1,000 pieces per roll)

**MATERIAL:**

Polyester film, pre-coated with a one-time pressure sensitive adhesive on the back of the label. Back shall be fully coated to ensure adhesion to permit or other document.

**CONSTRUCTION:**

Label shall be delivered in rolls, 3" core. Label shall consist of polyester material containing a hologram of the Great Seal of the State of New Jersey and other devices to comprise optically variable devices as well as covert security devices, known only to the manufacturer and the State of New Jersey. The labels will be sequentially numbered and mounted on a quick release liner to enable easy and efficient detachment and application to driver forms. Label shall be clear-coated with a protective layer to ensure the integrity of any printing appearing on the surface. Other devices to be included will consist of micro-lines and/or variable shades of color (silver).

**NUMBERING:**

Sequential numbering – Start # 7500001 End # 8000000 Black Ink. No missing numbers will be acceptable.

**SECURITY:**

The label shall contain such devices as outlined plus a covert method of detecting a copy or counterfeit label. These devices should be detectable without the use of special chemicals, special equipment or complex test methods. Security devices will consist of micro-lines, color or shade shifting when viewed from different angles and other devices known only to the state which cannot be duplicated with common stock or methods.

**DESIGN:**

Design must match current stock with only minor variations allowed with the permission of the State of New Jersey. The vendor will prepare all artwork in connection with this product which will include the secret security items. The contractor will work in consultation with a representative of the Motor Vehicle Commission (MVC) to incorporate secret security copy into the final design/electronic artwork. All artwork becomes the property of the State of New Jersey upon completion of the order. The State of New Jersey shall be held harmless in the case of infringement of copyright or patent law in the development of the label and its devices.

**MANUFACTURER'S  
RESPONSIBILITY:**

All work will be conducted in a secure plant. The State of New Jersey reserves the right to inspect any site designated by the vendor as the manufacturing plant. Plant shall maintain control of all manufacturing materials used for this project. Materials must be of the highest quality and workmanship. Waste material must be destroyed in such manner as to render the material unusable for any purpose. Outsourcing of any part of the manufacturing process must be avoided. Should it be found necessary to outsource part of the process, the provider of that service must meet all criteria established by the above. The contract vendor will provide certification that the out-source product will be as secure as that produced on the vendor's site. Delivery of finished product must be completed in such manner as to provide the greatest security between plant and final reception point.

**PRINTER'S PROOFS:**

Proofs must be submitted to: Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, New Jersey 08638.  
Via e-mail to [kevin.sweeney@dot.state.nj.us](mailto:kevin.sweeney@dot.state.nj.us) or hard copy via regular mail to the address above. Proofs must be submitted ten (10) days after receipt of purchase order.

**DEVICES:**

1. Holographic rendering of the Great Seal of the State of New Jersey.
2. "MVC" in a repeating pattern around circumference of the Great Seal. No break or incomplete "MVC".
3. Optical Variable Device – shift of gray or silver when viewed on an angle.
4. Other secret mark known only to the manufacturer and the State of New Jersey. This may consist of a secret chemical marker or other device which will ensure identification of legitimate seals upon examination.

**PACKAGING:**

Rolls will be packed in individual boxes containing 1 roll per box. All cartons must be affixed with a label indicating quantity per carton, vendor name, a three of nine (3 of 9) barcode and the purchase order (PO) number, form number, sequential number series contained therein and description. Cartons must be palletized on skids in numerical sequence with the lowest number carton on top and the highest on the bottom of skid. Palletize with standard notched four-way entry, double-face, flush type, - 40" wide by 48" deep by 4" high. Pallets must be secured with stretch wrap. Height must not exceed 48" including pallet.

**DELIVERY:**

All deliveries are to the New Jersey Motor Vehicle Commission Warehouse, 1600 North Olden Avenue, Ewing, N.J. 08638.

**DELIVERY DATE:** 30 days after receipt of proof approval. Deliveries will be accepted Monday through Friday (except holidays) between the hours of 8:00 A.M and 12:00 Noon and 1:00 P.M. and 4:00 P.M. **DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON AND 1:00 P.M. NOR AFTER 4:00 P.M.**

**DPA SUBMITTAL FORMS:**

The successful bidder will be required to submit all required DPA paperwork (less anything already approved in NJSTART <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>). A Purchase Order will not be issued until the required forms are submitted and verified. The information may be reviewed at the following link:

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

**Q & A PERIOD:**

Questions will be entertained up until C.O.B. February 7, 2018. The only correspondence concerning this RFQ is through MVC Procurement. Questions should be submitted electronically to:

[procurement@mvc.nj.gov](mailto:procurement@mvc.nj.gov)

Any Questions received will be addressed via addendum after the Q&A period ends. If needed, the bid submittal date will be extended via addendum.

Addendums will be posted on the NJMVC's "Current Bidding Opportunities" page on our website:

<http://www.nj.gov/mvc/about/bidding.htm>

It is the bidder's responsibility to monitor the MVC Current Bidding Opportunities page for addendums.

**RFQ  
SUBMITTAL  
DUE DATE:**

Bids should be submitted on company letterhead by COB February 12, 2018 to [procurement@mvc.nj.gov](mailto:procurement@mvc.nj.gov)

