



# 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

**DATE:** 3/1/2017

**FORM NO.:** SP-69 (R3/13)

**SOLICITATION  
NO.:** 17MOS024

**TITLE:** Temporary Person with Disability Parking Permit Placard

**QUANTITY:** Option #1-20,000 (No over or under runs acceptable)

Option #2-25,000 (No over or under runs acceptable)

**TRIMMED SIZE:** 3 1/8" X 9 1/4"

**PAPER STOCK:** White Polyethylene .023 Thickness. UV resistant.

**NUMBERING:** To be consecutively numbered on both sides with 1/2" high numbers positioned as indicated on the sample. No missing, duplicate or mis-aligned numbers will be allowed.

**Start Number: T1100001 - End Number: T1125000**

**TYPOGRAPHY  
LAYOUT:**

Copy, with the exception of numbering will be silk-screened. Vendor must guarantee durability and quality of inks for a period of four years following delivery. Silk screened as per sample in PMS-200 Red Ink. Numbers in black ink. Vendor must prepare all artwork from sample, no mechanical available. The vendor will be required to

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have a knowledgeable Graphic Art Representative available for consultation, appear in person at the N.J. Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, New Jersey 08638, during the hours of 9:00 A.M. and 3:00 P.M. Monday through Friday excluding state holidays to discuss layout and camera ready copy. Artwork prepared for this order will become the property of the State of New Jersey and must be returned to the above office no later than ten days following completion of this order.

**Failure to comply will result in withholding of payment for the entire order.**

**CONSTRUCTION:** All placards will have a 1 ¼" circular cutout centered approximately 1 ½" below the top edge with a ¾" channel cut to and through side edge from bottom of circular cutout, to allow hanging permit from stem of the rearview mirror. Top corners of the placards are to be rounded, bottom square. Materials used must be of the highest quality and resistant to the extremes of temperature and humidity encountered during the life of the placard.

**COLOR INK:** PMS-200 Red Ink - Black Ink Numerals - All inks used must be UV-resistant

**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@mvc.nj.gov](mailto:kevin.sweeney@mvc.nj.gov) or hard copy via regular mail to the address above. Proofs must be submitted ten (10) days after receipt of purchase order. All communications concerning this order must be mailed to the above mentioned address.

**PACKAGING:** Packed in cartons of uniform size, containing equal quantities, wrapped in sets of 100 placards each, 1,000 per box. All cartons to be palletized in numerical sequence with the lowest number on top and the highest on the bottom. All cartons must be affixed with a label indicating quantity per carton, vendor name, a three of nine (3of9) barcode and the purchase order (P O) 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.

**DELIVERY**

**DATE:** 4 weeks after receipt of proof approval. If the vendor cannot meet the delivery date(s) as specified, a deduction of five percent (.05) will be made from the purchase price for every working day the order is delayed. The Motor Vehicle Commission may waive such penalty on submission of proof of a reasonable cause for the delay.

**DELIVERY**

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

**VENDOR'S RESPONSIBILITIES**

The vendor will maintain a secure facility and shall allow the Division the right to conduct inspections of said facility at any time to insure that the security of the placard is maintained. All spoilage must be destroyed by the end of each day.

All artwork becomes the property of the State of New Jersey. Mechanicals, negatives must be returned to the Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, N.J. 08638 no later than 10 working days following the completion of the contract.

Failure to comply with any of the above specifications may result in the rejection of delivery, or deduction from the vendor's invoice price of the cost of repacking, or of adjusting any other deviation.

The MVC Division of Procurement will electronically accept questions and inquiries from all potential respondents electronically via email at [Procurement@mvc.nj.gov](mailto:Procurement@mvc.nj.gov) by Close of Business (C.O.B) (4:30 P.M.) **Monday, March 6, 2017.**

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

In order to be considered for award, the respondent must provide a quote on company letterhead via email at [Procurement@mvc.nj.gov](mailto:Procurement@mvc.nj.gov) by COB (4:30 P.M.) **Thursday, March 9, 2017.**

Respondents must **not** contact MVC Communications directly, in person, by telephone or by email, concerning this RFQ.

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

**Please Note:** For businesses not registered by the State of New Jersey, Division of Revenue, you MUST complete a Business Registration Certificate Application, which is located here <http://www.nj.gov/njbusiness/starting/> . You must have a valid Business Registration Certificate to be eligible to do business with the State of New Jersey.

[http://www.state.nj.us/treasury/purchase/forms/DPA\\_Packet.pdf](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.