



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

07/13/2017

FORM NO.: CDL Manual (R8/15)

TITLE: Driver's Manual for Commercial Vehicle Driver Licensing

QUANTITY:

OPTION 1: 152 PAGES

46,000 TO 50,000 (No Overruns or Underruns) Price Per M

51,000 TO 55,000 (No Overs/Unders) Price Per M

OR

OPTION 2: 160 PAGES

46,000 TO 50,000 (No Overruns or Underruns) Price Per M

51,000 TO 55,000 (No Overs/Unders) Price Per M

TRIMMED SIZE: 8 3/8" X 10 7/8"

PAPER STOCK: Cover-White Vellum Bristol Index – 65# White Vellum
Pages-White Offset Opaque – 50# White Offset Opaque Recycled Paper

CONSTRUCTION: 152 OR 160 pages plus cover collated in appropriate sequence as approved by the agency with perfect binding and flush trimmed on three sides.

Covers: Print 1/1 Black-Full Bleeds

Text: Prints 1/1 Black-No Bleeds

TYPOGRAPHY

& LAYOUT:

Cover and pages print Black Ink. Copy will include text, illustrations, and screening. Digital copy will be provided to successful bidder via e-mail (PDF file). The successful bidder is to have a knowledgeable graphic art representative available for consultation. All mechanicals must be returned to the N.J. Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, New Jersey 08638. **ALL MECHANICALS MUST BE RETURNED 10 DAYS AFTER COMPLETION OF ORDER.**

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 or hard copy via regular mail to the above mentioned address. Proofs must be submitted within ten (10) days after receipt of purchase order.

COLOR INK:

Covers: Print 1/1 Black-Full Bleeds

Text: Prints 1/1 Black-No Bleeds

PACKAGING:

Cartons containing 50 manuals per carton, air tight with no fillers, all remaining cartons for the entire order must be the same size and contain the same amount. All cartons labeled with quantity per carton, vendor name, P.O. number, form number, three of nine (3 of 9) bar code and description. Palletize with standard notched four-way entry, double faced; flush type 40" wide by 48" deep. Pallets must be secured with stretch wrap. Height must not exceed 48" including pallet.

DELIVERY

DATE:

Four 4 weeks after receipt of proof approval.

DELIVERY

PLACE:

Price must include delivery to the warehouse of the New Jersey Motor Vehicle Commission, 1600 North Olden Avenue, Ewing, New Jersey 08638. Deliveries will be accepted Monday thru Friday (except holidays) between the hours of 8:00 a.m. to 4:00 p.m. **DELIVERIES WILL NOT BE ACCEPTED BETWEEN 12:00 NOON AND 1:00 P.M. AND AFTER 4:00 P.M.**

The MVC Division of Procurement will electronically accept questions and inquiries from all potential respondents electronically via email at Procurement@mvc.nj.gov up to COB **Wednesday, July 19, 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 quote on company letterhead via email at Procurement@mvc.nj.gov by COB **Monday, July 24, 2017.**

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

Provide a price per m on company letterhead for each of the two quantity ranges.

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46,000 TO 50,000..... Price Per M: \$ _____

51,000 TO 55,000.....Price Per M: \$ _____

OR

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46,000 TO 50,000Price Per M \$ _____

51,000 TO 55,000Price Per M \$ _____

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.