



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

Amendment: RFQ submission date modified.

DATE: 2/10/2017

FORM NO.: PI-160 (R9/12)

TITLE: ID Verification Flyer-English

QUANTITY: 1,000,000

TRIMMED SIZE: 8 1/2" x 14 7/8" Barrel Fold/Roll Fold (4 Panel) to 8 1/2 X 3 13/16

PAPER STOCK: 80# Matte Text-Recycled

TYPOGRAPHY LAYOUT: As per sample, Prints 4/4 with full bleeds. Artwork supplied on Disc-Quark Express, PageMaker 6.5 and or Photoshop 6.0 or higher. Files should be picked up at the Motor Vehicle Commission, Press Office, 225 East State Street, 9 East, Trenton, NJ 08666.

Agreements may be made for electronic transfer of files after contract award, however, if a mutually agreeable arrangement cannot be made, contractor is responsible for obtaining files in Trenton.

ALL MECHANICALS MUST BE RETURNED 10 DAYS AFTER COMPLETION OF ORDER.

COLOR INK: 4 4/4 Color process-Full Bleeds.

PRINTER'S PROOFS:

Three (3) proofs and color key must be submitted to: Motor Vehicle Commission, Press Office, 225 East State Street, 9 West, Trenton, New Jersey 08666. All files must be shipped back to MVC Press office 5 days after completion of order.

Failure to comply will result in withholding of payments.

PROOFS:

All communications concerning this order must be mailed to the above mentioned address.

CRITICAL PACKAGING:

Pamphlets are inserted into mail out envelopes by Phillipsburg Inserting Machines, therefore, pamphlets must be packed tightly with additional cardboard fillers (row ends and sides), in air tight carton, to prevent excess curling or warping. Each row must be separated by cardboard dividers.

PACKING:

Packed in air tight of uniform size, containing 1,800/box. Packed all one way, with sufficient fill material to prevent warping, curling or shifting. All cartons must be affixed with a label indication 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 by 4" high. 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 by Close of Business (C.O.B) (4:30 P.M.) **Wednesday, February 22, 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 by COB (4:30 P.M.) **Friday, February 24, 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

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.