



Request for Quotation

For: Specialty Paper and Envelopes – Judiciary

Event	Date	Time
Quotation Submission Date (Refer to RFQ Section 1.3 for more information.)	December 17, 2020	10 AM

Dates are subject to change. All changes will be reflected in Addenda to the RFQ and will be emailed to RFQ Bidder's.

Request For Quote Issued By:

State of New Jersey
New Jersey Judiciary
Administrative Office of the Courts
Trenton, NJ 08625

Date: December 11, 2020

1.0 INFORMATION FOR BIDDERS

NOTICE: The Bidder is advised to thoroughly read all sections and follow all instructions contained in this Request for Quote (RFQ) before preparing and submitting its Quote.

1.1 PURPOSE AND INTENT

This RFQ is issued by the New Jersey Judiciary (Judiciary), Administrative Office of the Courts (AOC). The purpose of this RFQ is to solicit Quotes for Specialty Paper and Envelopes for the Judiciary.

The State of NJ Standard Terms and Conditions (SSTC) accompanying this RFQ will apply to all Contracts made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

1.2 BACKGROUND

The Judiciary Print Shop is critical to the Judiciary day-to-day operations. The Judiciary's Print Shop supports and provides services throughout the State of New Jersey, with critical projects, including but not limited to: civil mailers, discovery end date notices, pretrial notices, family guardianship, dismissal orders, and client protection letters.

1.3 SUBMISSION OF QUOTES

In order to be considered for award, the quotation must be received by the Purchase and Property Unit electronically to AOCRFAQ.Mailbox@njcourts.gov in writing. The Judiciary will not accept any quotations in person or by telephone.

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QUOTES NOT RECEIVED PRIOR TO THE QUOTE DEADLINE SHALL BE REJECTED.

1.4 BIDDER RESPONSIBILITY

The Bidder assumes sole responsibility for the complete effort required in submitting a quotation in response to this RFQ.

1.5 PRICE ALTERATION

Quotation prices should be typed or written in blue ink. Any price change (including "white-outs") must be initialed.

1.6 ELECTRONIC SIGNATURES

Bidders submitting Quotes electronically may sign the forms required with the Quote, or required before Contract award, by electronically by typing the name of the authorized signatory in the "Signature" block as an alternative to downloading, physically signing the form, scanning the form, and uploading the form.

2.0 CONTRACT SPECIFIC DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFQ issued by the Using Agency. Bid Amendments, if any, will be issued prior to Quote opening due date.

Bidder – An entity offering a Quote in response to the Using Agency’s RFQ.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

May – Denotes that which is permissible or recommended, not mandatory.

Must – Denotes that which is a mandatory requirement.

Shall – Denotes that which is a mandatory requirement.

Should – Denotes that which is permissible or recommended, not mandatory.

State – The State of New Jersey.

State-Supplied Price Sheet – The bidding document created by the State and attached to this RFQ on which the Bidder submits its proposal pricing as is referenced and described in RFQ Section 4.1.2.

Unit Cost – All-inclusive, firm fixed price charged by the Bidder for a single unit identified on a price line.

3.0 SCOPE OF WORK

3.1 GENERAL REQUIREMENTS

The Contractor shall provide the following types of specialty paper and envelopes, including but not limited to:

Bond – Recycled & Non – Recycled, white and colors
Offset text and cover, white and colors
Ledger and Bristol, white and colors
Tab & cover stock
Gloss coated text and cover, white and Colors
Index, white and colors
NCR type collated paper sets
Palletized branded recycled copy paper white and colors
Gummed Papers and chipboard
Writing text and envelopes, white and colors.
Commercial envelopes
Map Paper rolls for wide format printing
Boxes

3.2 TECHNICAL REQUIREMENTS

The Contractor's specialty paper and envelopes shall meet the following technical requirements:

All white and colored copy paper sizes must be mill branded, no private label copy paper will be accepted.

All papers must be laser, digital high-speed copier, color copier and offset press compatible.

All bond and ledger (sulfate and rag) stock must be mill brand watermarked

Mill brands submitted must have a current listing in Grade Finders, Inc. – The Competitive Grade Finder, Walden Mott Paper Catalog or other nationally recognized industry publication.

Paper shall be full sized when delivered and cut square on all four (4) sides.

Grain will be specified by the Judiciary.

Paper and envelopes having a curl which cannot be overcome under reasonable working conditions, shall be rejected by the Judiciary.

If latent defects should be discovered after product has been accepted, the contractor shall be required to replace defective material at no cost to the Judiciary, within 2 working days.

Unless otherwise specified, any variation above or below the basis weight shall not exceed 5%.

Photocopy, press, and high-speed inserter must be capable of feeding error free in high speed digital equipment at speeds up to 32,000 sheets per hour and must be compatible with laser printers.

Envelopes must meet the specifications for high speed Bell and Howell inserter and capable of running 16,000 per hour.

Contractors must have capabilities of printing logo, return address, certified mail coding with turnaround time of 1 week quantities minimal of 100,000 not to exceed 500,000.

Contractor must provide a climate controlled storage for the 6" x 9" permit/certified envelopes and #10 permit custom envelopes.

Contractor shall print and deliver non emergent envelope amounts to the Judiciary on demand within 5 business days.

Contractor shall print and deliver emergent orders within 24 hours from the request or mutually agreed upon time between Judiciary & Contractor

4.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information/forms as indicated below may result in your quote being deemed non-responsive.

4.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE

The Bidder must submit the following forms with their Quote.

- STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS
- OWNERSHIP DISCLOSURE FORM
- DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER
- DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
- MACBRIDE PRINCIPLES FORM
- EEO COMPLIANCE CERTIFICATE
- NJ BUSINESS REGISTRATION CERTIFICATE
- PUBLIC LAW CHAPTER 51/EO-117 FORMS
- PUBLIC LAW CHAPTER 271 FORM
- SOURCE DISCLOSURE FORM
- CERTIFICATE OF INSURANCE ACORD FORM

The required forms are located at:

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

Bidders are under a continuing obligation to report updates to the information contained in its required forms.

4.1.2 STATE-SUPPLIED PRICE SHEET

The Bidder must submit its pricing using the State-Supplied Price Sheet accompanying this RFQ. DO NOT add or change the State's Price Sheet

5. P.O. SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 P.O. TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **one (1) year**. The term of this contract agreement shall begin on or about January 1, 2021, the anticipated Date of the Final Award, and shall end on December 31, 2021. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the Contractor agrees to accept a contract for the full term of the contract.

The contract may be extended in 6-month intervals, not exceeding a total of 2 years by the mutual written consent and agreed upon price of the Vendor {Contractor} and the AOC, with all costs, terms, conditions and specifications.

5.2 P.O. TRANSITION

In the event that a new P.O. has not been awarded prior to this P.O. expiration date, including any extensions exercised, and the State exercises this P.O. transition, the Vendor {Contractor} and the AOC shall mutually agree upon price to continue this P.O. At no time shall this transition period extend more 90 days beyond the expiration date of this P.O., including any extensions exercised.

5.3 CHANGE ORDER

Any changes or modifications to the terms of this P.O. shall be valid only when they have been reduced to writing and signed by the Vendor {Contractor} and the AOC.

6.0 QUOTE EVALUATION

The Judiciary reserves the right to request all information which may facilitate the Judiciary's ability to make a contract award, including any factors necessary to evaluate the quote.

The Judiciary will evaluate price and other factors to be in the Judiciary's best interest.

6.1 QUOTATION DISCREPANCIES

In evaluating quotations, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures

6.2 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating quotations, the Judiciary may enter negotiations with one Bidder or multiple Bidders. The primary purpose of negotiations is to maximize the Judiciary's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one or multiple Bidders.

7.0 CONTRACT ADMINISTRATION AND AWARD

7.1 STATE CONTRACT MANAGER

The State Contract Manager (SCM) is the State employee responsible for the overall management and administration of the Contract.

The SCM for this project will be identified at the time of execution of Contract. At that time, the Contractor will be provided with the State Contract Manager's name, department, division, AOC, address, telephone number, fax phone number, and e-mail address.

7.2 FINAL CONTRACT AWARD

Contract award shall be made with reasonable promptness by written notice to that responsible Bidder whose quotation, conforming to this RFQ, is most advantageous to the Judiciary, price and other factors considered. Any or all quotations may be rejected when the Judiciary determines that it is in the public interest to do so.