



# 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:** 10/16/2017

**SOLICITATION #:** 18ADFC033

**FORM NO.:** SP-70 (R9/17)

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

**QUANTITY:** 200,000

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

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

**NUMBERING:** Must be consecutively numbered on both sides with 1/2" high numbers positioned as indicated on the sample. Missing numbers, duplication or mis-aligned numbers will be not allowed. Starting number must begin with P1931001; ending numbers must be P2131000.

**CONSTRUCTION:** To allow hanging permit from the stem of the rearview mirror, all placards must have a 1 1/4" circular centered cutout approximately 1 1/2" below the top edge with a 3/4" channel cut through the side edge from the bottom of circular cutout. Top corners of the placards are to be rounded with bottom square.

**TYPOGRAPHY & LAYOUT:** Copy, with the exception of numbering will be silk-screened. Vendor must guarantee durability and quality of ink for a period of four years following delivery. Silk screened as per sample in PMS-3005C Royal Blue. All numbers must be printed in black ink. Vendor must prepare all

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artwork according to the provided sample, mechanical samples are not available. The vendor will be required to have a knowledgeable graphic art representative available for in person consultation to discuss layout and camera ready copy. Consultations will be permitted during regular business days from 9:00 am to 3:00 pm, at N.J. Motor Vehicle Commission, Forms Control Unit, 1600 North Olden Avenue, Ewing, New Jersey 08638. All artwork prepared will become the property of the State of New Jersey and must be returned to the above referenced address within ten days of the order completion date.

**PRINTER'S PROOFS:**

Proofs must be submitted to: Motor Vehicle Commission(MVC), 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 MVC forms control unit. Proofs must be submitted ten(10) days after the receipt of purchase order

**INK COLOR:**

PMS-3005C Royal Blue  
Numerals- Black  
All ink used must be UV-resistant

**PACKAGING:**

Packed in cartons of uniform size, containing equal quantities, wrap in sets of 100, and 1,000 placards 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 beginning with the lowest number carton on top and ending with the highest number carton 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 DATE:**

Four (4) weeks after receipt of proof approval.

**DELIVERY PLACE:**

Delivery is required four (4) weeks after receipt of the proof approval. All bids must include shipping cost to MVC warehouse, located at, 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](mailto:Procurement@mvc.nj.gov) up COB **Friday, October 20, 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 Wednesday, **October 25, 2017**

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](http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf)

Be advised that this and other bidding opportunities may be posted on our internet website at:

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

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.