

STATE OF NEW JERSEY
PURCHASE BUREAU

INFORMATION TO BE SUPPLIED WITH YOUR BID

SECTION "A"

CIRCLE ONE

(1) ARE YOU A MANUFACTURER OF THE PRINTING SPECIFIED IN THIS BID? YES NO

(1A) IF SO, WOULD YOU PRODUCE THE PRINTING IN YOUR OWN PLANT IF AWARDED THIS CONTRACT? YES NO

(1B) IF YOUR ANSWER IS "YES" TO QUESTION (1A), INDICATE ADDRESS OF YOUR PLANT.

STREET _____

CITY _____

STATE _____

(2) IF YOU ARE NOT A MANUFACTURER OR WOULD NOT PRODUCE THIS IN YOUR OWN PLANT, YOU ARE TO COMPLETE SECTION "B" BELOW.

SECTION "B"

IF YOU ARE GOING TO SUB-CONTRACT ANY PART OF THE PRODUCTION, IN ACCORDANCE WITH PARAGRAPH 3.11 OF THE TERMS AND CONDITIONS ATTACHED, YOU MUST ITEMIZE THE SERVICES TO BE SUB-CONTRACTED AND THE NAME AND ADDRESS OF THE SUB-CONTRACTOR:

NAME AND ADDRESS	SERVICE SUBCONTRACTED
_____	_____
_____	_____

THE APPROPRIATE SECTIONS OF THIS FORM ARE TO BE COMPLETED AS STATED.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
PURCHASE BUREAU
33 WEST STATE STREET, TRENTON, NJ 08625

SPECIFICATIONS

FOR

ENVELOPES - PRINTED
DIVISION OF TAXATION

NJ SPECIFICATION #T-0912
REVISED: JULY 2001

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****NOTE TO BIDDERS: NOT ALL ENVELOPES ARE RECYCLED. PLEASE REFER TO PRICING PAGES TO DETERMINE WHICH ENVELOPES REQUIRE RECYCLED STOCK.**

SECTION 1.0 PURPOSE AND INTENT

THIS REQUEST FOR PROPOSAL (RFP) IS ISSUED BY THE PURCHASE BUREAU, DIVISION OF PURCHASE AND PROPERTY, ON BEHALF OF THE DIVISION OF TAXATION. THE PURPOSE OF THIS RFP IS TO SOLICIT PROPOSALS FROM QUALIFIED BIDDERS FOR VARIOUS PRINTED ENVELOPES.

SECTION 2.0 DEFINITIONS

BIDDER - A PERSON, PARTNERSHIP OR CORPORATION SUBMITTING A BID PROPOSAL FOR THE PURPOSE OF OBTAINING A STATE CONTRACT.

CONTRACT - WRITTEN AGREEMENT CONSISTING OF THE REQUEST FOR PROPOSAL, SPECIFICATIONS, ANY ADDENDA THERETO, AND THE VENDOR'S RESPONSE.

CONTRACTOR - A PERSON, PARTNERSHIP OR CORPORATION WHO HAS A CONTRACTUAL AGREEMENT WITH THE STATE OF NEW JERSEY TO SUPPLY GOODS OR PERFORM SERVICES, AND INCLUDES THE PRIME CONTRACTOR AND ALL SUBCONTRACTORS.

DIRECTOR - DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY, DEPARTMENT OF THE TREASURY, WHO, BY STATUTORY AUTHORITY, IS THE CONTRACTING OFFICER FOR THE STATE OF NEW JERSEY.

INVOICE- STATE PAYMENT VOUCHER

ISSUING OFFICE - PURCHASE BUREAU, DIVISION OF PURCHASE & PROPERTY, DEPARTMENT OF TREASURY.

SUBCONTRACTOR - A SUBCONTRACTOR IS AN INDIVIDUAL OR FIRM WHO ASSUMES BY SECONDARY CONTRACT SOME OR ALL OF THE OBLIGATIONS OF THE ORIGINAL CONTRACTOR.

USING AGENCY - INSTRUMENTALITY OF STATE GOVERNMENT USING THE PRODUCT/SERVICES FURNISHED BY THE CONTRACTOR

SECTION 3.0 BIDDER INFORMATION

3.1 ISSUING OFFICE

THIS REQUEST FOR PROPOSAL (RFP) IS ISSUED BY THE DIVISION OF PURCHASE AND PROPERTY WHICH IS THE SOLE POINT OF CONTACT FOR PURPOSES OF THIS RFP AND RELATED COMMUNICATIONS.

3.2 ADVISORY INFORMATION

STATE BIDDING IS GOVERNED BY RULES DESIGNED TO PROTECT BOTH THE BIDDER AND THE TAXPAYER. THE RULES ASSURE THAT EACH BIDDER IS TREATED EQUALLY AND WITHOUT FAVORITISM. CAREFULLY REVIEW NJSA, CHAPTER 52, AND THE NEW JERSEY ADMINISTRATIVE CODE PRIOR TO PREPARING THE BID PROPOSAL. NON-COMPLIANCE WILL RESULT IN A BID REJECTION.

NOTE: SEE PARA. 3.4.

3.2.1 BID OPENING DATE

IN ORDER TO BE CONSIDERED, BID PROPOSAL MUST ARRIVE AT THE PURCHASE BUREAU AND BE TIME STAMPED PRIOR TO THE DEADLINE SPECIFIED ON THE FRONT OF THE RFP.

3.2.2 BID PROPOSAL DELIVERY

THE EXTERIOR OF ALL BID PROPOSAL(S) MUST BE LABELED WITH THE BID IDENTIFICATION NUMBER AND FINAL BID OPENING DATE.

3.2.3 SIGNATURE

THE BID PROPOSAL MUST BE SIGNED. UNSIGNED BIDS WILL BE REJECTED, FOR THEY HAVE NO BINDING EFFECT UPON THE BIDDER.

3.2.4 COST LIABILITY

THE STATE OF NEW JERSEY ASSUMES NO RESPONSIBILITY AND NO LIABILITY FOR ANY AND ALL COSTS INCURRED BY BIDDERS PRIOR TO EXECUTION OF THE CONTRACT.

3.3 QUESTIONS AND INQUIRIES

3.3.1 IT IS THE POLICY OF THE DIVISION OF PURCHASE AND PROPERTY TO ACCEPT QUESTIONS AND INQUIRIES IN WRITING. ANY WRITTEN RESPONSE TO QUESTIONS AND ANY ADDITIONAL INFORMATION, IN THE FORM OF AN ADDENDA TO THIS REQUEST FOR PROPOSAL, WILL BE MADE AVAILABLE TO ALL VENDORS WHO HAVE RECEIVED A COPY OF THE RFP.

3.3.2 ORAL EXPLANATIONS OR INSTRUCTIONS, GIVEN AT ANY TIME PRIOR TO AWARD, SHALL NOT BE BINDING.

3.3.3 ALL WRITTEN QUESTIONS MUST BE DIRECTED TO THE PROCUREMENT SPECIALIST DESIGNATED BELOW:

CONSTANCE ROSINA
STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
PURCHASE BUREAU
33 W. STATE STREET
PO BOX 230
TRENTON, NEW JERSEY 08625

3.3.4 ALL WRITTEN QUESTIONS MUST BE RECEIVED AT THE PURCHASE BUREAU BY THE END OF THE BUSINESS DAY, TEN (10) CALENDAR DAYS AFTER THE ISSUE DATE OF THE RFP.

3.4 AUTOMATIC REJECTION OF BIDS

PURSUANT TO NEW JERSEY ADMINISTRATIVE CODE, TITLE 17, CHAPTER 12, SUBCHAPTER 2.2 REQUIREMENTS FOR BIDDING, BID PROPOSALS SHALL BE REJECTED AUTOMATICALLY FOR THE FOLLOWING REASONS:

3.4.1 FAILURE TO SIGN THE BID PROPOSAL.

3.4.2 BID NOT RECEIVED ON TIME.

3.4.3 BID SUBMITTED IN PENCIL.

- 3.4.4 FAILURE TO PROVIDE BID SECURITY WHEN REQUIRED.
- 3.4.5 FAILURE TO ATTEND MANDATORY BIDDER'S CONFERENCE WHEN REQUIRED.
- 3.4.6 FAILURE TO ATTEND MANDATORY SITE INSPECTION WHEN REQUIRED.
- 3.4.7 FAILURE TO INITIAL PRICE ALTERATIONS.
- 3.4.8 FAILURE TO PROVIDE PRICE INFORMATION.
- 3.4.9 FAILURE TO FILE OWNERSHIP DISCLOSURE FORM EITHER PRIOR TO SUBMISSION OF BID OR WITH BID SUBMISSION.
- 3.4.10 FAILURE TO COMPLY WITH FOREIGN CORPORATION REGISTRATION REQUIREMENTS WITHIN SEVEN (7) DAYS OF NOTICE OF INTENT TO AWARD (N.J.A.C. 17:12-2).
- 3.4.11 FAILURE TO RETURN AFFIRMATIVE ACTION FORM WITHIN SEVEN (7) DAYS OF NOTICE OF INTENT TO AWARD.

NOTE: WHEN A PORTION OF THE BID IS REJECTED IN ACCORDANCE WITH SECTION 3.4.7, NO FURTHER CONSIDERATION WILL BE GIVEN TO THAT PORTION WHICH HAS BEEN REJECTED.

3.5 PROPOSAL ACCEPTANCE PERIOD

VENDORS ARE REQUESTED TO HOLD PRICES FOR 90 DAYS AFTER THE BID OPENING DATE TO ALLOW TIME FOR THE EVALUATION PROCESS AND PREPARATION OF CONTRACT AWARD(S).

SECTION 4.0 ADDITIONAL CONTRACT TERMS AND CONDITIONS

THE TERMS AND CONDITIONS LISTED BELOW ARE IN ADDITION TO AND, IN THOSE INSTANCES OF CONFLICTING LANGUAGE, SUPERSEDE THE STANDARD TERMS AND CONDITIONS CONTAINED IN THE PURCHASE BUREAU ADVERTISED BID PROPOSAL, AND ARE HEREBY MADE A PART OF THIS RFP AND RESULTING CONTRACTS.

4.1 PROCEDURAL REQUIREMENTS/CONFLICT OF TERMS

- 4.1.1 IN THE EVENT THE TERMS, CONDITIONS, SPECIFICATIONS OR SCOPE OF WORK OF THE VENDOR'S BID PROPOSAL CONFLICT WITH TERMS, CONDITIONS, SPECIFICATIONS AND SCOPE OF WORK SET FORTH IN THE RFP AND ANY ADDENDA THERETO, THE LATTER SHALL PREVAIL.
- 4.1.2 CONTRACTOR SHALL COMPLY WITH ALL PROCEDURAL INSTRUCTIONS THAT MAY BE ISSUED FROM TIME TO TIME BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY.
- 4.1.3 DURING THE PERIOD OF THE CONTRACT, NO CHANGE IS PERMITTED IN ANY OF ITS TERMS AND CONDITIONS AND SPECIFICATIONS.
- 4.1.4 MODIFICATIONS IN THE BID SPECIFICATIONS CAN ONLY BE AUTHORIZED BY THE PURCHASE BUREAU. ALL CHANGES WILL ALWAYS BE CONFIRMED, IN WRITING, BY AN ADDENDUM TO THE BID PROPOSAL.
- 4.1.5 THE SUCCESSFUL VENDOR WILL BE REQUIRED TO MAINTAIN AND MAKE AVAILABLE TO THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY A RECORD OF PURCHASES ALONG WITH THE TOTAL DOLLAR VALUE OF THE ORDERS PLACED BY THE STATE DURING THE FISCAL YEAR. THESE FIGURES WILL BE SENT TO THE DIRECTOR UPON REQUEST.

4.2 QUANTITIES

- 4.2.1 THE DIRECTOR RESERVES THE RIGHT TO ORDER ANY QUANTITY NECESSARY TO MEET THE STATE USING AGENCY'S REQUIREMENTS. NO GUARANTEE IS MADE BY THE DIRECTOR TO PURCHASE ANY AMOUNT OF PRODUCT FROM ANY BIDDER AS A RESULT OF ANY PRICE AGREEMENT OFFERED BY THE BIDDER AND APPROVED BY THE STATE.

4.2.2 FOR BIDDING PURPOSES, IT IS ESTIMATED THAT THE AMOUNT OF PRODUCT TO BE SUPPLIED UNDER THIS PROPOSAL IS ESTIMATED TO BE AS FOLLOWS:

ESTIMATED
ANNUAL
QUANTITY

ITEM #1 - EM-3 #10 WHITE WINDOW ENVELOPE	500,000
ITEM #2 - EM-4 #10 WHITE WOVE MAILING ENVELOPE	50,000
ITEM #3 - EM-19 #9 WHITE WINDOW ENVELOPE	50,000
ITEM #4 - ER-87 GREEN WOVE COLLECTION ENVELOPE	50,000
ITEM #5 - EM-74 BROWN KRAFT MAILING ENVELOPE	50,000
ITEM #6 - EM-73 BROWN KRAFT MAILING ENVELOPE	50,000
ITEM #7 - ER-106 BUFF OR IVORY WOVE W/WINDOW	500,000
ITEM #8 - ER-92D WHITE WOVE WINDOW ENVELOPE	350,000
ITEM #9 - ER-117, CORP.*	
ITEM #10- ER-116, FEDERAL OFFSET PROGRAM ENV.*	
ITEM #11- BROWN KRAFT MAILING ENVELOPE	75,000

*100,000 to 200,000 ANNUALLY

THE DIVISION OF TAXATION RESERVES THE RIGHT TO ORDER ANY OTHER

ENVELOPE DEVELOPED OR REQUIRED DURING THE TERM OF THIS CONTRACT PROVIDED IT HAS THE SAME SPECIFICATIONS AND QUANTITIES AS LISTED IN THIS BID.

ANY QUANTITY ORDERED THAT FALLS BETWEEN THE HIGH AND LOW QUANTITIES LISTED WILL BE PAID FOR ON A PRO-RATA BASIS.

4.3 PERIOD OF CONTRACT

4.3.1 THE CONTRACT SHALL COVER A TWELVE MONTH (12) PERIOD AND COMMENCE WITH THE FORMAL DATE OF AWARD. THE APPROXIMATE START DATE OF THE CONTRACT IS FEBRUARY 1, 2002.

IN THE EVENT THE SERVICES ARE TERMINATED EITHER BY THE CONTRACT EXPIRATION OR BY THE STATE OF NEW JERSEY, IT SHALL BE INCUMBENT UPON THE CONTRACTOR TO CONTINUE THE SERVICES UNTIL A NEW CONTRACT CAN BE COMPLETELY OPERATIONAL. AT NO TIME SHALL THIS SERVICE EXTENSION BE FOR MORE THAN NINETY (90) DAYS BEYOND THE EXPIRATION DATE OF THE EXISTING CONTRACT. VENDOR WILL BE REIMBURSED FOR THIS SERVICE AT THE PRIOR CONTRACT RATE.

4.3.2 THIS CONTRACT MAY BE EXTENDED IN ACCORDANCE WITH PARAGRAPH 3.2 OF THE STATE'S STANDARD TERMS AND CONDITIONS OF THIS RFP FOR MULTIPLE PERIODS TOTALING UP TO AN ENTIRE TWO (2) YEAR PERIOD BEYOND THE ORIGINAL EXPIRATION DATE OF THE AWARDED CONTRACT(S). NO ONE PERIOD SHALL EXCEED ONE (1) YEAR IN LENGTH.

4.4 RESPONSIBILITY OF THE CONTRACTOR

4.4.1 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PERFORMANCE OF ALL WORK REQUIRED BY THIS CONTRACT.

4.4.2 THE CONTRACTOR SHALL BE RESPONSIBLE TO THE DIRECTOR FOR THE ACTS AND/OR OMISSIONS OF HIS EMPLOYEES, AGENTS AND SUBCONTRACTORS.

4.4.3 CONTRACTOR MUST BE IN A POSITION TO MEET THE FOLLOWING QUALIFICATIONS:

- A. MUST BE AN ESTABLISHED CONCERN, MAKING A SPECIALTY OF PRINTING SERVICES.
- B. MUST EMPLOY A COMPETENT FORCE THAT IS SUFFICIENT TO MEET THE REQUIREMENTS OF THE CONTRACT.
- C. MUST PROVIDE A QUALIFIED FIELD SERVICE REPRESENTATIVE, AT NO CHARGE, TO ASSIST THE USING AGENCY AS REQUIRED. (SEE "PROFESSIONAL SERVICES")

PROFESSIONAL SERVICES:

SUCCESSFUL BIDDER MUST HAVE A QUALIFIED DESIGN REPRESENTATIVE AVAILABLE TO PERFORM DESIGN SERVICES WHEN REQUIRED. THIS SERVICE MAY CONSIST OF PREPARING PRELIMINARY AND FINAL LAY-OUT, INCLUDING SPACING, CHOICE OF TYPE FACES AND SIZES.

4.5 DELIVERY

4.5.1 PACKING: CARTON NOT TO EXCEED GROSS WEIGHT OF 40 LBS.

ALL PACKAGES, BOXES, OR CARTONS MUST CONTAIN EQUAL QUANTITIES AND MUST BE CLEARLY LABELED ON ONE END OR ONE SIDE SHOWING FORM NUMBER, QUANTITY PER CARTON, VENDOR AND PURCHASE ORDER NUMBER.

4.5.2 PALLETIZATION: ALL DELIVERIES TO THE DIVISION OF TAXATION ARE TO BE PALLETIZED. PALLETS ARE TO CONFORM TO THE FOLLOWING SPECIFICATIONS:

STANDARD NOTCHED, FOUR WAY ENTRY, DOUBLE FACED, FLUSH TYPE - 48" DEEP X 42" WIDE X 4" HIGH. LOAD MUST BE PACKED IN CARTONS AND BANDED OR SHRINK WRAPPED ON PALLETS; HEIGHT MUST NOT EXCEED 48" INCLUDING THE PALLET.

4.5.3 DELIVERY TIME: FOUR (4) CALENDAR WEEKS FROM RECEIPT OF COPY UNLESS OTHERWISE INDICATED. DELIVERIES NOT ADHERING TO THESE SPECIFICATIONS WILL BE REJECTED.

4.5.4 DELIVERY PLACE: PRICE MUST INCLUDE DELIVERY TO THE FOLLOWING LOCATION:

NJ DIVISION OF TAXATION
WAREHOUSE
1600 N. OLDEN AVENUE
TRENTON, NJ 08638

4.5.5 DELIVERY HOURS: DELIVERY HOURS ARE FROM 8:30 A.M. TO 3:30 P.M. MONDAY THRU FRIDAY. VENDOR MUST NOTIFY THE DIVISION OF TAXATION (TEL: (609) 292-7388) NOT LESS THAN TWENTY-FOUR (24) HOURS PRIOR TO DELIVERY.

4.5.6 THE VENDOR WILL BE RESPONSIBLE FOR THE DELIVERY OF

MATERIAL IN FIRST CLASS CONDITION AT THE POINT OF DELIVERY, AND IN ACCORDANCE WITH GOOD COMMERCIAL PRACTICE.

MATERIALS DELIVERED SHALL BE IN STRICT ACCORDANCE WITH THE SPECIFICATIONS AND THE DELIVERY SCHEDULE AS PER INSTRUCTIONS OF THE USING AGENCY AND SHALL BE PAID FOR

AT THE CONTRACT PRICES, ON FINAL DELIVERY AT THE TIME, PLACE AND MANNER SPECIFIED, AFTER ACCEPTANCE BY THE STATE.

BIDDERS MUST GIVE IN THE SPACE PROVIDED, THE NUMBER OF DAYS REQUIRED TO MAKE DELIVERY AFTER NOTIFICATION TO SHIP.

IF CIRCUMSTANCES BEYOND THE CONTROL OF THE VENDOR RESULT IN A LATE DELIVERY, IT IS THE RESPONSIBILITY AND OBLIGATION OF THE CONTRACT VENDOR TO MAKE THE DETAILS KNOWN IMMEDIATELY TO THE DIVISION OF TAXATION - AT THE ABOVE ADDRESS.

IN THE EVENT DELIVERY IS NOT MADE WITHIN THE NUMBER OF DAYS STIPULATED THE USING AGENCY WILL BE AUTHORIZED TO PICK UP THE REQUIRED MATERIAL FROM ANY AVAILABLE SOURCE - THE DIFFERENCE IN PRICE, IF ANY TO BE PAID BY THE CONTRACTOR FAILING TO MEET HIS COMMITMENTS.

DELIVERIES NOT ADHERING TO THE ABOVE SPECIFICATIONS WILL BE REJECTED.

4.6 INSPECTION AND ACCEPTANCE OF WORK

4.6.1 THE STATE RESERVES THE RIGHT TO MAKE ANY TESTS DEEMED NECESSARY TO DETERMINE THAT THE DELIVERED PRODUCT MEETS THE REQUIREMENTS OF THE CONTRACT SPECIFICATIONS. IF THE PRODUCT FAILS TO MEET SPECIFICATION REQUIREMENTS, THE DELIVERY SHALL BE REJECTED AND MUST BE REPLACED WITHIN A PERIOD OF TIME CONSIDERED REASONABLE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY. IF SAID REPLACEMENT IS NOT MADE, THE DIVISION OF TAXATION RESERVES THE RIGHT TO PURCHASE PRODUCT ELSEWHERE, CHARGING ANY INCREASE IN PRICE OR HANDLING CHARGES TO THE CONTRACT VENDOR.

4.7 REMEDIES FOR NON-PERFORMANCE

4.7.1 FAILURE TO COMPLY WITH CONTRACT REQUIREMENTS.

IN THE EVENT THAT THE CONTRACTOR SHALL FAIL TO COMPLY WITH ANY OF THE CONDITIONS HEREIN PROVIDED AND AS COVERED BY THE CONTRACT, THE STATE SHALL NOTIFY THE CONTRACTOR TO REMEDY THE DEFICIENCY WITHIN 5 WORKING DAYS. IN THE EVENT THAT A CONTRACTOR FAILS TO RESPOND IN GOOD FAITH TO A NOTICE OF DEFICIENCY, THE DIRECTOR SHALL TAKE STEPS TO TERMINATE THE CONTRACT IN ACCORDANCE WITH THE STANDARD TERMS AND CONDITIONS.

4.7.2 REPLACEMENT OF UNSATISFACTORY PRODUCT

IF PRODUCT SUPPLIED IS NOT GIVING SATISFACTORY PERFORMANCE, THE CONTRACTOR WILL BE NOTIFIED IN WRITING OF THE DEFICIENCY. AFTER SUCH NOTICE, THE CONTRACTOR MUST REMOVE AND REPLACE THE DEFECTIVE PRODUCT(S) WITHIN FIVE (5) WORKING DAYS, AT NO COST TO THE STATE. FAILURE TO RESPOND IN GOOD FAITH MAY RESULT IN TERMINATION OF THE CONTRACT.

5.0 TECHNICAL SPECIFICATIONS

GENERAL SPECIFICATIONS FOR ALL ITEMS

MECHANICALS: WILL BE SUPPLIED BY THE NJ DIVISION OF TAXATION.

NOTE: VENDOR TO CONTACT DONNA THOMAS FOR MECHANICAL (TEL: 609-984-5129) UPON RECEIPT OF ORDER.

PROOFS: REQUIRED BEFORE PRINTING

SUBMIT PROOFS

TO: DONNA THOMAS
NJ DIVISION OF TAXATION
50 BARRACK STREET
PO BOX 269
TRENTON, NJ 08648

ENVELOPE SIZES REQUIRED

ITEM #1 EM-3 DIVISION OF TAXATION WHITE WINDOW
 ENVELOPE

SIZE: #10 (4 1/8" X 9 1/2")

STOCK: WHITE WOVE RECYCLED, SUB 24# POLY CLEAR
 WINDOW/DIAGONAL SEAM

ENVELOPE FLAP: DIE-CUT FLAP 1 5/8" FROM TOP OF ENVELOPE TO
 TIP OF FLAP. EXECUTIVE STYLE FLAP WILL NOT BE
 ACCEPTED.

PRINTING: FACE ONLY, CORNER CARD

INK: BLACK

WINDOW SIZE: 1 1/2" X 4 1/2" - NO OTHER SIZE WINDOW
 ACCEPTABLE.

WINDOW LOCATION: 7/8" IN FROM LEFT SIDE 1/2" UP FROM BOTTOM.
 NO OTHER POSITIONING OF WINDOW
 ACCEPTABLE.

DELIVERY: REQUIRED (30) DAYS AFTER RECEIPT OF ORDER.

ITEM #2 EM-4 - DIVISION OF TAXATION MAILING ENVELOPE

SIZE: # 10 REGULAR - (4 1/8" X 9 1/2")

STOCK: 24 LB. WHITE WOVE RECYCLED, DIAGONAL SEAM

ENVELOPE FLAP: DIE-CUT FLAP 1 1/2" FROM TOP OF ENVELOPE TO
 TIP OF FLAP. EXECUTIVE STYLE FLAP WILL NOT
 BE ACCEPTED.

INK: BLACK

PRINTED: FACE ONLY, CORNER CARD

ITEM #3 EM-19 - DIVISION OF TAXATION WHITE WINDOW
 ENVELOPE

SIZE: #9 (3 7/8" X 8 7/8")

STOCK: 24# WHITE WOVE RECYCLED

CONSTRUCTION: POLY CLEAR WINDOW/DIAGONAL SEAM

ENVELOPE FLAP: DIE-CUT FLAP 1 5/8" FROM TOP OF ENVELOPE TO
 TIP OF FLAP. EXECUTIVE STYLE FLAP WILL NOT BE
 ACCEPTED.

WINDOW SIZE: 1 3/16" X 5 3/8". NO OTHER SIZE WINDOW
 ACCEPTABLE.

WINDOW LOCATION: 2 1/2" IN FROM LEFT SIDE AND 1/2" UP FROM
 BOTTOM. NO OTHER POSITIONING ACCEPTABLE.

INK: BLACK

PRINTED: FACE ONLY, CORNER CARD AND INDICIA

PROCESSING NOTE: ENVELOPE MUST BE GUARANTEED BY
 MANUFACTURER FOR TROUBLE FREE PROCESSING
 THROUGH HIGH-SPEED INSERTING EQUIPMENT
 (PITNEY BOWES INSERTAMAX MODEL 3144).

ITEM #4 ER-87 COLLECTION ENVELOPE

SIZE: #9 REGULAR - 3 7/8" X 8 7/8"

STOCK: 24# GREEN WOVE RECYCLED

FLAP: COMMERCIAL WITH ROUNDED FLAP

WINDOW SIZE: 1 1/8" X 4 1/2"

PRINTING: FACE ONLY, CORNER CARD

INK: BLACK

ITEM #5: EM-74 KRAFT MAILING ENVELOPE
(DIE CUT WINDOW)

SIZE: 9 X 12

STOCK: 28# BROWN KRAFT, OPEN END (ON 9" SIDE), GUMMED
FLAP

WINDOW SIZE: 1 1/8" X 5 1/8" POLY CLEAR WINDOW AFFIXED TO
INSIDE OF ENVELOPE

WINDOW LOCATION: 5/8" FROM LEFT SIDE; 3 1/4" UP FROM BOTTOM

PRINTING: CORNER CARD

INK: BLACK

ITEM #6 EM-73 KRAFT MAILING ENVELOPE

SIZE: 9" X 12"

STOCK: 28# BROWN KRAFT, OPEN END, GUMMED FLAP AND
CLASP

PRINTING: CORNER CARD

INK: BLACK

ITEM #7 ER-106 WINDOW ENVELOPE

*VENDOR MUST GUARANTEE ENVELOPES WILL RUN
ON AUTOMATED EXTRACTION EQUIPMENT - OPEX MPE
5.0.

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

STOCK: 24 LB. BUFF OR IVORY WOVE, OR APPROVED EQUAL.
EXACT COLOR TO BE SELECTED BY AGENCY FROM
SAMPLES SUBMITTED PRIOR TO AWARD OF CONTRACT.

CONSTRUCTION: POLY CLEAR WINDOW/DIAGONAL SEAM

ENVELOPE FLAP: COMMERCIAL WITH ROUNDED FLAP. ENVELOPE
FLAP MEASURES APPROXIMATELY 1 5/8" FROM TOP EDGE OF
THE ENVELOPE. NO OTHER FLAP IS ACCEPTABLE.

PRINTING: CORNER CARD, FACING IDENTIFICATION MARK (FIM),
BAR CODE, BOTTOM FLAP AND POSTAL INDICIA

INK: BLACK (NO MAGNETIC PROPERTIES)

WINDOW SIZE: 1 1/4" X 3 1/2"

WINDOW LOCATION: 1/2" IN FROM LEFT SIDE 3/4" UP FROM BOTTOM.

***SPECIAL PACKING**

INSTRUCTIONS: THE FOLLOWING SPECIAL PACKING INSTRUCTIONS
ARE TO ENSURE THAT THE ENVELOPES WILL NOT BE
DAMAGED IN SUCH A WAY TO CAUSE DIFFICULTY WHEN
USED FOR INSERTION INTO A MOORE 8158 FOLDER/NESTER:

ENVELOPES MUST BE BOXED 500 TO A BOX.
ENVELOPES MUST BE BOXED ON EDGE. DO NOT BAND.

NOTE: POTENTIAL AWARDEE MUST PROVIDE A BOX OF 500
UNPRINTED ENVELOPES (PACKED IN ACCORDANCE WITH
SPECIAL PACKING INSTRUCTIONS) TO BE USED AS A
TEST SAMPLE FOR INSERTION INTO A MOORE 8158
FOLDER/NESTER AND EXTRACTION ON AN OPEX MPE
5.0.

DELIVERY: 3-4 WEEKS AFTER RECEIPT OF COPY.

ITEM #8 ER-92D WINDOW ENVELOPE

*VENDOR MUST GUARANTEE ENVELOPES WILL RUN ON AUTOMATED EXTRACTION EQUIPMENT - OPEX MPE 5.0.

SIZE: 3 1/2" X 7 1/2"

STOCK: 24 LB. WHITE WOVE

CONSTRUCTION: DIAGONAL SEAM

WINDOW SIZE: 2 3/8" X 3/4"

WINDOW LOCATION: 1/2" IN FROM LEFT SIDE AND 1/2" UP FROM BOTTOM EDGE

ENVELOPE FLAP: COMMERCIAL WITH ROUNDED FLAP. ENVELOPE FLAP MUST FALL AT LEAST 3/4" FROM THE BOTTOM EDGE OF THE ENVELOPE. NO OTHER FLAP ACCEPTABLE.

PRINTING: CORNER CARD, INDICIA, FACING IDENTIFICATION MARK (FIM), BOTTOM FLAP AND BAR CODE

INK: BLACK (NO MAGNETIC PROPERTIES)

***SPECIAL PACKING**

INSTRUCTIONS: THE FOLLOWING SPECIAL PACKING INSTRUCTIONS ARE TO ENSURE THAT THE ENVELOPES WILL NOT BE DAMAGED IN SUCH A WAY TO CAUSE DIFFICULTY WHEN USED FOR INSERTION INTO A MOORE 8158 FOLDER/NESTER:

ENVELOPES MUST BE BOXED 500 TO A BOX.
ENVELOPES MUST BE BOXED ON EDGE. DO NOT BAND.

NOTE: POTENTIAL AWARDEE MUST PROVIDE 1 BOX (500) OF UNPRINTED ENVELOPES (PACKED IN ACCORDANCE WITH SPECIAL PACKING INSTRUCTIONS) TO BE USED AS A TEST SAMPLE FOR INSERTION INTO A MOORE 8158 FOLDER/NESTER AND EXTRACTION ON AN OPEX MPE 5.0.

DELIVERY: 3-4 WEEKS AFTER RECEIPT OF ORDER.

ITEM #9 ER-117, CORP. ENVELOPE
SIZE: 3 7/8" X 8 7/8"
STOCK: 24 LB. LIGHT BLUE WOVE RECYCLED
ENVELOPE FLAP: COMMERCIAL, WITH ROUNDED FLAP.
NO OTHER FLAP ACCEPTABLE.
PRINTING: 1-SIDE, CORNER CARD, FIM, INDICIA, BOTTOM
FLAP, BAR CODE, REGISTRATION MARK
INK: BLACK (NO MAGNETIC PROPERTIES)
MECHANICAL: WILL BE SUPPLIED BY THE NJ DIVISION OF
TAXATION
PROOFS: PROOFS REQUIRED BEFORE PRINTING.
SUBMIT PROOFS TO:
DONNA THOMAS
NJ DIVISION OF TAXATION
50 BARRACK STREET, 10TH FLOOR
TRENTON, NJ 08695
PHONE #(609)984-5129
PACKING: BOX ONLY ON EDGE; 500 PER BOX; DO NOT BAND
DELIVERY: 1 - 2 WEEKS AFTER RECEIPT OF COPY

ITEM #10 ER-116, FEDERAL OFFSET PROGRAM ENVELOPE
SIZE: 3 7/8" X 7 1/2"
STOCK: 24 LB. WHITE WOVE RECYCLED
ENVELOPE FLAP: COMMERCIAL WITH ROUNDED FLAP.
PRINTING: 2-SIDED FACE AND BACK
INK: BLACK

PACKING: ENVELOPES MUST BE BOXED 500 TO A BOX.
ENVELOPES MUST BE BOXED ON EDGE. DO NOT BAND.

ITEM #11 BROWN KRAFT ENVELOPE WITH CLASP

SIZE: 7 1/2" X 10 1/2"

STOCK: 28 LB. BROWN KRAFT

ENVELOPE FLAP: OPEN END, GUMMED FLAP WITH CLASP

PRINTING: CORNER CARD

INK: BLACK

PACKING: ENVELOPES MUST BE BOXED 500 TO A BOX.
ENVELOPES MUST BE BOXED ON EDGE. DO NOT BAND.

DELIVERY: 2 TO 4 WEEKS ARO TO WAREHOUSE

SECTION 6.0 PROPOSAL PREPARATION, SAMPLES, SUBMISSIONS, EVALUATION AND AWARD

6.1 PROPOSAL PREPARATION

1. BIDDERS SHALL SUBMIT THIS REQUEST FOR PROPOSAL WITH THE FIRST PAGE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDING FIRM. THE COMPLETE PRICING AND DATA SHEETS SHOULD BE FILLED IN ALSO. FAILURE TO COMPLY MAY RESULT IN REJECTION OF THE BID.
2. EACH BIDDER SUBMITTING A PROPOSAL SHALL DELIVER ONE PACKAGE CLEARLY MARKED ORIGINAL AND SHOULD SUBMIT AN ADDITIONAL COPY, FOR A TOTAL OF NUMBER (2) COPIES, TO

PURCHASE BUREAU
RECEPTION ROOM - 9TH FLOOR
33 WEST STATE STREET
TRENTON, NEW JERSEY 08625

NOTE: ALL COPIES SHALL BE COMPLETE, INCLUDING ALL MANDATORY SUBMITTALS (S-1 THRU S-5), AS DESCRIBED IN SECTION 6.5 OF THE RFP. ADDITIONAL COPIES ARE TO BE AVAILABLE WITHIN FIVE (5) DAYS IF REQUESTED BY THE STATE.

3. BIDDERS SHALL SUBMIT THEIR PRICES ON THE ATTACHED SHEETS PROVIDED. FAILURE TO SUBMIT ALL INFORMATION REQUESTED MAY RESULT IN THEIR BID BEING CONSIDERED UNRESPONSIVE.
4. BIDDER TO SUBMIT MANUFACTURER'S CERTIFICATE NOT LATER THAN TEN (10) DAYS AFTER REQUESTED BY THE STATE IF SUCH REQUEST IS MADE.
5. THE BIDDER'S SIGNATURE ON THE FACE OF THE RFP GUARANTEES ALL PRICES TO BE FIRM FOR THE FULL TERM OF THE CONTRACT, WITH THE EXCEPTION OF PAPER AS OUTLINED UNDER SECTION 6.6.
6. BIDDERS ARE REQUESTED TO HOLD PRICES FIRM FOR A MINIMUM OF NINETY (90) DAYS IN ORDER THAT AN AWARD SHALL BE MADE.
7. ALL ALTERATIONS OR ERASURES OF PRICES MUST BE INITIALED IN INK BY THE BIDDER'S AUTHORIZED REPRESENTATIVE.

6.2 SAMPLES

UNPRINTED BID SAMPLES FOR EVALUATION AND TESTING MUST BE FREE OF CHARGE (EXCEPT WHERE NOTED) AND DELIVERED AT THE BIDDERS EXPENSE WHEN AND IF REQUIRED EITHER BY STIPULATION IN THE BID SPECIFICATIONS OR BY REQUEST FROM THE USING AGENCY OR THE PURCHASE BUREAU. BID SAMPLES MUST BE SUBMITTED WITHIN WHATEVER TIME FRAME IS SPECIFIED IN THE SOLICITATION OR AS REQUESTED BY THE USING AGENCY OR THE PURCHASE BUREAU. BID SAMPLES WILL NOT BE RETURNED AND WILL EITHER BE DESTROYED IN TEST PROCEDURES OR RETAINED FOR COMPARISON TO SHIPMENTS DURING THE TERM OF THE CONTRACT.

A SAMPLE OF PROPOSED CONSTRUCTION IS AVAILABLE FOR REVIEW AT THE PURCHASE BUREAU. ARRANGEMENTS CAN BE MADE BY CONTACTING CONSTANCE ROSINA AT (609) 633-3974.

6.3 MANDATORY SUBMITTALS

THE BID PROPOSAL SHALL INCLUDE MANDATORY SUBMITTALS S-1 THRU S-5, EACH LABELED AND COMPLETED AS DESCRIBED BELOW. FAILURE TO SUBMIT ALL MANDATORY ITEMS SHALL RESULT IN REJECTION OF THE PROPOSAL IN ITS ENTIRETY.

S-1 AFFIRMATIVE ACTION FORM - COMPLETE BY FOLLOWING ENCLOSED DIRECTIONS.

S-2 OWNERSHIP DISCLOSURE FORM - COMPLETE BY FOLLOWING ENCLOSED DIRECTIONS. FAILURE TO PROVIDE INFORMATION AS INSTRUCTED IS A REASON FOR AUTOMATIC BID REJECTION.

S-3 MACBRIDE PRINCIPLES - SEE ATTACHED.

S-4 PRICE SCHEDULE - FILL IN THE PRICE SHEET COMPLETELY, PROVIDING ALL THE INFORMATION REQUESTED.

S-5 BIDDER'S QUALIFICATION SHEET - PROVIDE ALL THE INFORMATION REQUESTED.

6.4 PROPOSAL EVALUATION

6.4.1 PROPOSAL SHALL BE EVALUATED BY REPRESENTATIVES FROM THE PURCHASE BUREAU AND/OR THE USING AGENCIES.

6.4.2 PROPOSAL SHALL BE JUDGED ON THE FOLLOWING CRITERIA:

- A. THE BIDDER'S PAST PERFORMANCE UNDER SIMILAR CONTRACTS, BASED ON THE RESPONSE TO MANDATORY SUBMITTAL S-4 AND THE STATE'S USER ADVOCATE FILE.
- B. PRICE
- C. DELIVERY SCHEDULE AS LISTED IN THE BID PROPOSAL.
- D. WHETHER THE BIDDER IS RESPONSIVE TO ALL SPECIFICATION REQUIREMENTS IN SUFFICIENT DETAIL FOR EVALUATORS TO MAKE A SOUND JUDGMENT ABOUT IT

- E. PROPOSALS INCORPORATING DEVIATIONS WHICH DEPART FROM THE INTENT AND PURPOSE OF THESE SPECIFICATIONS AND CONDITIONS WILL NOT BE CONSIDERED.
- F. MANUFACTURERS CERTIFICATE IF REQUESTED.
- G. APPROPRIATE PRICE AND INFORMATION BLANKS CONTAINED IN THIS RFP MUST BE COMPLETED BY BIDDER.

6.5 CONTRACT AWARD

6.5.1 THE DIRECTOR, THE DIVISION OF PURCHASE AND PROPERTY, SHALL AWARD ONE CONTRACT.

6.5.2 AN AWARD WILL BE MADE TO THE LOWEST RESPONSIVE RESPONSIBLE BIDDER OVERALL FOR ITEMS #1-11.

S-4 BIDDER'S QUALIFICATIONS

BIDDERS ARE REQUESTED TO SUBMIT EVIDENCE OF QUALIFICATIONS TO MEET ALL REQUIREMENTS AS REQUIRED BY THE DIRECTOR, DIVISION OF PURCHASE AND PROPERTY BY PROVIDING THE INFORMATION REQUESTED BELOW.

AFTER ALL PROPOSALS HAVE BEEN RECEIVED, BIDDERS MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION. ANY ADDITIONAL INFORMATION REQUESTED SHALL BE FOR CLARIFICATION PURPOSES.

1. THE NUMBER OF YEARS YOUR FIRM HAS BEEN PROVIDING PRODUCT AND RELATED SERVICE. _____
2. LOCATION OF BIDDER'S FACILITY WHERE PRODUCT MAY BE INSPECTED:
