

# REQUEST FOR QUOTATION

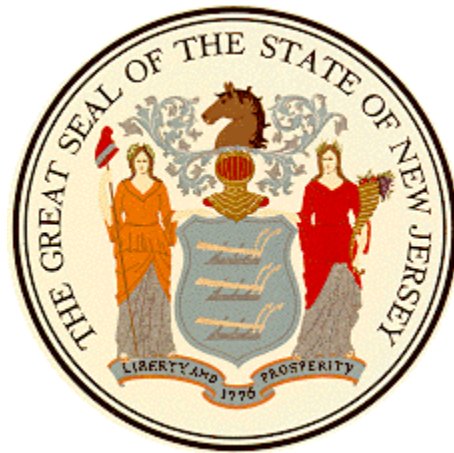
## Printing of 2023 Work Zone Flip Book

### STATE OF NEW JERSEY

Honorable Philip D. Murphy, Governor  
Honorable Sheila Y. Oliver, Lt. Governor

### DEPARTMENT OF TRANSPORTATION

Francis K O'Connor, Acting Commissioner



May 8, 2024

## Important Dates

<b>Question Cut-Off:</b>	May 15, 2024 @ 10:00 AM Email: <a href="mailto:Paul.Sanders@dot.nj.gov">Paul.Sanders@dot.nj.gov</a>
<b>Answers to Bid Questions:</b>	Bidders are encouraged to monitor the NJDOT – EMS website daily for updates, changes and responses to questions through the submission due date. <a href="http://www.nj.gov/transportation/business/procurement/ems/current.shtm">http://www.nj.gov/transportation/business/procurement/ems/current.shtm</a>
<b>Bid Opening:</b>	May 22, 2024 @ 10:00 AM Email: <a href="mailto:dot-ems_bid.procurement@dot.nj.gov">dot-ems_bid.procurement@dot.nj.gov</a>  Please identify the Project Name in the subject line of your e-mail. Quotes sent to any other e-mail address may result in the quote being rejected.  The quote must be submitted in PDF format. No other format will be accepted.
<b>Procurement Contact:</b>	Nikki Ghorbani Email: <a href="mailto:dot-ems_bid.procurement@dot.nj.gov">dot-ems_bid.procurement@dot.nj.gov</a>

### **1.0 Purpose**

The purpose of this Request for Quotation is to procure 2,000 copies of the 2023 NJDOT Work Zone Set Up Guide per the specifications listed below.

### **2.0 Specifications**

Quantity: 3,500 mini flip charts  
Size: 4.5" x 7.5"  
Pages: 40 pages (20 leaves)  
Stock: 80# White Gloss Cover  
Ink: CMYK Process color  
Finishing: Collated and bound across 4.5" top with black plastic coil  
Gloss film laminated both sides.  
Original: Supplied PDF.  
Delivery: 4 weeks after receipt of signed proof.  
Proof: Hard copy proof to be provided by vendor.

### **3.0 Installation**

Not applicable.

### **4.0 Testing**

Not applicable.

### **5.0 Freight**

The above equipment shall be shipped to:

NJDOT Warehouse  
930 Lower Ferry Rd  
Trenton, NJ 08618

The freight cost for delivery of the printed books shall be included.

### **6.0 Delivery**

NJDOT Warehouse  
930 Lower Ferry Rd  
Trenton, NJ 08618

Delivery shall not exceed 28 days after receipt of signed proof. Delivery date shall be confirmed at the time order is placed.

### **7.0 Warranty**

Not applicable.

### **8.0 Quote Content**

A quotation must arrive at NJDOT in accordance with this RFQ, within the time frame indicated to the e-mail address noted in this RFQ. The quote should be submitted in two (2) sections with the content of each as indicated below.

#### **A. Section 1 – Forms**

The Vendor must submit all the forms listed on the checklist. The checklist and required forms can be found at the following link:

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

**All required DPA forms must be completed and submitted in their entirety with your bid. Failure to submit the required DPA Forms may result in your bid being rejected.**

NOTE: The Vendor must be registered in NJSTART to qualify for an award. NJSTART

registration link as follows: <https://www.njstart.gov/bsol/>

B. Section 2 – Quote and Price

The following information is required on/with the PB120:

Price per book

Total cost of printing.

Freight charges

The Vendor may supply their own quote; however, a signed Price Sheet MUST be submitted indicating the total price for all aspects of this RFQ. **Failure to submit the Price Sheet shall deem your bid non-responsive and your bid will be rejected.**

The quote must be submitted in PDF format. No other format will be accepted.

**9.0 Negotiation and best and final offer (BAFO)**

After evaluating the quote, NJDOT may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State'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 (1) Bidder or multiple Bidders. Negotiations will be structured by NJDOT to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by NJDOT to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best price quote in response to this solicitation since NJDOT may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.

**10.0 Award**

- A. Award of this contract will be based upon the lowest responsible bid.
- B. The New Jersey Department of Transportation (NJDOT) reserves the right to reject all bids.
- C. NJDOT reserves the right to award this project in whole, in part or not make an award.
- D. Awarded Contractors, along with their proposal amount will be posted on the NJDOT, Equipment Materials & Supplies, Awarded Projects' webpage.
- E. Award of this contract shall not be interpreted to mean approval to proceed until an authorized purchase order is issued to the contractor.

## **11.0 Additional Notices & Requirements**

### **A) DIANE B. ALLEN EQUAL PAY ACT**

Pursuant to N.J.S.A. 34:11-56.14(b), any employer, regardless of the location of the employer, who enters into a contract with a public body to perform any public work for the public body shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the contract. The employer shall provide the commissioner, throughout the duration of the contract or contracts, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.).

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) web site at: <https://nj.gov/labor/equalpay/equalpay.html>

LWD forms may be obtained from the online web site at: [https://nj.gov/labor/forms\\_pdfs/equalpayact/MW-562withoutfein.pdf](https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf)

- B) NJDOT is required to comply with P.L. 2012, c. 4, which requires all agencies to encourage awarded contractors to notify their employees of organ and tissue donation options.

“Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A. 52:32-33), contractors 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. §1320b-8 to serve in this State.”

### **C) ANTI-DISCRIMINATION**

All parties to any contract with the State agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

### **D) COVID-19 COMPLIANCE (E.O. 271)**

The Contractor shall comply with Executive Order No. 271 of Governor Philip Murphy (EO 271) and shall ensure that all subcontractors and material providers of every tier also comply with EO 271.

[Governor Murphy's Executive Order No. 271](#) (EO 271)