

CONTRACT AWARDS

AB2024-07B PRINTING SERVICES FOR A PERIOD OF ONE (1) YEAR WITH AN OPTION TO EXTEND ONE (1) YEAR FOR THE COUNTY OF MERCER

RESOLUTION #: 2024-566

CONTRACT TERM: AUGUST 15, 2024 THROUGH AUGUST 14, 2024

CONTRACT NUMBERS:	C24-0068	C24-0067	C24-0069
NAME OF BIDDER	BILL'S PRINTING SERVICE INC.	REGIS TECHNOLOGIES LLC.	WORD CENTER PRINTING
ADDRESS	2829 S. BROAD STREET	279 RUTLEDGE AVE.	1072 ESTATES BLVD
CITY, STATE, ZIP	TRENTON NJ. 08610	EAST ORANGE, NJ. 07017	HAMILTON NJ. 08690
CONTACT	KIM HABINYRITHER	CARLOS REYNOSO	MARILYN SILVERMAN
TELEPHONE	609-888-1841	305-930-1406	609-586-5825
FAX	609-888-4424	N/A	N/A
E-MAIL	KIM@BILLSPRINTING.COM	REGISTECHNOLOGIESLLC28@GMAIL.COM	MARILYN@WORDCENTERPRINTING.COM
NJ SAVI	VETERAN OWNED BUSINESS ENTERPRISE	SMALL, MINORITY, WOMEN, DISABLED VETERAN/VETERAN OWNED BUSINESS ENTERPRISE	VETERAN OWNED BUSINESS ENTERPRISE
EXCEPTIONS	YES	NONE	YES

PLEASE CLICK IN CELL BELOW TO VIEW PRICE SHEET

[PRICE SHEET](#)

Approved as to Form and Legality

Date

[Handwritten Signature]

 County Counsel

September 12, 2024

PARTIAL AWARD OF BID RECEIVED MAY 21, 2024 TO MULTIPLE VENDORS FOR PRINTING SERVICES FOR A PERIOD OF ONE (1) YEAR WITH AN OPTION TO EXTEND ONE (1) YEAR.: AUGUST 15, 2024 THROUGH AUGUST 14, 2025. TOTAL AMOUNT NOT TO EXCEED \$150,170.00 (AB2024-07B).

WHEREAS, the Mercer County Purchasing Department has advertised for bids for Printing Services for the County of Mercer for a period of one (1) year with an option to extend one (1) year through bid terms, specifications as provided by law; and,

WHEREAS, three (3) sealed bids were received on May 21, 2024 in connection with aforementioned services; and,

.....
 Clerk to the Board

RECORD OF VOTE													
COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.	COMMISSIONERS	Aye	Nay	N.V.	Abs.	Res.	Sec.
Frisby	X				✓		Stokes	X					
Lewis	X						Walter	X					✓
McLaughlin	X						Cimino	X					
Melker	X												

X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

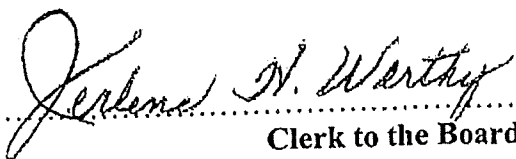
WHEREAS, the bids received from the following vendors shall be awarded for a period of one (1) year with an option to extend one (1) year in the total amount not to exceed \$150,170.00 as follows:

BILLS PRINTING SERVICES INC	REGIS TECHNOLOGIES LLC
2829 S. BROAD STREET TRENTON NJ. 08610	279 RUTLEDGE AVE EAST ORANGE, NJ. 07017
WORD CENTER PRINTING	
1072 ESTATES BLVD HAMILTON	

WHEREAS, the Chief Financial Officer of Mercer County has certified in writing the availability of funds for the purposes set forth in this Resolution, said certification is on file with the Clerk to the Board, and such funds for this purpose are available in the 2024 Mercer County Budget and are contingent upon the inclusion in and adoption of the 2025 Mercer County Budget; now, therefore,

BE IT RESOLVED, that the County Executive and Clerk to the Board are hereby authorized to execute said contracts when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Purchasing Department for further distribution.


.....
Clerk to the Board

SPECIFICATIONS FOR PRINTING SERVICES FOR THE COUNTY OF MERCER

INTENT

The purpose of this solicitation is for the awarded vendor(s) to provide printing services for the entire County of Mercer for a period of one (1) year with an option to extend one (1) year. The awarded vendor(s) will provide various items in different shapes and sizes printed with logo or depictions determined by the departments (personnel) throughout the County of Mercer. Print Services will be provided for items such as envelopes, brochures, letterheads, business cards along with any additional items requested. All questions must be submitted via Bidnet Portal or via email to ohibbert@mercercounty.org no later than May 14, 2024

This contract will be awarded to multiple vendors who are deemed responsive and responsible in accordance with N.J.A.S.A 40A:11-1 and NJAC 5:34. The basis of this award will be for the lowest unit cost per each line item. Bidders will provide pricing on both the excel sheet as well prices for the specialized items listed on pages 7-14. Mercer County reserves the right to separately procure individual items when necessary. The unit cost will be all inclusive for labor, shipping FOB destination and materials.

QUALIFICATIONS

Each bidder shall be prepared to provide samples of all items offered to the County of Mercer if requested. Each bidder must present 5 years of evidence of his/her experience and three (3) references.

SCOPE OF WORK:

This solicitation is intended to cover all labor, tools, equipment, materials and any supervision necessary to provide completed printing and related services necessary for the County of Mercer for a period of one (1) year with an option to extend one (1) year. Printing services are defined as those services, which are normally a part of an in-house print shop and may included but not be limited to following:

- Graphic Design Service
- Cutting
- 1- and 3-hole punching
- Stapling
- Blank Reams/cartons of paper
- 1 and 2- sided prints
- Collating
- Coil Binding
- Booklet making
- Scoring

- Form Numbering
- Padding
- Folding
- Gluing
- Perforating.

***Please note the County contracts with the Mercer County Community College print shop under a Share Service Agreement for some print jobs and this will remain in place.**

Typical print job request for the County of Mercer include, but are not limited to business cards, envelopes of various types (printed black & white and color), letterhead, single and double- sided forms, multipart forms, booklets, flyers, brochures and posters.

Bidders shall furnish labor, supervision methods and processes, implements tools machinery equipment, transportation and materials to provide printing services including but not limited to:

- Four color process projects
- Copying (color and black & white)
- Black and white projects
- Simplex or duplex copying and printing
- Bindery services, such as numbering, stapling, collating, folding cutting perforating laminating, tab sealing and coil binding
- Proofs are required
- Accommodates same day print jobs

JOB SUBMISSION DETAILS

Jobs submitted for print services may be submitted through various programs and methods. A prototype may be submitted electronically or hard copy. Job sizes can vary from 50 pages/copies or more. All colors description provided will be per the 2024 Pantone Colour Matching System <https://www.pantone-colours.com/>

The following will be specified with each job submission:

- LETTER
- LEGAL
- TABLOID
- BOOKLET
- NEWSLETTER
- BROCHURE
 - BI-FOLD
 - TRI-FOLD
 - Z- FOLD
 - GATEFOLD
 - ROLL FOLD

- FLYER
- PAMPHLET

The awarded vendors will be expected to maintain masters of commonly used Mercer County forms. The masters held in the possession of the vendor shall be deemed as Mercer County Property and shall not be shared or imprinted on any items outside of Mercer County property. Upon completion of the contract all masters will be returned to the County of Mercer. The awarded vendor shall have the ability to receive, edit and enhance print jobs electronically from Mercer County personnel in various formats. All jobs produce must be of acceptable quality, for instance; properly aligned, no fading smearing, correct contact and color, and package in a manner to protect the documents from damage in transit. Supplier mistakes or jobs of unacceptable quality will be corrected immediately at **NO COST TO THE COUNTY OF MERCER.**

All proofs are to be approved by designated personnel prior to mass production of any print job. A copy of the approval must be submitted with each invoice along with photo of approved proof. Mercer County personnel will provide all relevant job information prior to printing and provide a sample (if applicable) graphics and text (in hardcopy or electronic format) for each print job.

ESTIMATED QUANTITIES

The County has attempted to identify the item(s) and no guarantees are made as to items or quantities to be purchased. The right is reserved to decrease or increase the quantities pursuant to N.J.A.C. 5:30-11.2 and 11.10. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

DELIVERY

Printed Items requested are required within 2 weeks of vendors receipt of a purchase order. If additional time is required the awarded vendor must communicate within 24hrs of receipt of the purchase order to contact personnel. If vendor fails to adhere to this requirement or delivery time exceeds 4 weeks the total amount of invoice will be reduce by 1/4 for each additional week past the 4-week timeframe. Delivery address will be provided by Mercer County agencies at time of order.

INVOICES

Supplier will provide individual invoices for each print job. Invoices should include unit price per proposal page submitted at time of bid.

CERTIFY

Bidder's signature below certifies all items provided will be in accordance with the Pantone Color Matching System and delivery schedules.

SIGNATURE: _____

****SPECIALIZED PRINTED ITEMS****

A sample and or additional information will be provided if available at time of order

MERCER COUNTY PROSECUTORS OFFICE

1.Criminal and Forfeiture File Jackets:

Finish Size: 15x10 W/4"

Qty: 5,000

No Binding

Description: Wallet flap, printed: 1/1 black, Proof: PDF, Stoc: 11pt, Manilla Tag, Finishing: bulk pack - flap open

1.LIST EXCEPTIONS IF NONE PUT N/A:

2.Victim Notification Forms:

Finish Size: 8.5x11 pages size

Estimated Pages: 3-page form

Binding: none

Qty: 27,500

Description: 1 sided page 1 & 2 ONLY, 2nd side printing page 3 ONLY, 1st page white, 2nd page canary, 3rd page pink, glued at top edge, all 2 color (black and red ink), no numbering, no bleeds, page 1 & 2 all black text is the same, page 3 black text is different, at bottom of page in center each page has different text in red ink, (1st page white) CORRECTIONAL FACILITY COPY, (2nd page canary) POLICE COPY, (3rd page pink) VICTIM COPY

2.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

3.Cyber Crimes Forms:

Finish Size: 8.5 x 11 pages size

Estimated Pages: 3-page form

Binding: none

Qty: 1,000

Description: all 1-sided page, 1st page white, 2nd page canary, 3rd page pink, glued at top edge, all pages black, no numbering, no bleeds, watermark on top of each page, black text is different on top and bottom page

3.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

MERCER COUNTY PLANNING DEPARTMENT

4.Land Development Standards:

Finish Size: 8 ½ x 11"

Estimated Pages: 100 – 125

Binding: Plastic Spiral

Copies: 12 - 25

Description: Booklet –

70# text laser print paper

Cover 120# Gloss with color picture

Back Black Vinyl

4.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

5. Mobility Element of Master Plan:

Finish Size: 8 ½ x 11" with 11 x 17" fold outs

Estimated Pages: Unknown

Binding: Plastic Spiral

Copies: 12 - 25

Description: Booklet

70# text laser print paper

Cover 120# Gloss with color picture

Back Black Vinyl

5. LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

MERCER COUNTY CORRECTION CENTER

6.CALENDAR FOLDERS

Total: 1000

File Folders, 1/3 Cut Assorted, Reinforced Top Tab, Letter, Manila, 100/Box Custom printing on the outside of folder

6.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

7.DISCIPLINARY

Total: 1000

File Folders, 1/3 Cut Assorted, Reinforced Top Tab, Letter, Manila, 100/Box

Custom printing on the outside of folder

7.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

8.GRIEVANCE AND COMPLAINT 3 PART NCR

CUSTOM 3 PART-PART WHITE/PINK/CANACRY, 1/1, EDGE GLUE

8 ½ "X 14" PAPER 8000 PER ORDER

8.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

9.INMATE JACKET MANILLA ENVELOPE STYLE

Manilla Jackets, 9 ½ " X 12" , Portfolio, 5/8" flap, 150# tag

Printing on the front in black lettering 5000 per order

9.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

10.INMATE RECEIPT BOOK

100 BOOKLETS OF 50, 3 RECEIPTS PER SET, 15,000 TOTAL RECEIPTS

4 PART WHITE/CANARY/PINK/MANILA TAG, SPIRAL BOUND/PERFORATED/NUMBER

10.LIST EXECEPTIONS TO ABOVE IF NONE PUT N/A:

11.ADJUDICATION OF DISCIPLINARY FORMS

CUSTOM 3 PART-PART BLUE/WHITE/PINK, 1/1, EDGE GLUE

8 ½ "X 11" PAPER 6000 PER ORDER

11.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

MERCER COUNTY PARK COMMISSION

HUNT HOUSE

**197 BLACKWELL ROAD
HOPEWELL, NJ 08534
M. De Los Santos Mdelossantos@mercercounty.org**

12. Direct payment voucher

Finish Size: 8.5 x 11

Pages: 1

Binding: n/a

Copies: 500

Description:

- 60# white text
- black ink
- includes the number merger / numbered # 200501- 201001
- includes all setup and design
- 1 sided

12. LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

**TENNIS
1638 OLD TRENTON ROAD
WEST WINDSOR, NJ 08550
M. Vecchiolla Mvecchiolla@mercercounty.org**

W. McNeill Wmcneill@mercercounty.org

13. Graphic Panels

Quantity: 5

Page Size: 36"H x 24"W

Single sided

Gatorfoam 3/16"

- full color printing
- on white background
- (file supplied by customer)
- 3/4" Grommets
- Top 2 Corner
- Set in 1/2" on center

13. LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

14. Program Booklets

Quantity: 200

4/4

12 pages + cover

8 x 9-page size

- saddle stitch
- bleeds

14.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

MARKETING AND COMMUNITY OUTREACH

197 BLACKWELL ROAD

PENNINGTON, NJ 08534

W. MCNEILL: Wmcneill@mercercounty.org

15. Park Commission Annual Report

12 copies

108 pages + 1 11x 17 sheet fold in half (8.5 x 11-page size)

4/4 2 sided

- no bleeds
- 100# gloss text
- 120# gloss cover
- black vinyl back
- wire-o binding
- files ready to go NO setup or design
- full color through out

15.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

MERCER COUNTY PURCHASING OFFICE

16.Manila File Backer

- Size: 9 x15 ½
- Material: Manila paper
- Quantity: 300 per box
- Sample will be provided at time of with require inscription.

16.LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A:

HUMAN SERVICES OFFICE OF AGING

17. QUARTERLY NEWSLETTER

- Full color printing 2 sided
- 11 x 17 Glossy paper
- Average 22 to 30 pages per newsletter
- 700 newsletters ordered/printed quarterly/four times per calendar year
- Center stapled and ½ fold

17. LIST EXCEPTIONS TO ABOVE IF NONE PUT N/A: