

Montclair State University's
University Contract 1342

The University is pleased to announce the award of University Contract #1342, Custom Printing to a Primary Supplier, a Secondary Supplier and Tertiary Supplier to deliver custom printing services on behalf of the University. The details on the contract and the company contact information can be found at the following link:

<https://www.montclair.edu/media/montclair.edu/financetreasurer/forms/procurementforms/UNC-1342---Custom-Printing.pdf>

The contract recipients are as follows:

- Direct Printing Impressions, Inc. (DPI) has been awarded the contract as the primary Supplier
- Contemporary Imaging as the secondary Supplier.
- One Source Solutions as the tertiary Supplier.

Please note the following changes to the contract:

- Print Jobs under \$2000
The Primary Supplier will receive a request to submit a quote within 24 hours. If they are unable to provide a quote in the allotted 24 hour time frame or cannot fulfill a specific request, the requestor will forward the job request to the Secondary Awarded Supplier. If the Secondary Awarded supplier cannot provide a quote in the 24 hour allotted time frame or cannot fulfill a specific request, the requestor will then forward the job request to the Tertiary Awarded Supplier.
- Print Jobs \$2000 & Over All three contracted suppliers will be given the opportunity to quote on any job projected to cost \$2000 or more. The contracted supplier who provides the best quote to Montclair State University will receive the job.
- Rush Orders Under extenuating circumstance, when the actual delivery of goods becomes the determining award factor, the awarded bidder who is able to produce and deliver the goods in the shortest time frame will be awarded the job. The decision will be determined by Montclair State University's Print Manager.

All requests for custom printing services must be approved by Debra Morella, Production Manager, University Communications who can be reached via email at morellad@mail.montclair.edu.

PRINTING SERVICES:

The contracted services will include all of the 4-Color and 5+- color Custom Offset Printing for:

- Brochures - Self-Mailers
- Posters - Large Format 4-color offset
- Booklets
- Flyers
- Newsletters
- Postcards
- NCR forms
- Invitations
- Announcement cards and envelopes
- Custom Envelopes

FINISHING SERVICES: In addition the supplier can provide:

- Folding (single to quad-fold; custom folding (i.e. Gate Fold),
- Custom Die-Cutting (often in collaboration with Folding)
- Custom Foil / Emboss
- Saddle Stitching
- Wire-O binding
- Polybag
- Insertion
- Addressing / labeling
- List management
- USPS pre-sort and mailing services
- Bulk Delivery to Montclair State and Newark Central Post Office
- Desktop delivery (or to Central Receiving warehouse as needed)

TURNAROUND TIME: The turnaround time for an order being placed with a contracted supplier is as follows:

- Flat-only printing, single or double-sided (Flyers/posters) - **4 business days**
- Standard Brochure (single or double fold + saddle stitching) - **4 – 6 business days** based on quantity
- Custom folding (i.e. Gate fold) - **5 – 7 business days**
- Insertion/Collation/Prep/Mail/Address - **additional 3-5 business days over base time for initial project.**
- Standard Envelopes (# 9, #10, 9 x 12 booklet) - **5 business days**
- Custom Envelopes (i.e. 9 x 9) – **8-11 business days**
- Custom Foil / Emboss – **10-12 business days**
- Die-Cut – **7-10 business days**

If you have questions regarding the procurement process and the changes to this contract, please contact Lissette Bobet at: bobetl@montclair.edu