



NOTICE TO BIDDERS

RFP # 1591 - Digital Printing & Photocopying Services

The Director of Procurement Services at Montclair State University will receive bids for Request for Proposal # 1591 - Digital Printing & Photocopying Services, until **May 1, 2024, at 10:00 AM**, when they will be publicly opened in the Third Floor Lobby of the Overlook Corporate Center, 150 Clove Road, Little Falls, NJ 07424.

Scope of Work: is to solicit a qualified contractor to provide digital printing and photocopying, binding, and specialty services. Standard services will include but are not limited to online digital printing and photocopying services with next-day delivery. The contractor must be able to fold, collate, staple, tab, and bind photocopying and digital printing projects.

Copies of the Request for Proposal, including any related other documents, may be downloaded on or about March 27, 2024, at <https://www.montclair.edu/procurement/bidding-opportunities/>

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. regarding Affirmative Action; State of New Jersey Prevailing Wage Rate Act, N.J.S.A. 34:11-56.26 et seq.; and N.J.S.A. 52:25-24.2 regarding Ownership Disclosure. Montclair State University is an Equal Opportunity Purchaser.

All required bid documents for this notice, both statutory and as required by Montclair State University Policy and Procedures, are listed on the Procurement Services website: <https://www.montclair.edu/procurement/>

Details regarding the requirements for vendors bidding on this work are contained in this request for proposal. Questions shall be in writing and may be directed to Lissette Bobet, Supplier Create & Compliance Manager, Procurement Services, via e-mail at bobetl@montclair.edu. No oral questions or answers shall be authorized or relied upon by bidders.

By: Shawn Laidlaw, Director of Procurement Services, Montclair State University.