

**MONTCLAIR**  
**STATE UNIVERSITY**  
**NOTICE TO BIDDERS**

**RFP # 1595 – Custom Printing Services**

The Director of Procurement Services at Montclair State University will receive bids for Request for Proposal # 1595 Custom Printing Services, until **May 1, 2024 at 1:00 PM**, 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: The project consists of providing a variety of custom print services for Montclair State University's Communications and Marketing Department.

Copies of the Request for Proposal, including any related other documents may be downloaded on or about April 4, 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; 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 this work are contained in this request for proposal. Questions shall be in writing and may be directed to Natalie Mensah, Procurement Specialist, via e-mail at [MensahN@montclair.edu](mailto:MensahN@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.