

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA) REQUEST FOR
QUOTATIONS
FOR PRINTING 5,000 40-PAGE BOOKLETS**

The New Jersey Higher Education Student Assistance Authority (HESAA) is seeking quotations to print 5,000 color copies of our Real Money 101 booklet using the following parameters:

- Dimensions: 17 inches by 8 ½ inches (flat); 8 ½ inches by 8 ½ inches (finished)
- Pages: 40 plus cover
- Paper:
Contents – 100 lb. Silk Text, White
Cover – 80 lb. Silk Cover, White
- 4/4 color process – front cover bleeds on (3) sides (left, bottom & right)
- Software used: Indesign
- Flood aqueous coating – saddle stitch (2)
- Booklets to be shrink wrapped in bundles of (25)

All quotes must be received by **4:00 pm** on **January 7, 2019**. The selected bidder will be required to file the required New Jersey State forms prior to entering a contract with HESAA. The required forms listed below can be found at:

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

1. The State of New Jersey Standard Terms and Conditions
2. Ownership Disclosure Form
3. Disclosure of Investigations and Other Actions Involving Vendor
4. Disclosure of Investment Opportunities in Iran Form
5. Chapter 271 Vendor Certification and Political Disclosure Form
6. MacBride Principals Form
7. Proof of Business Registration
8. Certificate of Insurance/Acord
9. Proof of Affirmative Action Compliance

For bids greater than \$17,500 the Two-Year Chapter 51 Disclosure or the Source Disclosure Form will also be required.

Submit quotes to:
Samantha Benson
sbenson@hesaa.org