

PRINTING SERVICES
RFP #UH-P15-020 (S)
SMALL BUSINESS SET-ASIDE

University Hospital has contracted with nine (9) print vendors for all printing services. The contract is in effect from November 1, 2015 through October 31, 2018, and an option to be extended for two (2) additional one (1) year periods at the discretion of the Hospital. Printing requests must be conducted in accordance with the “Method of Engagement” procedure below. Contact Tracy Mann at 973-972-4691 for any additional contract information.

Method of Engagement:

The requesting department will obtain three (3) quotes for printing requests over \$500 from the awarded contractors. Department must provide the Contractors with specific project details in order to submit a quote.

Contractors must submit detailed pricing information for all requests. Failure to submit a detailed quote may deem the Contractor’s quote non-responsive. Contractors must submit all requests in writing within two (2) business days of the request.

Each Contractor must hold its price(s) firm for a minimum of 30 days after submission of project quote(s) to permit the department to complete the evaluation of quotes received and award the project to the selected Contractor.

In some instances, Contractor may be asked to meet with a departmental staff member for clarification of the project before a selection is made. In addition to pricing, experience with the subject, subjective creativity and design quality may be other factors which may be considered.

The requesting department will submit a requisition to Marketplace and include all quotes received. A purchase order must then be issued in the amount of the quote to the selected Contractor.

Contractor’s information are below:

VENDOR	CONTACT
AJ Images - (#H00606121) 259 East 1 st Avenue Roselle, NJ 07203	Arnold Greebel Ph: (908) 241-6900 Fax: (908) 241-2526 www.ajimages.com estimating@ajimages.com
Ezgro, Inc. - (#H00606126) d/b/a - eDigital Graphics 326 Route 22 West, Suite 12A Green Brook, NJ 08812	Elias Ezra Ph: (732) 968-1234 Fax: (732) 968-1233 www.edigitalgraphics.com edr@edigitalgraphics.com
Jersey Printing Associates - (#H00616119) 153 First Avenue P.O. Box 355 Atlantic Highlands, NJ 07716	Patricia Pflieger Ph: (732) 872-9654 Fax: (732) 872-9309 www.jerseyprinting.com pat@jerseyprinting.com
Document Management Technologies d/b/a - Menco Business Products 170 Route 206 South Hillsborough, NJ 08844 (#H00603286)	David Wright Ph: 908-281-0911 Fax: 908-281-0711 dwright@mencotech.com
Next Wave Web - (#H00603514) 229 Marshall Street Paterson, NJ 07503	Mrs. Alia Suqi Ph: (973) 742-4339 Fax: (973) 742-5949 www.nextwaveweb.com alia@nextwaveweb.com
One Source Solutions - (#H00603515) 220 Entin Road Clifton, NJ 07014	Sherri Winters Ph: (973) 242-4040 Fax: (973) 242-8344 www.onesourcenj.com sherri@onesourcenj.com
Royal Printing Services - (#H00606123) 441 51 st Street P.O. Box 1000 West New York, NJ 07093	David Passante Ph: (201) 863-0418 Fax: (201) 867-4437 dpassante@royalprintingnj.com
Symphony Printing - (#H00606125) 19-21 Brook Street Belleville, NJ 07109	Claudia Johnson Ph: (973) 751-5100 Fax: (973) 751-0551 www.symphonyprinting.com cjohnson@symphonyprinting.com
Your Printer V.20. Ltd - (#H00648232) d/b/a - Allegra Princeton 12 Stults Road, Suite 100 Dayton, NJ 08810	Joe Guerriero Ph: (609) 771-4000 x109 Fax: (609) 228-5828 www.allegraprinceton.com service@allegraprinceton.com