

# MONTCLAIR

## STATE UNIVERSITY

The University is pleased to announce the award of University Contract #1595, Custom Printing Services fulfilling custom print needs to all departments within the University as needed. Four companies have been identified and included on the University's Preferred Custom Printing Services List.

The contract recipients are as follows:

- **Contemporary Imaging:**
  - Contact: Anthony Cantone
  - Phone # 201-510-4475
  - Email: [Anthony@cantonepress.com](mailto:Anthony@cantonepress.com)
  
- **Hawk Graphics:**
  - Contact: Brent Wohlers
  - Phone # 973-895-5569
  - Email: [Bwhohlers@hawkgraphicsinc.com](mailto:Bwhohlers@hawkgraphicsinc.com)
  
- **One Source Solutions:**
  - Contact: Sean Costello
  - Phone # 973-330-3307
  - Email: [Scostello@onesourcenj.com](mailto:Scostello@onesourcenj.com)
  
- **Direct Printing Impressions**
  - Contact: Ray Luggiero
  - Phone # 973-227-6111
  - Email: [Ray.luggiero@dpiprints.com](mailto:Ray.luggiero@dpiprints.com)

**METHOD OF OPERATION:**

Please note that University Contract UNC# 1595 must be referenced in **all** quotes.

**Print jobs over the University threshold for requiring 3 quotes (in 2024, this threshold is \$22,180):**

All Contractors will be given the opportunity to quote on these jobs. The Contractor who provides the best quote (price, turnaround time, and other factors considered) will receive the job.

All quotes must contain both the unit cost and the extended price.

**Supplier Contract Information**

Supplier Contract# **SCON-000312** has been created for this UNC. When entering requisitions, please select "**University Contracts (UNC#)**" as the purchasing methodology and enter "**UNC#1595**" on the "Memo to Suppliers" and the questionnaire sections. Also, please enter "**W250617**" in the Internal Memo section.

1. Please ensure the Supplier is selected first; otherwise, the contract will not appear when clicking "Supplier Contract."

2. Select "Multi-Supplier Contracts for Supplier and Company" from the drop-down menu and click on **SCON-000312** after choosing the supplier.

3. Select the Supplier Contract:



## **Printing Services**

1. Brochures – Self –Mailers (must have ability to wafer-seal on premises)
2. Posters – Large Format 4-color offset – Folded only, no mounting
3. Booklets
4. Flyers
5. Newsletters
6. Postcards
7. NCR Forms
8. Invitations
9. Announcement cards and envelopes
10. Custom envelopes

## Finishing Services

1. Folding (single to quad-fold: custom folding (i.e. Gate Fold)
2. Custom Die-Cutting (often in collaboration with Folding)
3. Custom Foil / Emboss
4. Saddle Stitching
5. Wire-O Binding
6. Polybag
7. Insertion
8. USPS pre-sort and Mailing Services
9. List Management
10. Addressing / Labeling
11. Bulk Delivery to Montclair State and Newark Central Post Office
12. Desktop delivery

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

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