

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY
(HESAA)
REQUEST FOR QUOTATIONS FOR
PROCESSING OF LARGE MAILINGS**

The New Jersey Higher Education Student Assistance Authority (“HESAA” or “Authority”) seeks quotations for a vendor to process bulk mailings on an as needed basis. Specifically, the vendor will be required to:

- Fold 8 ½ x 11 inch correspondence;
- Insert into #10 Window Envelopes with the name and address appearing in the window;
- Seal envelopes;
- Deliver to: Capitol Post Office, 930 Lower Ferry Road, Ewing, NJ 08628;
- Deliver the mailing to Capitol Post office within three business days of receiving the mailing.

Bulk mailings for the Authority range in quantity from 2,500 to 15,000. In addition, HESAA may request that the vendor selected in response to this RFQ process larger mailings of approximately 100,000 envelopes.

HESAA seeks two separate quotes: one quote if the vendor picks up the mailing documents from HESAA’s facility at 4 Quakerbridge Plaza, Trenton, NJ; and one quote if HESAA staff bring the mailing documents to the vendor’s facility.

In addition to quotations, all bids shall include the forms required by the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions found at: <https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

Any agreement entered into as a result of this Request for Quotations shall be subject to the New Jersey Standard Terms & Conditions found at: <https://www.nj.gov/treasury/purchase/forms/CombinedStateofNewJerseyStandardTermsandConditionsandWaiveredSupplement.pdf>.

The selected vendor must be fully registered with NJSTART prior to entering an agreement with HESAA. Vendors can register with NJSTARS at: <https://www.njstart.gov/bsol>

The term of this contract will be for two years, August 1, 2024 through July 31, 2026.

Submit bids to:
procurements@hesaa.org

All bids must be received by **4:00 pm** on **July 26, 2024**.