

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: June 05, 2012

**RFP NUMBER: CSP901013
INDEX NUMBER: DPS033**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Public Safety, is requesting proposals for a:

DIGITAL LICENSE PLATE PRODUCTION AND GRAPHICS DESIGN SYSTEM (AND THE ORDERING OF SHEETING FOR DIGITAL LICENSE PLATES)

Attached are page(s) 22, 23, 25 and 26 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to correct a date on page 22, correct a number on page 23, change a location and a delivery date on page 25, and to change a delivery date on page 26.

PROPOSAL DUE DATE: June 13, 2012 by 1:00 p.m.
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

- D. The warranty is the sole responsibility of the Contractor and must not be subcontractor(s) pass through warranties.
- E. If any reflective sheeting sold to the state under this Contract fails to perform according to the specifications of this Contract, the Contractor must compensate the State for its actual losses as outlined below:

- 1) Reimbursement to the state of Ohio for pairs, and single license plates is based on the number of years of service beginning with the date the license plate was issued to a vehicle registrant. Compensation is based on the costs for a registrant to buy new license plates due to the failure of the Contractor's retro-reflective sheeting to meet the warranty requirements listed in the section entitled Warranty Terms and Conditions. The compensation will be for:

a. Pair of Plates

<u>Months of Service</u>	<u>Compensation</u>
0 To 36 Months	\$3.50 per pair
Over 36 months through 60 months	\$1.00 per pair

b. Single Plates

<u>Months of Service</u>	<u>Compensation</u>
0 To 36 Months	\$2.25 per plate
Over 36 months through 60 months	\$0.70 per plate

- 2) The reasons a plate may be determined to be defective include spider web cracking, spotting other than rust marks, failure of sheeting to adhere to substrate, and fading of ink on the plate characters. In no instance will a plate be deemed defective as a result of damage caused by the vehicle registrant.
- 3) The State may allow the Contractor to provide replacement materials as an alternative to monetary compensation.
- 4) Failure to comply with the warranty provisions and make reimbursement to the state as required may result in Contract termination for cause and such failure will be considered in the evaluation of vendor responsibility for future contract awards.

8. Design and Redesign Services for New and Existing Plates.

- A. The Contractor must make any sheeting design changes required by the State, including background color and graphics, at no cost to the State on sheeting delivered to the State for digital processing. This requirement does not include organizational specific logos and accompanying text for future design changes of Ohio Specialty Plates after June 30, 2012.
- B. *The Contractor must convert all existing special plates, including logo plates to the new system by August 1, 2012. Sample logos will be printed on production quality sheeting meeting these specifications using equipment identified in proposals.
- C. The State will be responsible for the proper design and redesign of logos added or changed after June 30, 2012. Contractor must assist the State, as determined by the State, in the development of logos after June 30, 2012.

9. Lot Identification. The Contractor must agree to apply a manufacturer's run lot identification number to each roll of retro-reflective sheeting and to the outside of each shipping box for the purpose of identifying that particular manufactured lot.

10. Packaging Material. Retro-reflective sheeting must be furnished in rolls approximately twelve inches (12") wide and long enough for nine hundred (900) square feet of standard license plates (the optimum length for manufacturing at OPI.) The Contractor must conform to the following:

- A. Rolls of retro-reflective sheeting are to be wound so that the retro-reflective sheeting is dispensed from the top of the roll with the registration marks at the bottom and "OHIO" with the slogan at the top (see Attachment thirteen (13)).
- B. Rolls of retro-reflective sheeting with over six (6) splices per nine hundred ft. (900') roll are not acceptable and will be considered under the Cancellation for Persistent Default provision of the Contract Terms and Conditions.

- C. Skids shall be packaged in the following manner:

*Reflects a change of the date from July 1, 2012 to August 1, 2012 with Addendum #1.

- 1) Each layer shall contain nine (9) rolls of retro-reflective sheeting.
 - 2) Each roll of retro-reflective sheeting shall be placed on a plastic retainer to prevent shifting during shipment.
 - 3) The skid shall contain twenty-seven (27) rolls per skid, nine (9) rolls per layer, three (3) layers high.
 - 4) Each layer shall have a protective coating surrounding each layer and dividing each layer.
- D. Each skid shall be labeled on each side and top with the following information:
- 1) Description of retro-reflective sheeting.
 - 2) Length and width of retro-reflective sheeting.
 - 3) Date of manufacture of retro-reflective sheeting.
 - 4) Packer ID lot number/drum number.
 - 5) Address of shipper and receiver.
 - 6) The finished skid is to be bound with stretch wrap.
- E. If less than nine (9) rolls, the rolls may then be placed in separate cartons, or boxes, with the same descriptive information as contained on the skids.
11. Digital License Plate Production System. It is the intention of the State of Ohio to lease the digital production line and related equipment for a three (3) year period with the option for two (2) mutually agreed upon annual renewals. The base system must have the capability to provide the following features and performance:
- A. One complete production line dedicated solely to manufacturing digital special, logo, dealers and gratis license plates;
 - B. Print on demand any Ohio license plate categories in any order and match PMS color code schemes and designs;
 - C. Produce at least One Thousand One Hundred Seventy (1,170) twelve by six inch (12"W X 6"L) plates per hour;
 - D. Register print to within six-hundredths inch (.06") of the pre-printed registration mark; and
 - E. Have the ability to interface and communicate with existing Ohio database order entry requirements.
12. Digital Motorcycle Plate Option. The State may decide to manufacture motorcycle plates using the proposed digital system. The State's decision shall be solely at the State's discretion, and will be largely based on offered solutions and pricing made as part of the accepted Proposal.
- A. A separate production line for motorcycle plates is preferred and shall be proposed.
 - B. A second, alternate, motorcycle production proposal may be made based on daily modifications of the base system production equipment provided daily rates of regular size plate production is maintained.
 - C. Proposals shall include a separate section describing the proposed motorcycle production option(s) including system description, rates of production, and cost information.
 - D. The successful Offeror shall agree to provide motorcycle size sample plates, at the State's request, before the State makes a final decision regarding the digital production of motorcycle plates.
13. Graphics Design Requirement. The base system must have the capability to provide the following features and performance:
- A. Print variable data;
 - B. Enter variable data from keyboard or electronic file;
 - C. Specify font, size, location, and color of variable data;
 - D. Print plate characters/slogans, logos and backgrounds digitally using high visibility upper case fonts with constant-width characters. Up to eight (8) variable data alphanumeric characters from one and seven-eighths inch (1-7/8") (size of small dealer characters) to two and seven-tenths inches (2-7/10") high will be printed on each plate (reference Supplement four (4));
 - E. Print at least five hundred eighty five (585) square feet per hour at a minimum of one hundred fifty (150) dpi resolution;
 - F. Capable of printing process color and spot color;
 - G. Transfer images to Plate Making Station via LAN connection between the ODPS in Columbus, Ohio and the Production Facility;
 - H. Print county identification information directly on the plate.
 - I. *Store, produce, and change at least five hundred (500) full-color background Graphics, logos, slogans and symbols for five hundred (500) different Ohio plate categories.
14. Plate Production & Handling. Features and performance must include:

*Reflects a change from 300 to 500 with Addendum # 1.

- A. Print all logo designs and color requirements for license plates issued by the State of Ohio.
- 1) Print different color plate characters and numbers.
 - 2) Have the ability to match designated PMS colors and provide clear color separations.
- B. Print within one-fourth inch (1/4") of the finished plate edges and the finished plates must be six inches (6") high and twelve inches (12") wide for regular size plates, and four inches (4") high and seven inches (7") wide for motorcycle plates. The print requirement to within (1/4") of finished plate edges is also applicable to Motorcycle plates.
- C. Print up to eight (8) alphanumeric characters of variable data in two (2) sizes simultaneously one and seven-eighths inch (1-7/8") and two and seven-tenths inches (2-7/10"). The system must also be capable of accepting blank spaces in one-fourth (1/4), one-half (1/2), and full letter sizes.
- D. Meet a daily production standard of no more than three percent (3%) waste in all materials not the fault of manufacturing processes at OPI. Examples of OPI manufacturing processes that would not be considered a part of this three percent (3%) are improper handling and storage, incorrect feeding of sheeting into the production line, and failure of operators to correctly establish and maintain printing and blanking registration. If three percent (3%) is exceeded, compensation will be by money or sheeting replacement at the discretion of the ODPS.
- E. Waste no more than one plate length of sheeting between plate design changes. The Contractor will make an effort to limit wasted sheeting on printer ribbon changes by rewinding sheeting or other methods.
21. Installation. The system (i.e. equipment, database software, graphics design etc.) must be installed by the Contractor and made operational with system acceptance by the State no later than August 1, 2012.

The system, except for the graphics design, shall be installed at the LeCl. The graphics design system will reside at ODPS headquarters in Columbus, Ohio.

The Contractor must perform conversion and placement into the system of all existing special, logo, dealers and gratis regular size plate designs currently issued by the State of Ohio by July 31, 2012. All colors and designs of the plates must be approved by ODPS.

*For the first seven (7) days of production start-up, the Offeror must provide a skilled technical representative to work on-site at the OPI Validation Shop, Lebanon, Ohio.

22. Training. The Contractor must train the ODPS and OPI personnel on equipment software (order entry), the graphics artist module of the system, and plate production before the acceptance phase of the system. Training will be conducted on site at the ODPS and OPI. The Contractor must certify the completion of training, in writing on company letterhead, signed by an authorized representative. A sample training certification letter is provided in Attachment fifteen (15).

At the request of the ODPS/OPI additional training will be made available on all facets of the system on a per hour fee basis. This training must be conducted within ten (10) calendar days of the request.

The Contractor must provide ODPS/OPI the Manufacturer's operating instructions and/or manuals on each component of the system. The Contractor will agree to provide ten (10) copies of all operating instructions and manuals to ODPS with permission for ODPS to make additional copies for use by the State of Ohio.

The Contractor must submit a signed ODRC agreement for each representative attending for any on-site visits. Failure to provide the agreement as contained in the Attachment eighteen (18) link will result in the refusal of entry into the facility by that representative.

23. Disposal of Hazardous Waste. The Contractor will be responsible for the transportation and disposal of any hazardous waste generated by any production associated with this Proposal. The Offerors will identify all hazardous waste that will be generated by their Digital License Plate Production System and handling requirements by OPI as part of the site survey.

24. Milestone, Delivery and Completion Dates. The digital system must be operational by August 1, 2012.

Deliverables. The Offeror will perform the Work as specified in the following description:

*Reflects a location change with Addendum # 1.

1. *Institute an operational digital system with related hardware by August 1, 2012.
2. Provide a production system.
3. Interface with the ODPS computer system.
4. Convert existing plates into the system by July 31, 2012.
5. Provide license plate sheeting.
6. Performance Testing. A performance test will be done.
7. Performance Criteria. Upon implementation of the system, which includes completion of training, there will be a period for performance testing of the system. During the performance period, the State, with the assistance of the Contractor will perform acceptance testing. The performance period will last up to sixty (60) calendar days, during which time the system must meet the standard of performance required by the specifications in this document for twenty (20) days.

If the system does not meet the standards of performance, during the performance period, the State will give the Contractor details about the problems in timely manner and in a useful form. Until the Contractor has demonstrably corrected all outstanding problems, the performance period will not restart and the system will not be accepted. The performance test will continue on a day-by-day basis until the standard of performance is met for twenty (20) calendar days.

If the system fails to meet the standard of performance after sixty (60) calendar days from the start of the performance period, the Contractor will be in default and will not have a cure period.

The acceptable level of performance for the system is the ability to print and produce all vehicle category license plates requested on the current daily electronic orders transmitted to OPI.

8. Special Maintenance Standards. Upon implementation of the system, the Contractor must provide technical support and maintenance when requested. Although the Contractor is not responsible under this Contract to fix a problem unrelated to the proposed system, the Contractor must assist in resolving any problems with, or answering any technical questions regarding, the system. The Contractor must also assist in identifying any problems, which would prevent the system from working. Where appropriate, the following standards will take precedence over those contained in the Terms and Conditions:
 - A. A procedure must be established between the Contractor and an ODPS/OPI representative for reporting technical problems not covered by this Contract.
 - B. The Contractor must provide a toll free telephone number for technical support, which the State personnel can use to contact the Contractor for questions and technical problems. Authorized staff will place telephone calls.
 - C. ODPS/OPI systems must not be down more than twenty-four (24) consecutive hours from Monday through Friday due to failure of the Contractor's software/equipment. If Contractor's software/equipment results in any more than two (2) down periods exceeding six (6) hours each within a thirty (30) day period during the ODPS/OPI normal business hours, the equipment must be replaced at no cost to the State at the discretion of the State.
 - D. For the first seven (7) days of production start-up, the Offeror will agree to provide a skilled technical representative to work on-site at the OPI Tag Shop, Lebanon, Ohio.
9. Routine/Preventative Maintenance. The Contractor must provide the following:
 - A. Perform routine/preventative maintenance on the system in accordance with the recommended schedule prescribed by the manufacturer.
 - B. Agree to provide software upgrades at no cost to the State.
10. Customer Service Standards. The Contractor must provide customer service support on all issues and initiatives as related to the Contract. The State's expectations on the level of support from the Contract are:
 - A. The Contractor will designate one (1) primary contact for the State to handle any business requirements related

*Reflects a date of delivery change with Addendum #1.