STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: RETROREFLECTIVE SHEETING FOR LICENSE PLATES

CONTRACT No.: OT901412 EFFECTIVE DATES: 01/01/2012 to 12/31/2014

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901412 that opened on 11/16/11. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to DEPARTMENT OF PUBLIC SAFETY, BUREAU OF MOTOR VEHICLES, 1970 West Broad Street, P.O. Box 182081, Columbus, OH 43218-2081, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to $2500.00 using the state of Ohio payment card. Any purchase that exceeds $2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Ryan Beers
ryan.beers@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

http://www.ohio.gov/procure

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post bid related questions at <procure.ohio.gov>. Answers to all Bidder questions will be posted on the State Purchasing website and linked to the bid number. The State will make every effort to respond to website inquires within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this bid. Only communications issued by the Department of Administrative Services, State Purchasing in the form of an addendum, will be considered valid.

BIDDER CONFERENCE: A non-mandatory Bidder Conference will be held on 11/03/11 at Lebanon Correctional Institution, 3791 State Route 63, Lebanon, Ohio 45036 to discuss the requirements of the bid. The conference will commence promptly at 10:00 a.m. barring an unforeseen circumstance that results in a delay of the conference. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the Bidder Conference due to their failure to attend and/or arriving after the conference has convened. Please plan to arrive by 9:30 to clear facility security.

Please contact Ms. Bertha Willis by 11/01/11 at (614) 387-3363 or BMWillis@dps.state.oh.us during regular business hours to make arrangements for authorization to enter the facility.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the bid response. Required documentation/materials should be submitted with the bid. If not submitted with the bid, the Bidder must provide the said documentation/materials within ten (10) business days, after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific requirements, Bidders should refer to Section XIX (BID INFORMATION) H 1-17 (Bidder Requirements) on page 17 for a listing of mandatory submittals for this bid.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the bid response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the state of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the Bidder not responsive.

PRODUCT SAMPLES: The Bidder may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their bid response, the Bidder will be required to provide the samples within ten (10) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

The current delivery location is Lebanon Correctional Institution (LeCI), Ohio Penal Industries (OPI), 3791 State Route 63, Lebanon, Ohio 45036. DAS reserves the right to add additional Ohio Department of Rehabilitation and Corrections, Ohio Penal Industries locations within the state of Ohio to this Contract. Any such addition will be subject to a thirty (30) day notice in writing to the Contractor. Delivery times are from 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 3:00 p.m., Monday through Friday. No deliveries on State holidays, Saturdays, and Sundays.

NOTE: Security considerations at correctional institution(s) could create abnormal delays or rejection of shipment(s). This could be due to a fog alert, emergency lockdown or other inclement weather. It is very important to call the contact person prior to sending a truck for delivery. These delays are rare but may happen several times per institution per year.

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". To determine the low lot total price of the ITB, the State will multiply the estimated annual usage of each item by its corresponding unit price and then add these totals together. Tables 1-4 contain the details for bid submission.

Table 1 (page 18) total cost will be determined by multiplying the EST. ANNUAL PLATE PRODUCTION (in square feet) by the quoted PRICE/SQUARE FOOT for the seven (7) listed sheeting requirements.

Table 2 (page 19) total cost will be determined by multiplying 2.55 million square feet (sf.) by the quoted PRICE/SQUARE FOOT for four (4) color plates.

Table 3 (page 20) total cost will be determined by multiplying twenty thousand, six hundred fifty (20,650) square feet (sf.) by the quoted PRICE/SQUARE FOOT for four (4) color plates.

The low lot total will be determined by adding total (Table 1) plus total (Table 2) plus total (Table 3).

Failure to bid all items may result in the Bidder being deemed not responsive.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidder by low lot total. Failure to bid all items may result in the Bidder being deemed not responsive.

AUTHORIZED DISTRIBUTOR OR MANUFACTURERS REPRESENTATIVE: Bidders responding to this ITB must be authorized distributors, manufacturers or representatives of manufacturers of the items bid. Bidders may be required to submit proof of the above. If requested, Bidders will have seven (7) calendar days to provide proof of the relationship. If requested Bidders shall submit certification attesting that they are the manufacturer or an authorized dealer, mill representative or broker of the products being bid. This certification must be on the manufacturer's letterhead, signed by a duly authorized employee of the manufacturer.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first 12 (12) months of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

USAGE REPORTS: Every twelve (12) months (report on January 1st for the previous twelve months) the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Ryan Beers.

REFERENCES TO ALTERNATE TERMS: Any reference, which may appear on any price list or literature, to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, will not be part of any Contract with the successful Bidder(s) and will be disregarded by the state of Ohio.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this ITB or in any Contract awarded pursuant to this bid. The Contractor must provide merchandise in unit quantity(s) as indicated in the bid/bid response/Contract.

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

MATERIAL SAFETY DATA SHEET: The Contractor shall provide a Material Safety Data Sheet (MSDS) for any hazardous chemical that is brought onto the facility property for the performance of this Contract. The MSDS shall verify the Contractor's compliance with OSHA's Hazard Communications Standard 29 CFR 1910.1200. The MSDS shall be given to the facility contact person prior to use of the hazardous chemical on the facility property.

MINIMUM ORDER: The minimum dollar value of any order placed against a Contract awarded pursuant to this ITB for delivery F.O.B. destination, transportation charges prepaid, at any one time to one destination, shall not be less than two hundred ($200.00) dollars. All orders are to be in full case/roll quantities.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and Contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and Contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or Contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

DATA SHEET: The Specifications section below contains the specification requirements for the supplies that the state desires to purchase. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by DAS. Bidder signifies compliance or non-compliance with specifications by listing and outlining all deviations from specifications and returning them with the bid submittal. Failure to comply with specifications as stated herein may deem the bid not responsive.

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

PERFORMANCE BOND: The Director of Administrative Services may require the bidder to furnish a performance bond in the amount of ten percent of the annual contract value prior to award of the contract. The performance bond will be used in the evaluation process to determine the lowest responsive and responsible bidder. The bidder will be required to provide said performance bond to the Office of Procurement Services within ten (10) calendar days after notification. Failure to provide the performance bond within the stated time period will result in the bidder being deemed not responsive.

The purpose of the bond is to ensure that the bidder/contractor will faithfully execute the terms of the contract and promptly make delivery of the supplies or services purchased by the state of Ohio. A standard bond form from any company authorized to do business within the state of Ohio is acceptable. The bond shall be made payable to the Treasurer, State of Ohio, referencing the applicable bid number.

The bond shall become effective upon issuance of the signed contract by the Director of Administrative Services to the lowest responsive and responsible bidder. Unless determined otherwise by the Director of Administrative Services, the bond shall remain in effect for the duration of the contract and any renewals thereto. Any action on the part of the Contractor or their bonding company to cancel the bond prior to the expiration of the contract or renewal thereto, will be considered as an event of default and subsequent breach of contract and will result in immediate cancellation of the contract. Should this occur, the Contractor will be held liable for any additional costs incurred by the State in seeking replacement supplies or services. The State agrees to pay only the actual cost of the performance bond and may request a copy of the invoice from the bonding company for documentation. If the cost of the bond on the price proposal page and the cost shown on the bonding company's invoice do not match, the State will pay whichever is less.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.,): Bidder shall list names of subcontractors who will be performing work under the Contract. If no subcontractors will be used to perform work under this Contract list “Not Applicable” below.

Powers, Inc.	

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES

I. SCOPE:

A. These specifications are for clear coated retroreflective sheeting, ink for roller coating, required thinners, disposal of hazardous waste and technical services for State of Ohio embossed license plates only. These license plates will be fabricated by Ohio Penal Industries (OPI) at the Lebanon Correctional Institution (LeCI), 3791 State Route 63, Lebanon, Ohio 45036.

Bids combining retroreflective sheeting with application equipment may be determined to be not responsive.

B. Approximately two million five hundred thousand (2,500,000) large size pairs; one hundred thousand (100,000) large size singles and eighty thousand (80,000) small size singles of embossed regular issue plates are produced annually. Approximately seven thousand (7,000) small size special plates are produced annually.

C. The State intends to produce about two hundred fifty thousand (250,000) large size twelve inches wide by six inches long (12" W X 6" L) personalized, initial reserve, logo (Special), dealer, and gratis sets of plates using a digital system procured separately.

D. Any small size plates seven inches wide by four inches long (7" W X 4" L) that may require logo plates will not be silk screened. Currently the digital system is not utilized for motorcycle size plates. The State reserves the right to produce any number of motorcycle plates using a digital system.

E. Retroreflective sheeting is required in different sizes, different background colors, with and without graphics. The State reserves the option to select plate categories for embossed production or to select plates for digital production. This selection may be changed, without explanation, at the States' discretion.

The license plate substrate this retroreflective sheeting will be applied to is coated steel. The coating is hot dipped zinc galvanized with a designation of G90. See Attachment 2 for current steel substrate specifications.

This retroreflective sheeting must be compatible with the John R. Wald, Inc. Application/Feed Registry System model M74 that is being used by OPI. See Attachment 1 for specifications for the application/feed registry system.

F. Bidders must provide, as an attachment to their bid on company letterhead, their capability of providing retroreflective sheeting for one hundred thousand (100,000) pairs of plates per week. The ability to provide retro-reflective sheeting for one hundred thousand (100,000) pairs of plates per week is essential when the State decides on a general or re-issue of plates.

G. The Bidder should use the following information to determine the dimensions of the retroreflective sheeting to be provided under this Contract.

1. Ohio Administrative Code (OAC) 4501-27-01 or http://codes.ohio.gov/oac/4501-27-01 for a description of the dimensions; the width of large size license plates vary from twelve to twelve and one eigth inches (12" to 12.125" or 12 1/8") and length dimensions vary from six inches to six and one eighth (6" to 6 1/8" or 6.125"), depending upon the focus of the discussion (finished product or steel substrate specifications). The OAC 4501-27-01 calls for a large license plate size of twelve inches wide by six inches long (12" W X 6" L) and a small license plate size of seven inches wide by four inches long (7" W X 4" L).

2. The plate substrate material upon which the sheeting material for large size plates shall be attached will never be less than twelve inches wide (12" W) and will never be under six inches long (6" L) when embossed around the edge. Thus, for all Bidders bidding sheeting material in this bid, all specification dimensions will be based upon a (12" W X 6" L) plate for large size plates.

3. The State realizes that sheeting manufacturers produce sheeting with varying elasticity. In this bid, all sheeting dimensions refer to sheeting as it appears on a finished license plate. The State will not specify nor dictate to the sheeting manufacturers elasticity requirements.

H. The types of sheeting needed for the embossed plates are delineated into seven (7) categories.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

II. CLASSIFICATION:

A. Beautiful Ohio Landscape Sheeting (BOL), large (12" W X 6" L), Blue Characters

1. Universal Pairs
2. Universal Singles

B. Beautiful Ohio Blue Sky Sheeting (BOC), large (12" W X 6" L),Blue Characters

1. Standard Commercial Truck
2. Standard Commercial Trailer
3. Commercial IRP

C. Beautiful Ohio Landscape Sheeting (BOM), small (7" W X 4"L), Blue Characters

1. Universal Smalls
2. Initial Reserve
3. Personalized

D. Beautiful Ohio Blue Sky Sheeting (BOD). small (7" W X 4"L), Blue Characters

1. Dealer
2. Disabled Veteran
3. All Purpose Vehicle

E. White, large (12" W X 6" L), Red or Black Characters – For Display Use

F. Yellow, large (12" W X 6" L), Red Characters – Restricted Plates

G. White, small (7" W X 4"L), Red or Black Characters

1. Historical
2. Gratis

III. HISTORY:

A. On November 1, 2009, the State of Ohio issued a different plate design and color scheme for all regular/special issue plate categories. This plate design is designated the Beautiful Ohio series.

B. Large quantity of the Beautiful Ohio series have already been produced to meet the requirements of this issuance. During this Contract a new plate design and sheeting color scheme are expected to be developed. It is conceivable that production of the Beautiful Ohio series and new plate design could be ongoing at the same time. The Bidder shall be required to provide pricing on the Beautiful Ohio designs and designs based on the specifications given here.

C. The Bidder shall provide pricing on plain yellow sheeting for embossed restricted plates, plain white sheeting for display plates.

D. The State reserves the option to select plate categories for standard embossed production, or to select plates for separate digital production. This selection may be changed, without explanation, as the State decides.

E. The State will continue to utilize plain white and yellow sheeting for unique categories of license plates.

F. The State reserves the right to change the design, size, slogan and color scheme for some or all of the reflective sheeting provided during the term of this Contract, which will include all applicable renewals. Pricing increases and decreases for the sheeting shall be based on the number of colors in the graphic sheeting. The Bidder shall indicate their pricing on the Bid Price Sheets for future designs.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

IV. EXISTING PLATE MANUFACTURING EQUIPMENT:

License plates for the Ohio Department of Public Safety (ODPS) are manufactured by the OPI at their plate plant in Lebanon, Ohio. The Contractor's material must be compatible with the following equipment:

A. Two (2) John R. Wald Company Application/Feed Registry System Model #M74 (See Attachment 1).

B. Eight (8) HPM presses, Model #200 Ton SL are used for the manufacture of plates. Two (2) Federal, Model #60 blanking presses are used at the OPI.

1. The presses have one and three eights inch (1-3/8") hinge dies furnished by John R. Wald Company for embossing plate characters.

2. The embossment depth for the plate characters, compatible with the application of roller coat ink, will be in the range of seventy-five one thousandths to eighty-five one thousandths inch (075" to .085").

C. Roller Coaters: John R. Wald Company, Model # M31.

D. Drying Ovens: Ink (Paint) ovens - Jansen Industrial Ovens.
Range two hundred fifty to three hundred twenty-five degrees Fahrenheit (250 – 325 °F).

V. GENERAL REQUIREMENTS FOR RETROREFLECTIVE SHEETING:

A. The sheeting maintains/keeps the "Birthplace of Aviation" slogan while adding various background designs. Bidders agree to provide the different types of sheeting described in this bid, as well as future sheeting designs, while under Contract with the State of Ohio.

B. It is the responsibility of the Contractor to match the colors and graphic clarity to the plates currently in use. The State of Ohio reserves the right to approve colors used on retroreflective sheeting.

C. It is the responsibility of the retroreflective sheeting supplier to ensure that the graphic registry mark be printed compatible with John R. Wald Company Application/Feed Registry System Model #M74 (See Attachment 1 for specifications). The registry mark shall not be printed within one-fourth (1/4) inch of a similar contrast color for optimum recognition of correct position. The registry marks currently utilized are illustrated on Attachment 12 (Motorcycle Sheeting) and Attachment 13 (Large Regular Sheeting).

VI. CLASSIFICATIONS OF RETROREFLECTIVE SHEETING:

A. Large Beautiful Ohio Landscape version (BOL) (Attachment 3)

1. Upper portion is characterized by a design that depicts a light blue sky on the top with a State silhouette and the words, ("Beautiful Ohio Birthplace of Aviation"), all words in script. "1803" is written within the "O" of Ohio and there is a Biplane in the right hand corner. The logo banner printing just described is approximately centered horizontally between the upper bolt holes of the plate. The center of the two upper bolt holes are seven inches (7") apart and eleven sixteenths inch (11/16" or approximately 0.69") from the top of the plate to center of the bolt holes. Additionally, the current production uses a spot ribbon for the " Beautiful Ohio Birthplace of Aviation" script and State silhouette to achieve the design clarity. This clarity must be maintained by the Contractor.

2. Middle and lower portion depicts a landscape including green rolling hills, a silhouette of a cities' skyline in black, a red barn and windmill, and a large tree at the right edge with yellow sun rays as a background.

B. Large Beautiful Ohio Blue Sky version (BOC) (Attachment 4)

1. The upper portion is exactly as described in the upper portion description of the BOL Version above.

2. The middle and the remainder of the lower portion is all white. No landscape design is present. The center of the two (2) lower bolt holes are seven inches (7") apart and eleven sixteenths inch (11/16" or approximately 0.69") from the bottom edge of the plate.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

C. Small Beautiful Ohio Landscape version (BOM) (Attachment 5)

1. Upper portion is characterized by a design that depicts a light blue sky on the top with a state silhouette and the words, ("Beautiful Ohio Birthplace of Aviation"), all words in script. "1803" is written within the "O" of Ohio and there is a small Biplane on the left hand side between the top left bolt hole and the beginning of the word "Beautiful". The logo banner printing just described is approximately centered horizontally between the upper bolt holes of the plate. The center of the two (2) upper bolt holes is five and three fourths inches (5 ¾" or 5.75") apart and five eighths inches (5/8" or .625") from the top edge of the plate. Additionally, the current production uses a spot ribbon for the "Beautiful Ohio Birthplace of Aviation" script and state silhouette to achieve the design clarity. This clarity must be maintained by the Contractor.

2. Middle and lower portion depicts a less detailed landscape than the large plate version. This small version only includes green rolling hills and a large tree at the right edge with yellow sun rays as a background. The bolt holes are five and three fourths inches (5 ¾" or 5.75") apart and five eighths inches (5/8" or .625") from the bottom edge of the plate.

3. County Sticker (left block) and Validation Sticker (right block) are areas that overlap (vertically) the landscape area of the center of the bottom of the Motorcycle plate. In the vertical dimension the tops of both blocks are approximately two and three fourths inches (2 ¾" or 2.75") from the top of the plate. The vertical length of both of these Sticker areas is approximately ninety-four one hundredths inches (0.94") from the bottom portion of the plate. In the horizontal dimension (left to right) these blocks are centered on the plate. The left edge of the County sticker area is approximately one and eighty-one hundredths inches (1.81") from the border of the plate. The County sticker area is approximately one and fourty-four hundredths inches (1.44") wide from its left edge to its right edge. There is approximately twenthy-eight hundredths inch (0.28") distance from the right edge of the County sticker to the left edge of the validation sticker. The validation sticker is also approximately one and fourty-four hundredths inches (1.44") wide from its left edge to its right edge. Similarly, the distance from the right edge to the validation sticker to the border area is approximately one and eighty-one hundredths inches (1.81").

D. Small Beautiful Ohio Blue Sky version (BOD) (Attachment 6)

1. The upper portion is exactly as described in the upper portion description of the BOM version above.

2. The middle and the remainder of the lower portion is all white. No landscape design is present. The lower portion also has bolt holes that five and three fourths inches (5 ¾" or 5.75") apart and five eighths inches (5/8" or .625") from the bottom edge of the plate.

E. Plain white retroreflective sheeting (Attachment 7)

1. Plain white retroreflective sheeting without preprinted graphics may be required for plates utilized for display purposes. These plates will have red or black characters.

2. The plain retroreflective sheeting will be used on twelve inches wide by six inches long (12" W X 6" L) plates.

3. The white sheeting shall match the white color currently used on State of Ohio plates and meet the requirements for durability and reflectivity identified in OAC 4501-27-01. (See Attachment 11 or http://codes.ohio.gov/oac/4501-27-01.)

4. Samples plates are available upon request.

F. Yellow retroreflective sheeting

1. A small quantity of plain yellow retroreflective sheeting, Pantone® Matching System (PMS) Color #130C will be required for restricted plates.

2. These plates are issued only as standard twelve inches wide by six inches long 12" W X 6" L size.

3. The yellow sheeting shall match the color of the yellow sheeting currently used by the State of Ohio. A sample plate is available upon request.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

G. White sheeting seven inches wide by four inches long (7" W X 4" L) small

1. One (1) roll of plain white retroreflective sheeting without preprinted graphics may be required for historical plates.

2. These plates would accommodate red or black characters.

VII. NEW DESIGN:

During the term of the Contract, the Beautiful Ohio sheeting may be replaced by sheeting not yet identified. Prices for the designs for new plates are to be based on the per color cost identified on the Bid Price Sheet. Roller coating may also change and any new color(s) shall be based on ink costs identified in the bid response.

VIII. ROLLER PLATING INK:

A. The retroreflective sheeting applied to the plate will constitute the plate background color.

B. The embossed characters on the plates will be roller coated with PMS Color #540C opaque ink to provide uniform character colors.

C. Red transparent ink, PMS Color #200C will be used for roller coating plate characters on plates which have the plain white retroreflective sheeting and also on the restricted plate with the plain yellow retroreflective sheeting.

D. Black ink PMS Color Black C shall be used for roller coating plate characters on historical plates using the white reflective sheeting.

E. The ink shall be easily wiped from the license plate, for plate correction, between the time the ink is roll coated and the license plate enters the drying ovens.

F. The Contractor will provide the roller inks at no cost to the State as long as the OPI is manufacturing plates with their sheeting and after the expiration of the Contract until the sheeting stock is depleted.

G. Bidders will identify the manufacturer of roller coating ink, certify its durability to last four (4) years once applied to a license plate, and provide the State with samples, at the States' request, for testing. This information shall be provided on Bidder's letterhead and as an attachment to this bid.

H. The Volatile Organic Compound (VOC) maximum permissible level for roller coat ink is three and one half pounds per gallon (3.5 ppg) for the LeCI license plate manufacturing plant.

IX. ADDITIONAL SHEETING REQUIREMENTS:

A. Thickness

The thickness of clear-coated reflective material without protective liner shall be between thirty-five ten thousandths inches and sixty ten thousandths inches (.0035" and .0060").

B. Adhesive

1. The adhesive backing of the retroreflective sheeting shall have a pressure sensitive adhesive, which requires no heat, solvent, or other preparation for adhesion to a smooth, clean surface.

2. The retroreflective sheeting shall have sufficient adherence to the substrate to remain firmly attached during the license plate manufacturing process and for a minimum service life of four (4) years.

C. Clear coating and retroreflective sheeting durability

1. The retroreflective sheeting shall be furnished with a protective clear coating applied.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

2. The clear coating shall not become brittle, flaky, or discolored, nor shall it acquire a powdery surface within a period of four (4) years.

3. It shall be of such quality as to permit the stacking of up to five (5) stickers on the license plate.

4. The retroreflective sheeting, including pre-printed emblems and logos, clear coat, and the opaque roller coating ink on the embossed areas shall be compatible and shall have a minimum service life of four (4) years.

D. Photometric reflective performance

1. The photometric reflective performance values of the white retroreflective sheeting, when new, shall be fifty degree (50°) minimum at an observation angle of two tenths degree (0.2°) and incident angle of negative four degrees (-4°).

Observation Angle	Incident Angle	Incident Angle
0.2°	-4°	+30°
	50 (Minimum)	20 (Minimum)

2. Photometric reflective performances values are expressed as minimum candlepower/foot-candle/square foot of white reflective license plate retroreflective sheeting.

3. Measurements shall be computed in accordance with standard photometric procedure as specified in Federal Specification LS-300-C and as incorporated in ASTM D4956-95, ASTM E-810 and shall be expressed as candlepower/foot-candle/square foot.

4. The retroreflective sheeting shall be clear-coated, and candlepower values are to be measured after the application of the clear coat.

5. The white retroreflective sheeting shall retain a minimum photometric reflective performance value of not less than twenty-five (25) candlepower/foot-candle/square foot rating at the end of four (4) years under normal use and conditions on a passenger vehicle. Documentation, to the satisfaction of the Director of the ODPS, shall be provided to establish that the four (4) year warranted life of the license plate can be met.

6. Bidder must provide certification of required photometric reflective performance and testing from an independent testing lab (See Attachment 8 for example of a Domestic Independent Testing Laboratory).

7. Additionally, approved certification of required photometric reflective performance and testing will be provided on Bidder's letterhead and as an attachment to this bid.

X. WARRANTY TERMS AND CONDITIONS:

A. The Bidders will be required to warrant that the license plate retroreflective sheeting, clear coat and roller coating ink are compatible and will meet all durability and performance requirements specified herein over a minimum plate life of four (4) years beginning with the date the license plate is put into service. This information shall be provided on Bidder's letterhead and as an attachment to this bid.

B. The ODPS will be able to establish the length of time license plates have been in service through the computer database of license plate sales.

C. The manufacturer's warranty shall be for license plates manufactured by the OPI using the manufacturer retroreflective sheeting applied to G90 galvanized steel. If, during the term of the Contract, or any renewal thereto, the State of Ohio switches to an aluminum substrate, the Contractor's warranty shall maintain no less than the same provisions as stated for the galvanized steel substrate.

D. The warranty shall be the sole responsibility of the Contractor and shall not be subContractor(s) pass-through warranties.

E. If any reflective sheeting sold to the State under a Contract, let pursuant to this bid, fails to perform according to the specifications of this bid, the Contractor must compensate the State for its actual losses as outlined below:

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

1. Reimbursement to the State of Ohio for pairs, single and small 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 retroreflective sheeting to meet the warranty requirements listed in the section entitled "Warranty Terms and Conditions." The compensation will be for:

   a. Pair of Plates

Months of Service	Compensation
0 To thirty- six (36) months	$2.30 per pair
Over thirty- six (36) months through forty-eight (48) months	$0.58 per pair

   b. Single and Small Plates

Months of Service	Compensation
0 To thirty- six (36) months	$0.85 per plate
Over thirty- six (36) months through forty-eight (48) months	$0.22 per plate

2. The reasons a plate may be deemed defective include spider web cracking, spotting other than rust marks, failure of sheeting to adhere to substrate, major lesions around plate characters and fading of ink on the plate characters. In no instance should a plate be deemed defective as a result of damage inflicted 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 the Contract being cancelled and such failure will be considered in evaluation of vendor responsibility for future Contract awards.

XI. CERTIFICATION:

A. The Bidder shall submit a letter of certification on its own letterhead, with its bid response, certifying that its sheeting meets the standards specified for photometric performance outlined on page 12.

B. In lieu of a letter of certification on its own letterhead, the Bidder may, with its bid response, submit a letter of certification from any approved testing lab facilities listed in Attachment 8, certifying that the Bidder's sheeting meets the standards specified for photometric performance outlined on page 12.

C. The costs for the certification letters, and any accompanying tests, shall be the responsibility of the Bidder.

XII. DISPOSAL OF HAZARDOUS WASTE:

A. It shall be the responsibility of the Contractor to assure that the equipment and process used in the license plate manufacture which is supplied by the Contractor shall meet any and all environmental standards established and required by the United States and the Ohio EPA. Such assurance shall extend to, but not be limited to, the process known as clearcoating, or any variation thereof.

B. The Contractor will be responsible for the transportation and proper disposal of hazardous waste generated by the paint line at the OPI Tag Shop and agrees to hold the State harmless, with regard to any legal actions, damages and instances arising from the transportation and disposal of the hazardous waste.

C. The Contractor will provide open and closed top Ohio Department of Transportation (ODOT) approved drums and plastic liners.

D. Waste streams generated are:

   1. Waste inks, thinners, and Stoddard solvent.

   2. Waste rags soaked with inks, thinners, and Stoddard solvent.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

E. The Contractor will provide a profile sheet for each individual waste stream.

F. The OPI will provide the drum labels and will label each drum according to the profile sheet.

G. The Contractor may visit the institution for the purpose of inspecting the drums prior to any shipment being made.

H. The OPI Tag Shop generates between six (6) and eight (8) drums of waste per quarter.

I. The LeCI is classified by the Ohio EPA as a large quantity generator.

XIII. DESIGN AND REDESIGN SERVICES FOR NEW AND EXISTING PLATES:

A. Design and redesign services may be required because the State may elect to replace the Beautiful Ohio series of plates with a new design. Bidders will provide special plates on pre-printed retroreflective sheeting based on the per color costs identified in the bid.

B. The Contractor must provide design and redesign services for new or existing plates within thirty (30) days after receipt of artwork and each subsequent change, and provide at least forty (40) feet of production sheeting for sample production within thirty (30) days of final design approved by the State.

C. The Contractor will furnish samples for inspection and approval in order to accommodate new plate designs authorized by the legislature and/or Director of the ODPS.

D. There will be no additional cost to the State of Ohio for Contractor providing the design, redesign and sample retroreflective sheeting of new or existing plates.

XIV. STATES/GOVERNMENT JURISDICTIONS USING CONTRACTOR'S RETROREFLECTIVE SHEETING:

A. Bidders must provide a list on company letterhead of the states and other government jurisdictions which currently use their proposed retroreflective sheeting, how long their retroreflective sheeting has been in service, the license plate substrate, and whether the retroreflective sheeting is used on embossed or flat plates.

B. A Bidder, who is unable to demonstrate that it has provided retroreflective sheeting to at least one (1) State in the United States or province of Canada for at least six (6) months, may have its bid determined as not responsive.

XV. LOT IDENTIFICATION

The Contractor shall apply a manufacturer's run lot identification number to each roll of retroreflective sheeting and to the outside of each shipping box for the purpose of identifying that particular manufactured lot.

XVI. PACKAGING MATERIAL

A. Retroreflective sheeting will be furnished in rolls twelve and three sixty-fourths inches wide plus or minus one thirty-second (12-3/64" ± 1/32" W) and long enough for nine hundred (900) square feet of standard license plates (12" W X 6" L).

B. Retroreflective sheeting will be furnished in rolls seven and three sixty-fourths inches plus or minus one thirty-second inches wider (7-3/64" ± 1/32" W) and approximately three hundred fifty (350) square feet for small (7" W X 4" L) plates used for motorcycles and motorized bicycles.

C. Rolls of retroreflective sheeting are to be wound so that the retroreflective 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 9).

D. Rolls of retroreflective sheeting with over six (6) splices per nine hundred (900) square foot roll are not acceptable and will be considered under Article I.C.1a-j, Contract Terms Provision; Termination/Suspension; Contract Termination; of the Contract Terms and Conditions.

E. The rolls of retroreflective sheeting and the containers of paint and thinner are to be suitably packaged to protect them from physical damage and heat, cold, humidity, dust and rain damage in normal inter/intra-state shipping operations.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

F. Skids are to be packaged in the following manner:

1. Each layer shall contain nine (9) rolls of retroreflective sheeting.
2. Each roll of retroreflective 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.

G. Each skid shall be labeled on each side and top with the following information:

1. Description of retroreflective sheeting.
2. Length and width of retroreflective sheeting.
3. Date of manufacture of retroreflective sheeting.
4. Packer Identification (ID) lot number/drum number.
5. Address of shipper and receiver.
6. The finished skid shall be bound with shrink wrap.

H. If the skid is 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.

I. Roller coating inks (paint coating) shall be packaged in one (1) gallon cans and clearly marked as to the type of ink, date of manufacture, expiration date, and any other pertinent data.

J. Thinner for the ink shall be packaged in one (1) gallon cans and clearly marked as to the type of thinner, date of manufacture, expiration date, and any other pertinent data.

K. Sufficient paint (ink) and thinner shall be supplied to match the amount of retroreflective sheeting ordered.

L. Material Safety Data Sheets (MSDS) for all paint (ink), thinner and other materials shall be provided to the OPI Correctional Industries prior to delivery.

M. The Contractor shall not deviate from the length requirement of the rolls for the standard and logo sheeting.

XVII. Department of Rehabilitation and Correction (DRC) OPI Code of Conduct Rules

The OPI, Department of Rehabilitation and Correction (DRC) Code of Conduct Rules will take precedence. The Contractor recognizes the security requirements for entering Agency's facilities and acknowledges receipt of the "Standards of Conduct for Contractor" (DRC 4376) (Refer to "Attachment 14" for special procedures.) The Contractor agrees to comply with these standards and with safety rules and procedures. Due to institutional security requirements, the Agency staff may require the Contractor to document when the Contractor or any subcontractor is on State property. (Attachment 14).

XVIII. Deputy Registrar Firearm, Deadly Weapon and Dangerous Ordinance Provisions

Firearms are prohibited on Deputy Registrar (DR) agency premises. FIREARM, DEADLY WEAPON, AND DANGEROUS ORDNANCE PROVISIONS. The 125th Ohio General Assembly has adopted House Bill (HB) 12, effective April 8, 2004, http://www.legislature.state.oh.us/bills.cfm?ID=125_HB_12 which permits certain persons to obtain a license and to carry a concealed handgun under certain circumstances. Even with this license, the law prohibits licensees from carrying concealed handguns in certain facilities and places. In accordance with this statute and other provisions of the Revised Code, it is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on the DR agency premises.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

XIX. BID INFORMATION

A. The estimated annual requirements of retroreflective sheeting, with and without preprinted graphics, are specified on the Bid Price Sheets.

B. The State of Ohio is not obligated to purchase the full amounts of the retroreflective sheeting estimated.

C. All prices bid for the retroreflective sheeting shall include, ink and thinner for the roller coating embossed plate characters, technical services, and any other necessary materials to complete the production of license plates.

1. Technical services shall be provided for the life of the Contract.

2. The Contractor must have a representative present for the initial start up of license plate production using the Contractor's retroreflective sheeting. The representative must be capable of providing technical information of the correct procedures for the manufacturer's retroreflective sheeting application process.

3. The Contractor will provide a representative to perform training to the staff of the OPI Tag Shop on the Contractor's license plate retroreflective sheeting application process. The representative must be capable of providing technical information on the correct procedures for the manufacturer's retroreflective sheeting application process.

4. After the training and initial production of license plates is complete, the Contractor (or their representative) must certify training is complete by submitting a copy of Attachment 10 (Contractor Training/Production Certification).

D. Orders for the retroreflective sheeting over the Contract term are expected to vary in quantity of rolls with license plate sales.

E. Provisions are included on the Bid Price Sheet for the Bidder to state minimums order quantity for retroreflective sheeting.

F. Attachments 3 through 7 may not represent the actual sizes/colors of the license plates. Dimensions are listed on the attachments; however it is the Bidder's responsibility to review the specifications for the actual requirements for Attachments 3 through 7.

G. SERVICE REQUIREMENTS

1. The Contractor must provide customer service support to the ODPS and the Ohio Department of Rehabilitation and Corrections (ODRC)/OPI. The Contractor will provide one (1) primary customer service liaison, a minimum of two (2) secondary contacts to the State to address technical, product, delivery, and financial issues. Additionally, the Contractor will provide an executive level contact to handle any unresolved problems. Any cell phone numbers, facsimile numbers and e-mail addresses must be provided and kept current for these contacts. This information shall be provided on the Bidder's letterhead, as an attachment to this bid and will become a part of the Contract. Any changes in this information must be reported by the Contractor on their letterhead to the Department of Administrative Services (DAS)/Office of Procurement Services to update the Contract.

2. The Contractor must provide a toll free telephone number or accept collect telephone calls. The customer service liaisons must return the calls within three (3) business hours to discuss the problem. If a solution is not readily available with the return call, then a useable/workable solution to the concern or problem is required within six (6) work hours of the Columbus, Ohio work schedule 8:00 A.M. to 5:00 P.M. This information shall be provided on Bidder's letterhead as an attachment to this bid and will become a part of the Contract.

3. Customer service support must be available Monday through Friday, 9:00 A.M. to 4:00 P.M. Eastern Standard Time (EST) excluding State observed holidays.

4. The Contractor shall provide the LeCI/OPI with on-site competent technical services to resolve any retroreflective sheeting manufacturing problems within forty-eight (48) hours after notification. Technical services provided at locations other than the license plate manufacturing plant will not be an adequate substitute for the technical services required at the manufacturing plant.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

5. The Contractor must contact the ODPS, Distribution and Inventory Services, (Chief) Jeff Shadburn, (614) 466-2890 quarterly to determine if a visit to the OPI Tag shop is required to discuss Contract issues. The Contractor is required to contact the ODPS staff at (513) 932-1211 located at the LeCI (Mark Mechley ext. 2346) forty-eight (48) hours prior to the visit for security clearance.

H. Bidder Requirements

All Bidders must include the following with their bid on company letterhead to be considered responsive and responsible:

1. Bidders must provide their capability of providing retroreflective sheeting for a minimum of one hundred thousand (100,000) pairs of plates per week. The ability to provide retroreflective sheeting for one hundred thousand (100,000) pairs of plates per week is essential when the State decides on a general issue (reissue) of plates.

2. Bidders must provide the name of the manufacturer of roller coating ink, certify its durability to last four (4) years once applied to a license plate, and provide the State with samples, at the States' request, for testing.

3. Bidders must provide a warranty that the license plate retroreflective sheeting, clear coat and roller coating ink are compatible and will meet all durability and performance requirements specified herein over a minimum plate life of four (4) years beginning with the date the license plate is put into service.

4. Bidders must provide certification of required photometric reflective performance or testing from an approved testing lab (See Attachment 8 for listing of possible Domestic Independent Testing Laboratories).

5. Bidders must provide a list of the states and other government jurisdictions which currently use their proposed retroreflective sheeting, how long their retroreflective sheeting has been in service, license plate substrate, and whether the retroreflective sheeting is used on embossed or flat plates. A Bidder, who is unable to demonstrate that it has provided retroreflective sheeting to at least one (1) state in the United States or province of Canada for at least six (6) months, may have its bid determined to be not responsive.

6. Bidders must provide customer service support to the ODPS and ODRC/OPI. The Bidders will provide a primary customer service liaison, a minimum of two (2) secondary contacts to the State to address technical, product, delivery, and financial issues. Additionally, the Bidders will provide an executive level contact to handle any unresolved problems. Any cell phone numbers, facsimile numbers and e-mail addresses must be provided and kept current for these contacts.

7. Bidders must provide a toll free telephone number or accept collect telephone calls. The customer service liaisons must return the calls within three (3) business hours to discuss the problem. If a solution is not readily available with the return call, then a useable/workable solution to the concern, problem is required within six (6) work hours of the Columbus, Ohio work schedule 8:00 A.M. to 5:00 P.M.

Additionally, the following ITB pages and documents should be included with the bid:

8. Page 1 of the ITB completed and signed.

9. DMA form, referenced on page 2 of the ITB,

10. Page 6 of the ITB (Disclosure of Subcontractors/Joint Ventures) completed.

11. Pages 18-20 of the ITB (Bid Price Sheets 1-3) completed.

BID PRICE SHEET (TABLE 1)

Bidder shall complete MINIMUM ORDER QUANTITY/ROLLS column and PRICE/SQUARE FOOT column.

Bidders shall not insert a unit cost more than three (3) digits after the decimal point. Digit(s) beyond three (3), after the decimal point, shall be dropped by the Department of Administrative Services (DAS)/Office of Procurement Services and not used in the evaluation and any subsequent award.

sf. = square foot
pr. = pair
sl. = singles

OAKS Item ID:	DESCRIPTION	EST. ANNUAL PLATE PRODUCTION	SHEET WIDTH SIZE REQUIRED	MINIMUM ORDER QUANTITY/ ROLLS	SIZE OF ROLL - SQUARE FEET/LINEAR FEET	PRICE/ SQUARE FOOT
RETROREFLECTIVE SHEETING FOR BEAUTIFUL OHIO ISSUE PLATE DESIGN						
4862	Beautiful Ohio Landscape Graphic (BOL)	2,200,000 pr. (2,200,000 sf.)	12"	40	900 / 900	$ 0.648 /sf.
4861	Beautiful Ohio Blue Sky graphic (BOC)	200,000 pr. (200,000 sf.)	12"	40	900 / 900	$ 0.648 /sf.
9933	Beautiful Ohio Landscape graphic (BOM)	53,000 sl. (11,900 sf.)	7"	5	350 / 600	$ 0.89 /sf.
9932	Beautiful Ohio Blue Sky graphic (BOD)	27,000 sl. (6,300 sf.)	7"	5	350 / 600	$ 0.89 /sf.
PLAIN WHITE RETROREFLECTIVE SHEETING						
4863	Display	1,800 sl. (900 sf.)	12"	1	900 / 900	$ 0.648 /sf.
9934	Gratis Plates	1,560 sl. (350 sf.)	7"	1	350 / 600	$ 0.951 /sf.
PLAIN YELLOW RETROREFLECTIVE SHEETING						
9935	Restricted Plates	1,500 pr. (1,500 sf.)	12"	1	900 / 900	$ 0.767 /sf.

Notes:

* Width of rolls are considered to be twelve (12) inches or seven (7) inches wide as determined by the finished plate width.
* The square foot price will be used to evaluate bids received. The roll length and square foot price will be used to establish roll prices to use when ordering.
* Please provide the Estimated Order Quantity (including applicable discounts) associated with the above sheeting requirements.

Product contains Recycled Materials: Y/N _N___ If so, Percent of Recycled materials: _____ %

BID PRICE SHEET (TABLE 2)

The information requested for reflective preprinted graphic sheeting for future embossed plate designs twelve (12)" wide and seven (7)" wide is part of the evaluation and award and will become a part of any Contract awarded. Bidder must provide pricing for all nine (9) color plate combinations for both the twelve (12)" wide (TABLE 2) and seven (7)" wide (TABLE 3) plates.

Bidders shall not insert a unit cost more than three (3) digits after the decimal point. Digit(s) beyond three (3), after the decimal point, shall be dropped by the Department of Administrative Services (DAS)/Office of Procurement Services and not used in the evaluation and any subsequent award.

TABLE 2 - REFLECTIVE PREPRINTED GRAPHIC SHEETING FOR FUTURE EMBOSSED PLATE DESIGNS 12" WIDE

sf. = square foot

OAKS Item ID:	DESCRIPTION REGULAR (12" WIDE) PLATES	LENGTH OF ROLL (LINEAR FEET)	PRICE/SQUARE FOOT	PRICE/ROLL
3303	One (1) color plate	900	$ /sf.	$ 585.48
3305	Two (2) color plate	900	$ /sf.	$ 585.48
7839	Three (3) color plate	900	$ /sf.	$ 585.48
7841	Four (4) color plate *_**Note below.**_	900	$ /sf.	$ * 585.48
4851	Five (5) color plate	900	$ /sf.	$ 2,529.86
4853	Six (6) color plate	900	$ /sf.	$ 2,891.26
4855	Seven (7) color plate	900	$ /sf.	$ 3,270.74
4857	Eight (8) color plate	900	$ /sf.	$ 3,695.40
4859	Nine (9) color plate	900	$ /sf.	$ 4,174.26

***Notes**: Estimated annual usage should be based on 5.1 million plates (2.55 million pairs). The evaluation will be based upon 2.55 million square feet. Future designs for standard size plates may not number as many as the three (3) designs currently manufactured.

- For evaluation purposes, the four (4) color plates pricing will be used. However, one (1) or more of the other eight (8) color plate combinations may be used for actual plate production.

Product contains Recycled Materials: Y/N _N___ If so, Percent of Recycled materials: _____ %

BID PRICE SHEET (TABLE 3)

TABLE 3 - REFLECTIVE PREPRINTED GRAPHIC SHEETING FOR FUTURE EMBOSSED PLATE DESIGNS - 7" WIDE (MOTORCYCLE SHEETING)

sf. = square foot

OAKS Item ID	DESCRIPTION REGULAR (7" WIDE) PLATES	LENGTH OF ROLL (LINEAR FEET)	PRICE/SQUARE FOOT	PRICE/ROLL
7835	One (1) color plate	600	$ 0.89 /sf.	$ 313.58
7837	Two (2) color plate	600	$ 0.89 /sf.	$ 313.58
3307	Three (3) color plate	600	$ 0.89 /sf.	$ 313.58
3309	Four (4) color plate. ***Note below.**	600	$ 0.89 /sf.	$ * 313.58
9922	Five (5) color plate	600	$ 2.80 /sf.	$ 986.55
9924	Six (6) color plate	600	$ 3.20 /sf.	$ 1,127.49
9926	Seven (7) color plate	600	$ 3.62 /sf.	$ 1,275.47
9928	Eight (8) color plate	600	$ 4.09 /sf.	$ 1,441.07
9930	Nine (9) color plate	600	$ 4.62 /sf.	$ 1,627.81

***Notes**: Estimated annual usage should be based on ninety thousand (90,000) plates. The evaluation will be based upon twenty thousand, six hundred fifty (20,650) square feet. Future designs for small size plates may not number as many as the three designs currently manufactured.

- For evaluation purposes, the four (4) color plates pricing will be used. However, one (1) or more of the other eight (8) color plate combinations may be used for actual plate production.

Product contains Recycled Materials: Y/N _N___ If so, Percent of Recycled materials: _____ %

*Cost to State for Performance Bond, if requested $_____Gratis_____

*Not part of evaluation

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ATTACHMENT 1

SPECIFICATION FOR GRAPHIC LICENSE PLATE APPLICATION/FEED – REGISTRY SYSTEM

This specification covers the components integrated into the existing license plate blanking system for the purpose of applying graphic retroreflective sheeting to a metal substrate and providing for feed and registry into a blanking press using a drop through die system.

The system was preassembled on a structural frame, rough aligned and prewired such that the unitized system could be shipped to the point of installation and installed in a short time period.

Components are as follows:

A. Applicator System

The applicator is designed specifically for the application of a continuous length of wide web pressure sensitive material to a metal substrate. This applicator uses driven nip rollers to drive the substrate through the applicator machine, thus applying no extra drag on the substrate. The applicator is capable of a variety of program capabilities:

Auto-Stretch Mode

Compensates for registration drift without manual adjustments. The applicator checks each printed graphic for the proper pitch and automatically adjusts the web tension and stretch to compensate for the detected variance.

Manual-Stretch Mode

Compensating for registration drift is operator programmable and is capable of being manually adjusted during run mode of applicator. A fixed percent stretch is programmed to operate until manually changed.

No-Stretch Mode

No compensating for registration drift. In this mode, the applicator applies the graphic retroreflective sheeting as it is printed on the backer paper. This mode is also required for plain white or non-graphic retroreflective sheeting.

The applicator incorporates edge guides for controlling the tracking of the substrate as it moves through the application processes.

The applicator is a complete system which includes a heavy-duty modular base frame, application station with powered rewind reels, and a web tensioner drive for the reflective material with guide rollers for precise product control.

B. System Operation

The aluminum or steel substrate is provided by the existing equipment to the applicator/laminator system with an infeed loop. The loop has a high level sensor, which sounds an alarm and stops the machine drive if the infeed loop gets too tight.

The applicator/laminator machine also produces an outfeed loop with high and low level sensors for automatic loop monitoring. If the loop gets too big, the applicator/laminator machine will stop. If it gets too tight and past the high limit, the machine will sound an alarm and signal the host machine of a loop error. To ensure smooth operation with a minimum of on/off cycles, the speed of the nip rollers is controlled by an ultra-sonic loop control.

On Machine startup, the operator verifies the reflective material is threaded and tacked to the substrate properly and the edge guides are adjusted for the proper product position. The system will only operate if the web guide, tensioner, and nip rollers are closed, the machine guards are in place, and supply rolls are present.

The web passes from the supply loop to the web tensioner assembly. The top roller of the web tensioner is where the PS material is separated from the liner material. The liner then passes directly to the powered rewind reel, while the PS material passes from the web tensioner roller to the nip roller, where it is applied to the substrate.

ATTACHMENT 1 (continued)

SPECIFICATION FOR GRAPHIC LICENSE PLATE APPLICATION/FEED – REGISTRY SYSTEM

C. Convenience Package for Each Station

This convenience package consists of an end of roll detection system and a low roll detection system. The low supply roll detection system visually signals the machine operator when the supply is near empty. The end of roll detection system stops the machine and, visually and audibly signals the machine operator at end of roll.

Specifications

Dimensions…….. Length: 69.50”

(Applicator only, electrical enclosure is separate)

Substrate Elevation……..36”

Air Requirements……. 2 CFM @ 60 PSI clean, dry air

Voltage Requirements…..…….. 115 Volts/1 Phase 15 Amp Service

Application Rate…… Up to 60’ per minute

Supply Roll Capacity……..…16” Diameter on 3” Core, 7” to 16” Wide

Substrate Capacity…… 7” to 16” Wide

Cascade Roller Stock Supports required for Infeed and Outfeed of machine

Machine to be Left to Right Feed

One Heavy-Gauge, Stainless Steel Base Frame

One Infeed & Outfeed Loop Controls Package with Alarm and Host System Notification for Faults

One Supply Reels with Quick Change Web Guides and Air Expanded Mandrels

One Nip Roller Assembly

One Nip Roller Drive System

One Driven Rewind Reel with Air Expanded Mandrels

One Encoder and Photoelectric Registration Sensor

One Web Tensioner Drive for Reflective Material

One Machine Guarding Package with Safety Interlocks

One Electrical Enclosure

One Allen Bradley Programmable Controller

ATTACHMENT 1 (continued)

SPECIFICATION FOR GRAPHIC LICENSE PLATE APPLICATION/FEED – REGISTRY SYSTEM

D. Registry/Feed System

The Registry System is designed specifically for the registration of pre-printed graphic retroreflective sheeting within a typical drop through style blanking die. Used in conjunction with the Applicator System, this registry/feed system provides high quality license plate blanks consistently stroke after stroke.

The system is a Servo Driven Electronic Roll Feed. The roll feed is field-proven and microprocessor controlled. Feed lengths and speeds are entered by the operator or programmed directly by job number from a remote computer. A convenient console houses all operational controls. Precision geared drive enables power and speed to be optimized for greatest efficiency and reliability. Features of the feed include:

High Output	Up to 120 SPM
Accurate Positioning	ServoMotor and encoder feedback enable roll positioning accuracy to ± .002” or better for any programmable length (plain retroreflective sheeting) or ± .015” for feed to sensor length (graphic).
Rapid Set-Up	Dial-in feed length and speed feature, in addition to forward/reverse job controls, enable operating parameters to be set and stock threaded with fingertip control. The job-to-length feature especially speeds progressive die threadup.
Compact and Flexible	Entire feed takes on more space than mechanical roll feed and considerably less than air feeds of similar capacity. Designed for attachment to any side of press or free standing cabinet.
Performance	Speed up to 400+ strokes per minute (SPM) and/or output up to 3000 inches per minute (IPM). Feed velocity is up to 600 feet per minute (FPM) with a programmable length control to 999.999 inches. Maximum stock width is 12.125 inches and maximum material thickness is .125 inches.

ServoDial unit includes standard features as high-performance, low inertia servo motor with a proprietary microprocessor control. An optical encoder continuously monitors position of the feed and speed is tracked by an internal tachometer. Unit includes a free standing cabinet and central lubrication system with pump and timer, hardened adjustable edge guides and pre-programmed optimized accel/decel ramp. Both rolls are driven. Adjustable roll pressure is provided. Unit complies with ANSI B11.18 standards, including Pinch point guarding, National Fire Protection Association (NFPA)-79 electrical code, National Electrical Manufacturers Association (NEMA)-12 enclosure, 110 volt operator controls, and fused disconnect switch.

Feed to Sensor	This interface allows for constant registration of stock in precise relationship to some registration mark, such as a prepunched hole, notch, or printed or decaled symbol or graphic.
Up-Curl Device	This device provides pre-press upcurl of material substrate to reduce the possibility of feed failure within the progressive die. Up-curl is required to ensure quality blanks and consistent blanking production.
Sensor Locating Tunnel	The tunnel accurately locates the feed sensor in relation to the material substrate registration mark. It also controls material backlash or substrate die arc. Adjusted to location, the sensor is secured into place to ensure consistent feed registration.

ATTACHMENT 2

STATE OF OHIO GALVANIZED STEEL (G-90) SUBSTRATE SPECIFICATION

I. SCOPE This specification covers coated strip steel for the manufacture of license plates as stated herein. These license plates shall be made of steel, which shall be produced, for a multi-year (minimum of five years) function as per the specification provided herein. The basic steel, before hot and cold rolling, shall be made in the United States of America.

II. GENERAL REQUIREMENTS

A. Condition of Steel: The steel strip shall be continuous, in coils, free of welds and laps, edge damage, or other imperfections which could mar a uniform appearance. The steel shall be free of dirt and loose coatings or other contaminants upon receipt at the OPI manufacturing facility.

B. Properties of Steel: This coated license plate steel shall have properties which allow it to be embossed to a height of 3/32” inch in steel license plate dies without warping or breaking of the metal, or peeling or flaking of the license plate coating from the base metal.

C. Subsequent Testing: During the life of this Contract, the State, at its option, and at the vendor's expense, may make tests, at random, in accordance with ASTM standards, to check the vendor's compliance and conformity with this specification. The costs of said test shall be paid by the successful vendor in the event his product does not conform to the specification.

III. SPECIFICATION OF THE STRIP

A. Material: Shall be galvanized steel strip, drawing quality, special kilned, (DQSK) as originally defined in ASTM A568/A568M-11a, under “Effect of Aging of Cold-Rolled Steel Sheet on Drawing and Forming”

B. Coating: Zinc coated, galvanized by the hot dipped process, with minimized spangle (smooth finish) and mill chromated or phosphatized. The galvanized steel shall conform to ASTM A653, "Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process," approved November 1, 2010 (ASTM A653/A653M-10); or approved June 1, 2007 (ASTM A653/A653M-07); or approved [May 1, 2004] (ASTM A653/A653M-04); or approved December 10, 1998 (ASTM A653/A653M-98a), and shall have a G-90 coating designation to retard corrosion and requiring no phosphate coating.

C. Special Requirements:

1. Hardness; Shall be a minimum of 37 and a maximum of 52 on the Rockwell B scale.

2. Yield Strength (psi): 40,000 psi maximum.

3. Olsen Physical Test; Shall be a minimum of 345 Olsen

4. Stretcher Strains: None

5. Oil: The galvanized strip shall be dry, no oil.

6. Edge: Number 3

D. Dimensions:

1. Steel strip with galvanize

a. Thickness: 0.019"

b. Width (regular sized plates): 12.125"

c. Width (small sized plates): 7.125"

2. Tolerance:

a. Thickness - steel strip plus galvanize: +/- 0.003"

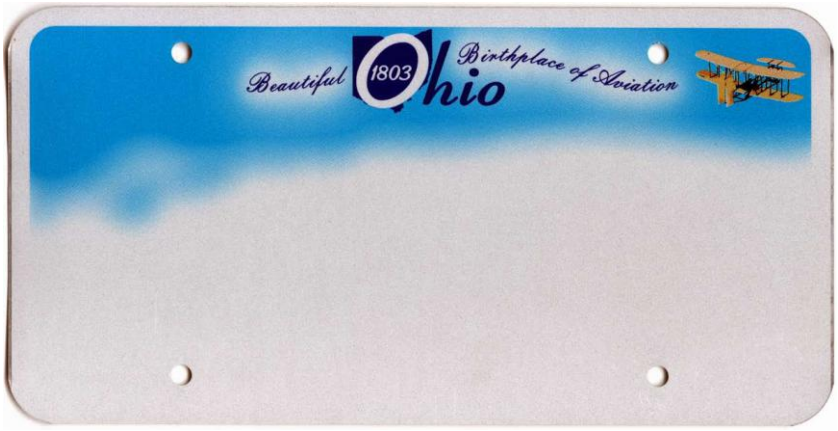
b. Width - both sized plates: +/- 0.010"

ATTACHMENT 3

BEAUTIFUL OHIO LANDSCAPE SHEETING (BOL) LARGE (12”W X 6”L)

ATTACHMENT 4

BEAUTIFUL OHIO BLUE SKY SHEETING (BOC) LARGE (12” W X 6” L)



ATTACHMENT 5

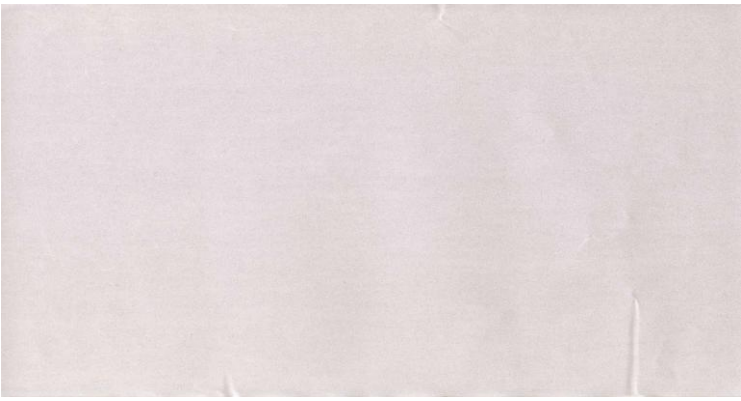
BEAUTIFUL OHIO LANDSCAPE SHEETING (BOM) SMALL (7" W X 4" L)

ATTACHMENT 6

BEAUTIFUL OHIO BLUE SKY SHEETING (BOD), SMALL (7” W X 4” L)

ATTACHMENT 7

PLAIN WHITE SHEETING ,LARGE (12” W X 6” L)



ATTACHMENT 8

DOMESTIC TESTING LABORATORY

The State does not certify that this lab is currently independent.

INTERTEK TESTING SERVICES
ETL TESTING LABORATORIES
3933 U.S. Route 11
P.O. Box 2040
Cortland, New York 13045-0950
Tel: (607) 753-6711
Fax: (607) 756-9891

ATTACHMENT 9

DISPENSING OF RETROREFLECTIVE SHEETING

1

ATTACHMENT 10

CONTRACTOR TRAINING/PRODUCTION CERTIFICATION

The Contractor will complete this letter once the Contract is awarded, staff are trained and production begins.

Ohio Penal Industries
Lebanon Correctional Institution
3791 State Route 63
Lebanon, Ohio 45036

To Ohio Penal Industries:

I hereby certify all of the following are true and correct to the best of my knowledge:

1. I am an authorized representative of _____ (name of Contractor), Contracted by the state of Ohio to supply license plate retroreflective sheeting to the OPI Tag Shop, Lebanon, Ohio.

2. The staff of the OPI Tag Shop were trained in the application of the offerors retroreflective sheeting.

3. I observed the initial production of license plates produced with the retroreflective sheeting provided under Contract No. OT901412, and I certify that these plates were produced in accordance with the manufacturer's technical requirements and specifications.

Witnessed by:
_____

_____

Signature: _____

Printed Name: _____

Official Title: _____

Offeror's Name: _____

Date:. _____

ATTACHMENT 11

OAC 4501-27-01 LICENSE PLATE SPECIFICATIONS

(A) This chapter contains the specifications for the manufacture of license plates for the State of Ohio.

(B) The license plate shall consist of a substrate of galvanized steel, with an application of white or white blended with another color retroreflective multi-year sheeting, which shall constitute the background color of the license plate. The color of the lettering and numbers and the design of the plate shall be designated by the director of public safety. The finished license plate shall contain any logo, inscription, or design feature prescribed by law and may contain any logo, inscription, or other design feature as designated by the director.

(C) The galvanized steel substrate shall have satisfactory strength while retaining flatness after embossing. It shall not crack or break when embossed with standard embossing dies used to manufacture license plates. The galvanized steel shall conform to ASTM specification A653-98..10, with a G-90 coating designation to retard corrosion and requiring no phosphate coating. The thickness of the galvanized steel shall be nineteen one-thousandths inch plus or minus three one-thousandths inch continuous galvanized, zinc chromated. The supplier of the steel shall warrant the substrate of the license plate for a minimum of four years. At the director's discretion, the director may require the manufacturer to provide a certification from an independent testing facility stating that the galvanized steel meets the standards as specified in this rule. ASTM standards are available from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, Pennsylvania 19428, (610) 832-9500, web site: **http://www.astm.org**.

(D) The retroreflective sheeting shall have sufficient adherence to the substrate to remain firmly attached during the license plate manufacturing process and for a minimum service life of four years. The supplier of the sheeting shall warrant the sheeting for a minimum of four years. At the director's discretion, the director may require the manufacturer to provide a certification from an independent testing facility stating that the sheeting meets the standards as specified in this rule.

(E) The photometric retroreflective performance values of the white sheeting, when new, shall be no less than fifty as described below:

Observation Angle	Incident Angle	Incident Angle
0.2°	-4°	+30°
	50 (Minimum)	20 (Minimum)

(Photometric retroreflective performance values are expressed as minimum candlepower/foot-candle/square foot of white retroreflective license plate sheeting. If the background color consists of white blended with another color these performance values apply only to the unblended white portion of the plate.)

Measurements shall be computed in accordance with standard photometric procedure as specified in Federal Specification LS-300-C, as incorporated in ASTM D4956-95 and E-810, and shall be expressed as candlepower/foot-candle/square foot. The white retroreflective sheeting shall retain a minimum photometric retroreflective performance value of at least twenty-five candlepower/foot-candle/square foot rating at the end of four years under normal use and conditions on a passenger vehicle. In no case shall the minimum test using clean rear license plates be less than twenty-five candlepower/foot-candle/square foot.

(F) Except as otherwise provided in this rule, the dimensions of the license plate shall be twelve inches in width and six inches in height. The plate shall have bolt holes blanked with center-to-center spacing of seven inches, centered horizontally, and four and three-quarters inches, centered vertically.

(G) The dimensions of license plates for motorcycles, motorized bicycles, and any all-purpose vehicles required by statute to display a license plate shall be seven inches in width and four inches in height. The plate shall have bolt holes blanked with center-to-center spacing of five and three-fourths inches, centered horizontally, and two and three-fourths inches, centered vertically.

(H) The registrar of motor vehicles shall prepare and submit to the director for the director's approval detailed specifications for the materials and processes to be used in the manufacture of license plates. The specifications shall conform to all statutory provisions and this rule and shall include:

ATTACHMENT 11 (continued)

OAC 4501-27-01 LICENSE PLATE SPECIFICATIONS

(1) The specific properties of the substrate, the reflective material, the ink or paint for the numerals and letters, and any other materials or processes necessary for the manufacture and distribution of each class of plates;

(2) The dimensions and the stroke-width of the numerals and letters for each class of plates;

(3) The service life of each class of plates;

(4) The series numbers for each class of plates; and

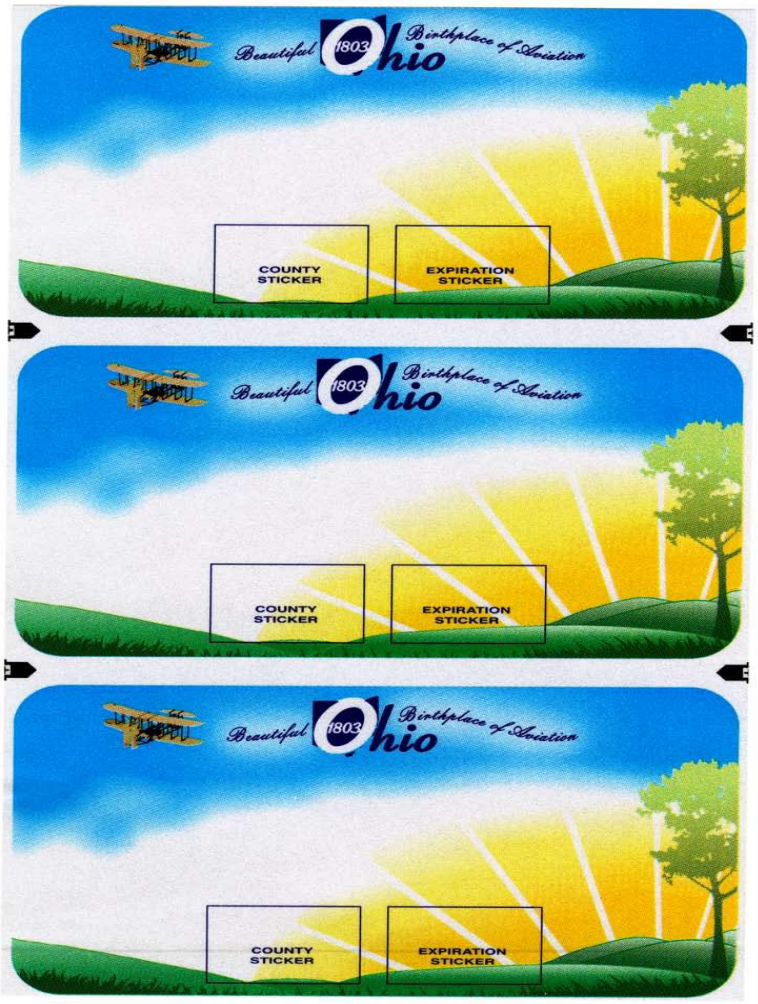
(5) Any other specifications necessary for the manufacture, packaging, storage, and distribution of the plates.

(I) If it is technologically practical to do so, the license plate may contain graphic symbols showing the date of expiration and the county of registration name or number in lieu of a validation sticker or county identification sticker.

(J) The registrar with instructions to order the manufacture of license plates in such quantities as the director shall review the specifications submitted by the registrar and shall approve or modify them or return them to the registrar with instructions to revise and resubmit them. Specifications modified or approved by the director shall be returned to registrar determines are necessary to meet motor vehicle registration requirements.

History: Eff 7-1-76; 2-13-81; 10-16-82; 2-9-87; 2-12-93; 6-13-96; 7-16-01; 1-15-04, 10-22-11

ATTACHMENT 12
(LICENSE PLATE SHEETING REGISTRY MARKS - SMALL (7" W X 4"L) MOTORCYCLE- EMBOSSED SHEETING")



ATTACHMENT 13
(LICENSE PLATE SHEETING REGISTRY MARKS - LARGE (12" W X 6" L) REGULAR- EMBOSSED SHEETING)

ATTACHMENT 14

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION

STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEERS

Definition

Non-Employee – Anyone who enters a DRC facility (institution, APA Office, etc.) or representing the Department in other offical capacities who is either: contracted for their professional services, paid for uncontracted services rendered to the institution, or serves as a volunteer (e.g., intern, community group member, etc) and is not an employee of the Ohio Department of Rehabilitation and Correction.

Purpose

The purpose of this document is to provide guidance to non-employees entering the facilities of the Ohio Department of Rehabilitation and Correction as volunteers, contract workers, and vendors.

In view of the nature and purpose of the various facilities of the Ohio Department of Rehabilitation and Correction, it is necessary that all non-staff who enter the facilities understand the rules and security needs. Persons entering a correctional facility have certain obligations under law to insure that the safe and secure operation of the facility is not jeopardized.

Responsibilities

The APA regional, appropriate Section Manager, or Warden of each facility/region has the responsibility to insure that all contractors, volunteers, and vendors understand the guidelines necessary for their safe entrance and operation while in a correctional setting. Staff will be assigned by the APA regional, appropriate Section Manager, or Warden to insure that all such persons are properly trained and supervised.

Volunteers, vendors, contract workers, and other non-employees must realize their responsibility to follow the rules of conduct, ethics, policies, and law relating to their assignments.

The APA regional, appropriate Section Manager, or Warden/designee will approve entrance and training of all such non-employees. The APA regional, appropriate Section Manager, or Warden/designee has the authority to terminate entrance authorization for any such person who has demonstrated an inability to follow the approved guidelines. In addition, violations may result in termination of contracts/services and/or prosecution.

Personal Conduct

It is essential to the orderly operation of a correctional system that all persons conduct themselves in a professional manner. Below are several types of behavior that cannot be tolerated within a Correctional environment. (This is not intended to be an all-inclusive list).

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

1. The use, possession, conveyance, or unauthorized distribution of illegal drugs, narcotics, or controlled substances is strictly prohibited at any time. Use of alcoholic beverages while on duty or being under the influence of alcohol or drugs while on duty are prohibited.

2. No person shall, without authorization from the APA regional, appropriate Section Manager, or Warden, allow themselves to show partiality toward , or become emotionally, physically, or financially involved with inmates, parolees, probationers, transitional controls or their families, or establish a pattern of social fraternization with same.

   A. No persons shall offer or give to an inmate, parolee, probationer, transitional control, or a member of his/her family, or to any person known to be associated with him/her, any article, favor, or service which is not authorized in the performance of the person's duties and which conflicts or appears to conflict with the person's assigned duties. Neither shall a volunteer, contract worker, vendor or other non-employee accept any gift, personal service, or favor from an inmate, parolee, probationer, or transitional control, or his/her family, or person known to be associated with him/her which is not authorized in the performance of the person's duties and which conflicts, or appears to conflict, with the person's duties.

   B. The volunteer, contract worker, vendor or non-paid staff shall not visit an inmate, parolee, probationer, or transitional control while such an individual is under the custody and control of the Department unless such a visit is given prior authorization during the contract service period by the volunteer's, contract person's and other non-employee's DRC contact person and Managing Officer of the respective facility or the visit is part of the job duties.

   C. Volunteers, contractors, vendors, or other non-employees who become involved in any set of circumstances as described above, have an affirmative responsibility of notifying their contact person at the correctional institution who will be responsible for notifying the APA regional, appropriate Section Manager, or Warden.

3. No such person shall, without the express authorization of the APA regional, appropriate Section Manager, or Warden, show favoritism or give preferential treatment to an individual under supervision of the Ohio Department of Rehabilitation and Correction to include, but not limited to offering, receiving, or giving of a favor or anything of value.

4. Brutality, physical violence, or intimidation of inmates, and/or their families, but such persons will not be permitted, nor will force be used beyond that necessary to protect any person from physical harm.

5. The use of obscene, threatening, or abusive language by vendors, contractors, volunteers, and other non-employees toward inmates or others will not be tolerated.

Attendance

Due to staffing and security concerns and the nature of services being performed by volunteers, contractors, and other non-employees, it is essential that these people work out a mutually acceptable work schedule with their DRC contact person. Failure to perform services consistent with the mutually agreed upon schedule may be considered failure to fulfill the requirements of the contract/service.

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

Responsiveness

1. Inattentiveness to job responsibilities and procedures in a correctional environment can result in escapes, assaults, and other incidents. Therefore, volunteers, contract workers, vendors, and other non-employees must remain fully alert and attentive during the time they are on institution, DRC or APA property.

2. Such persons are to obey the directions of their assigned Staff Supervisor at all times. Following the instruction of the staff in charge is imperative in order to insure the security of the institution or APA Office. On occasion, the instructions of the staff member may be different from the instructions of the contractor's, vendor's, volunteer's, or other non-employee's civilian supervisor. However, they must be carried out as instructed. In the event of such a discrepancy, the staff member's instructions should be adhered to first, and then the civilian supervisor should be contacted.

Confidentiality

1. Some volunteers, contract workers, vendors, or non-paid staff of the Department Of Rehabilitation and Correction may have access to official information, ranging from personal data concerning staff and inmates to information involving security. Because of the various degrees of sensitivity afforded to this information, official information may be disclosed or released only as required in the performance of any volunteer's, contract worker's, vendor's, or non-paid staff's duties upon specific authorization from someone with the delegated authority to release official information. The Director or his designee in the Central Office, the APA Regional or designee, appropriate Section Manager or designee, and the Managing Officers of the institutions are the only persons authorized to release official information.

2. The above shall not be construed as a reason to deny authorized persons access to official records and files. The Department of Rehabilitation and Correction has an obligation to supply official information in response to requests from organizations or individuals upon determining that such individuals are properly identified and acting in an official capacity. To ensure the proper use of official information the following rules of conduct are established:

   A. Volunteers, contract workers, vendors, or non-paid staff will verify the identification and authority of individuals requesting access to information prior to giving or discussing records, personnel files, or other official information.

   B. Authorized persons will not be denied access to official information.

   C. Volunteers, contract workers, vendors, or non-paid staff will not use, or release for use, official information for private purposes unless this information is avail able to the general public.

   D. Volunteers, contract workers, vendors, or non-paid staff will not remove from files, or make copies of records or documents except in accordance with established procedures or upon proper authorization.

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

E. No volunteers, contract workers, vendors, or non-paid staff will make statements or release official information that could beach the security of the institution/APA district Office or unduly endanger any person.

F. Former volunteers, contract workers, vendors, or non-paid staff will be granted access only to information available to other members of the general public, and will have no greater standing than members of the public, irrespective of their past contractual relationship and/or any associations developed in the course of such relationships.

Illegal Activity

The very nature and purpose of the Department's existence demand that it closely monitors any alleged illegal activity by its employees and non-employees. Should any volunteers, contract workers, vendors, or non-paid staff be arrested for, charged with or convicted of any felony or degree misdemeanor (except for a minor misdemeanor), or is required to be a plaintiff in any court in a criminal matter, that person shall immediately inform his/her DRC contact person. Such information shall be evaluated and may be reason to terminate the contract/service immediately.

Conveying or Trafficking in Contraband

The introduction of contraband into or upon the grounds of any institution/Regional Office, or taking or attempting to take contraband there from, or otherwise trafficking in contraband without the knowledge and consent of the Managing Officer of such institution/Regional Office is prohibited. Contraband is defined as "any" article which is intended for the unauthorized use or possession of any inmate or which is prohibited by law or Department Policy from being carried onto the grounds of an institution or detention facility or APA Office. Examples of contraband, which could be intended for an inmate's/offender's unauthorized possession or use, include letters, stamps, tools, paper, food, messages, and money. Examples of contraband, which are prohibited by law (ORC Section 2921.36), include firearms, knives, explosives, ammunition, drugs, and alcoholic beverages.

Investigations

Every volunteer, contract worker, vendor, or non-paid staff is required to immediately report to the Managing Officer, or his designee, any violation or attempted violation of any law or regulation, and any act or omission by any person which has resulted in a breach of institution security, or jeopardizes the safety of others.

Allegations of misconduct will be investigated by the Appointing Authority or his designee (could be immediate supervisor or anyone else in the chain of command). Where appropriate, investigations will be coordinated and conducted by the Department Chief Inspector and/or other appropriate agency. The Ohio State Highway Patrol is responsible for investigating violations of Ohio laws occurring on institution property.

During the course of an official investigation, contractors, volunteers, vendors, and non-paid staff are to cooperate fully by providing all pertinent information that they may have. Failure by any contractor, volunteer, vendor, or non-paid staff to answer any inquiry fully and to the best of his/her knowledge may be grounds to terminate the contract.

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

Government Property

1. All government property, including automobiles, identification badges, supplies, equipment, telephones, and facilities are to be used for official purposes only. Loss, misplacement, theft, damage, or destruction of government property issued to and used by volunteers, contractors, vendors, and non-paid staff must be reported to his/her DRC contact person immediately.

2. Department of Rehabilitation and Correction credentials, identification cards, or badges shall not be used to coerce, intimidate, or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

Chain of Command

Every contractor, vendor, volunteer, or other non-paid employee will be assigned a Staff Supervisor who will be responsible for informing each person of the rules, policies, and regulations relevant to their work at the institution. In their absence, the contact person shall be the Shift Supervisor, generally know as the Shift Captain or Acting Shift Captain. In cases of emergency, this person will always be available to respond to questions or needs.

Standards of Conduct

Violation of the Standards of Conduct may result in termination of authorization to enter the grounds of the facility, referral to the Ohio State Highway Patrol for criminal investigation, referral to the Warden for investigation, and/or termination of an existing contract with the institution. The following acts are prohibited and considered violations of conduct:

1. Visiting an inmate/offender unless you are a verified immediate family member and/or have been approved by the Warden of the institution per DRC Policy 71-SOC-01 and DRC Policy 76-VIS-01.

2. Deliberate destruction, damage, and/or theft of state property, inmate property, property of visitors, or property of an employee, including state vehicles.

3. Failure to carry out directions of a Staff Supervisor or written directives supplied to you.

4. Commission of a felony or misdemeanor.

5. Interfering with the orderly operation of the institution.

6. Willfully making false, abusive, or obscene statements towards employees, inmates/offenders, or the general public is prohibited.

7. Any acts of discrimination or harassment on the basis of sex, race, color, age, religion, national origin, disability or sexual orientation.

8. Theft.

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

9. Misusing official position for personal gain, including soliciting bribes, in the course of carrying out your assigned duties at the institution or APA District Office.

10. Failure to report accidents or unsafe work conditions.

11. Threatening, intimidating, or coercing another for personal gain or satisfaction.

12. Fighting with a fellow worker, employee, visitor, or inmate/offender.

13. Interfering or failing to permit an official search, including searches of your person and of your personal property, or failing to cooperate with any official inquiry or investigation.

14. Distribution, possession, misuse, conveyance, or display of weapons, explosives, money, or other contraband.

15. Loss of control of any instrument that could result in a breach of security and/or jeopardize the safety of others, e.g., to include but not limited to, Class A tools, keys, communication devices, identification badges, etc.

16. Possession or consumption of alcoholic beverages or illegal drugs while on institution/ APA grounds.

17. Reporting to the institution under the influence of intoxicants, alcohol, or illegal drugs.

18. The posting or removal of any matter on a bulletin board without permission.

19. Other actions that could harm or potentially harm others.

20. Use of excessive force or physical abuse towards an inmate/offender.

21. Threatening or intimidating an inmate/offender.

22. Giving preferential treatment to an inmate, the offering, receiving, or giving of a favor or anything of value to an inmate without expressed authorization from DRC.

23. Engaging in unauthorized personal relationships with inmates or their families, including correspondence or phone communications with inmates and their families.

Entry Procedures

Generally, the first time you arrive at the institution or APA Diistrict Office, you will be met by a person assigned as your Staff Supervisor. It is the responsibility of this person to ensure that you are aware of the rules and regulations governing your activities in the institution. A designated administrative staff member must authorize your entrance into the facility. You will note that any person entering is subject to search at any time. This search may include a metal detector search, a frisk search, or a strip search. Failure to comply with any authorized search will result in your being ordered from the institution and possible denial of future entry.

ATTACHMENT 14 (continued)

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
STANDARDS OF CONDUCT FOR CONTRACTORS/VOLUNTEER

In all cases, you must show identification to verify that you are the person who has been authorized to enter. Generally, a driver's license or state picture identification is appropriate for this identification process. You will be issued either a temporary badge or a temporary picture identification badge. In any case, these must be turned in at the conclusion of your activities as you leave the facility each day. Such identifications are government property and may only be used at the institution/APA District Office for identification purposes. They must be worn at all times. Do not leave them unattended.

It is standard practice that you will be signed in when you arrive and signed out when you leave. Therefore, it is important that you always leave from the same area from which you entered. As an APA Office or Correctional Institution is a professional law enforcement organization, the institution/APA District Office will have standards of attire. Generally, men should wear a shirt and slacks. Women may wear a dress or pants, and a blouse or sweater. Shoes are required. Sandals, jeans, shorts, short skirts, see-through blouses, men's sleeveless shirts, and clothing with vulgar symbols or statements are examples of items of clothing not permitted.

In some cases, you may be contracted to do maintenance or construction work. In those cases, normal work clothing will be permitted.

You should only bring with you those items that you will need during your activity in the institution/APA District Office. Large sums of money, pocket knives, etc., are discouraged. You will be asked to store the items either in your car or available lockers in the entrance area. If you require medication, take only that amount that is necessary for the day. You must sign the medication log if you require a dosage during your stay at the time you enter. This log will identify your medication and the amounts. The institution cannot be responsible for loss of your property. If you are a tradesman and require tools, all tools must be inventoried and a copy supplied to the Major. The Major may wish to review institution tool control policy and discuss security of your equipment. A written authorization for all tools from the Deputy Warden of Operations or Major will be required before you are authorized to enter the institution.

Your activity may or may not require contact with inmates/offenders. In any case, you should not develop any relationship with inmates outside of your activity. Do not mail letters or make telephone calls to them or for them. If you receive mail or telephone calls from inmates or their families, you should report this to your Staff Supervisor or the Deputy Warden, or APA Administrative Assistant. Never disclose personal information about yourself. Never give an inmate your address, telephone number, or any personal information about your family or friends. There is no instance where sharing such information will serve a useful purpose.

If at any time you have questions, do not hesitate to contact your Staff Supervisor,APA Administrative Assistant, the Shift Captain, or the Deputy Warden of Operations.

I have read and understand the Standards of Conduct for Volunteers, Contract Workers, and Other Non-Employees, including the rules and guidelines listed above. I understand that entering a correctional institution or APA District Office carries responsibilities necessary to ensure safety and security to the facility and will abide by all rules and guidelines contained herein.

Signature:	Date:
Staff Witness:	Classification:

CONTRACTOR INDEX

CONTRACTOR, TERMS:

BID CONTRACT NO: 0T901412 (12/31/14)

Orders to:
99458
3M Company
3M Center, Bldg. 235-3A-09
St. Paul, MN 55144-1000

TERMS: 2%, 10 Days, Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT
Richard J. LaClair tvs@mmm.com

Toll Free: (800) 553-1380 #3
Telephone: (651) 575-5521
Fax: (800) 591-9293

CONTRACTOR'S CUSTOMER SERVICE SUPERVISOR
Daniel F. Moran tvs@mmm.com

Telephone: (800) 553-1380 #3

CONTRACTOR'S TECH CONTACT
Jose Gonzalez-Ibarra jlgonzalez-ibarra@mmm.com

Telephone: (800) 553-1380 #4
Fax: (651) 736-7495
Cell: (651) 592-4049

CONTRACTOR'S EXECUTIVE CONTACT
Daniel J. McGurran

Telephone: (651) 736-3238
Fax: (651) 733-5012

Remit to:
3M Company
PO BOX 371227
Pittsburgh, PA 15250-7227