

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

**REQUIREMENTS CONTRACT: LICENSE PLATE STICKER SYSTEM**

CONTRACT No.: OT902908

EFFECTIVE DATES: 10/12/07 to 12/31/09  
Renewal through 12/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902908 that opened on 07/25/07. 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 C/O OHIO PENAL INDUSTRIES, LEBANON CORRECTIONAL INSTITUTION, 3791 STATE ROUTE 63, LEBANON, OHIO 45036, 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:

Harry Graham, CPPB  
harry.graham@das.state.oh.us

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



<http://www.ohio.gov/procure>

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Hugh Quill, Director

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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.

NOTE: The ODRC Standards of Conduct for Contractors / Volunteers form (Attachment 12, page 30 – 36) should be submitted with the bid response. If not included as part of their bid response, the bidder will be required to provide the ODRC Standards of Conduct for Contractors / Volunteers form within ten (10) calendar days after request / notification by the Office of Procurement Service to do so. Failure to provide the ODRC Standards of Conduct for Contractors / Volunteers form within the stated time period may result in the bidder being deemed not responsive.

INSTALLATION REQUIREMENTS: The system must be installed and fully operational at Lebanon Correctional Institution (LeCI) within sixty (60) days after receipt of contract and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. Once the installation at LeCI is declared fully operational by the Contractor in writing, Final System Acceptance will begin. Final System Acceptance will be a production monitoring period where the Contractor must successfully demonstrate all requirements of this ITB for thirty (30) consecutive calendar days while operating in full production mode.

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. All items on bid to be made available for delivery to the following location:

ODPS C/O Ohio Penal Industries (OPI)  
Lebanon Correctional Institution (LeCI)  
3791 State Route 63  
Lebanon, OH 45036

Contact Person: Mr. Rick Imler, (513) 932-1211, Ext. 2345/2346.

Delivery Times: 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.

In the event that a problem cannot be resolved with the institution contact person, contact the Mr. Jeff Shadburn, Chief, ODPS Inventory Management Office, 1970 W. Broad Street, Road, Columbus, OH 43223, (614) 466-2890.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

BILLING ADDRESS:

Ohio Department of Public Safety  
Attn: Fiscal Services  
P.O. Box 16520  
Columbus, OH 43216-6520

NOTICE TO BIDDERS: Security considerations at correctional institution(s) could create abnormal delays or rejection of shipment(s). This would be due to 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.

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 (i.e. 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(s) 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.

PRODUCT DEMONSTRATION: As applicable to the evaluation process, the State may require a product demonstration. The demonstration, if required, will be conducted at the Ohio Department of Public Safety, 1970 West Broad Street, Columbus, Ohio 43223.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the per sticker cost by the estimated usage, to determine the lowest responsive and responsible bidder. The bidder should bid all sticker types contained herein, failure to bid all items may deem the bidder non responsive. The bidder shall include all related costs in their cost per sticker. This includes any hardware, software, programming, line start-up costs, printer ribbons, and any other costs required in the production, operation, and maintenance of the vendor provided equipment. The State of Ohio is not responsible for any costs borne by the contractor not listed herein.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder.

USAGE REPORTS: Every three (3) 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 Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Jennifer Dammeyer.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration 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 his 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".

\*MANDATORY EXPERIENCE AND QUALIFICATIONS: This bidder must meet the following mandatory requirements:

1. The Bidder must have a minimum of (1) year experience providing or using the offered sticker material in producing stickers for use on license plates or other similar applications where the sticker is applied to coated or similar surfaces, and exposed to all types of weather conditions. The current license plates are hot dipped zinc coated galvanized steel with coated retro-reflective sheeting material.
2. The Bidder must have a minimum of (1) year experience providing a system to produce thermal printed stickers for use on license plates or other similar applications where the sticker is applied to coated or similar surfaces, and exposed to all types of weather conditions. The current license plates are hot dipped zinc coated galvanized steel with coated retro-reflective sheeting material. The thermal printing system must be in operation for at least one continuous year.
3. The Bidder must have a minimum of one (1) year experience providing a turnkey like system where the Bidder retained equipment ownership, responsibilities, provides consumable supplies, and was paid based on purchased sticker material for a minimum of one year.

CONTRACTOR REFERENCES: The bidder must provide the name, address, contact, and telephone number, of three government entities for whom they previously have provided the mandatory experience. Each reference must be willing to discuss the contractor's performance with DAS/ODPS (see Attachment 2, Page 20).

\* Bid Addendum 1, change in Mandatory Experience and Qualifications requirements.

SPECIAL CONTRACT TERMS AND CONDITIONS (cont.)

**BACKGROUND CHECKS:** A complete and thorough background check, at ODPS expense, will be performed on all persons employed by the contractor for this contract. An extensive investigation will be conducted by the Ohio Highway Patrol prior to assignment of contractor staff to the contract locations. If not included as part of their bid response, the bidder will be required to provide the Background Information Form within ten (10) calendar days after notification. Failure to provide the Background Information Form within the stated time period will result in the bidder being deemed not responsive (see Attachment 3, Page 21).

1. Criteria for personnel record checks: Background checks will be performed to determine if current or potential employees of the contractor have any type of convictions in the following areas:
  - a) Any record of violence, domestic or otherwise;
  - b) Drug-related convictions;
  - c) Theft.
2. Those contractor employees or potential contractor employees with felony convictions or other criminal records, unless specifically approved by ODPS, will not be permitted to be employed at the contract locations.

**Bid Automobile Liability Checklist:**

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

**DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q:**

List names of subcontractors who will be performing work under the Contract.

NONE	_____
_____	_____
_____	_____

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

### I. Scope of Work:

The Contractor must provide a thermal transfer sticker system, which will include stickers, hardware, software, and programming for integration into current Ohio Department of Public Safety (ODPS) systems. The Contractor shall provide the sticker materials and deliver them to the issuing locations prepared for printing without any modification. The printed stickers needed must be affixed to the sticker backing, so that the ODPS registration form can be attached without puncturing the sticker. The installation and configuration of the hardware, as required by ODPS, must be accomplished without disruption of the manufacturing location. The software shall be compatible with the existing ODPS systems. The Contractor must maintain the furnished equipment and software that will be used for the sticker system. Additionally, the Contractor will provide training, supplies, and services required for the proposed system.

- A. The Contractor is required to provide a completely functioning system for printing vehicle stickers for distribution.
- B. The Contractor is required to provide the stickers, and the stickers must be compatible with the thermal transfer printing process.
- C. The system must print fixed and variable information as specified in this ITB.
- D. The Contractor must install sufficient equipment to meet the printing demands identified in this ITB at LeCl.
- E. The estimated number of stickers used annually is 5,000,000. The thermal printing system must be able to handle peak requirements of 8,000,000 stickers annually.
- F. The Contractor shall provide training so that personnel printing the stickers are sufficiently trained to print all required information on stickers, and to maintain the equipment.
- G. Any contract award under this ITB is intended to work in conjunction with, not replace or materially affect the current Contract Number: CSP901706 Index Number: DPS024 for Print-on-Demand (POD) Stickers.

### II. Sticker Requirements:

- A. Sticker Material Description:
  - 1. The completed stickers shall meet the following requirements of sections the Ohio Administrative Code:
    - a. 4501-27-07, Specifications for validation stickers (Attachment 5);
    - b. 4501-27-08, Specifications for all-purpose vehicle (APV) decal (Attachment 6); and
    - c. 4501-27-10, Specifications for county stickers (Attachment 7).
  - 2. The sticker material must be weather resistant, reflective sheeting having a smooth, flat outer surface consisting of lens elements enclosed within transparent plastic. The Contractor is responsible for both sticker durability and print durability. The retroreflective sheeting for the county code, weight class, all-purpose vehicle, and validation expiration stickers, must be robust with respect to the solvents discussed later in this document.
  - 3. The pressure sensitive adhesive on the back of the sticker must be protected with a backing sheet, which may be of paper. The sticker must be capable of being removed intact at the time of use by peeling away the adhesive back without the use of water or solvents. The backing sheet for the sticker must extend far enough away from the sticker material that a clerk/operator can easily staple the completed sticker to a registration form without damaging the sticker material.

SPECIFICATIONS (cont.)

B. Sticker Durability:

1. The sticker durability requirements of this section pertain to use of the sticker with any manufacturer's license plate sheeting and sticker materials which meet the specifications of the state of Ohio.
2. The sticker, when removed from the backing material, must not crack or be easily damaged. The sticker must not become brittle, flaky, discolored, or acquire a powdery surface for a period of at least five years and must permit stacking of at least five stickers.
3. The stickers, under normal service use, must adhere to the surface of the license plate and, when stacked up to five stickers high, must adhere to the sticker to which it is applied for a minimum of five years and must not be removable intact.
4. The stickers applied in accordance with instructions must not blister, lift, or delaminate when subjected to gasoline, kerosene, diesel oils, water, steam, and cleaning detergents normally encountered in cleaning and washing service, nor will stickers fade, disintegrate, or come off from extended exposure to the weather within a period of five years.
5. During the five years possible service life of the sticker, the laminate or coating must meet the following requirements:
  - a. The color thermal image must remain stable and survive intact under conditions of strenuous wear and tear;
  - b. The thermal image must not significantly deteriorate or discolor;
  - c. The sticker must not break or crack.

C. Print Durability:

The sticker information, when exposed to the solvents identified above and listed below, must remain legible for a minimum of one (1) year of service life.

D. Validation Sticker Certification:

1. \*The Bids should include testing data from an independent certified lab demonstrating the print and materials durability meet the requirements identified in this ITB. If said testing data is not submitted with bid submittal, bidder shall supply said testing data within twenty (20) calendar days after request/notification by the Office of Procurement Services to do so. Failure to provide the testing data within the stated time period may result in the bidder being deemed not responsive.
2. The Contractor must warrant that the retroreflective material for the stickers and adhesion of the stickers has the durability to last five (5) years with the printed sticker information having a one (1) year service life with solvent exposure. The warranty must be the sole responsibility of the Contractor and may be met and provided through a subcontractor.

\*Bid Addendum 1, change in specifications for testing data.

SPECIFICATIONS (cont.)

D. Validation Sticker Certification: (cont.)

3. The ODPS, Bureau of Motor Vehicles (BMV) realizes there are some solvents available in the marketplace that remove the printing and affect the adhesion of the validation stickers. However, the contractor must warrant that adhesion will remain durable and last five (5) years, with sticker information (printing) having a one (1) year service life with exposure to the following solvents:
  - a. Thinner 185 (does not apply to white thermal printing only)
  - b. Water
  - c. Windex™
  - d. Ethanol
  - e. Brake Fluid
  - f. Gasoline (does not apply to white thermal printing only)
  - g. Fuel Oil
  - h. Diesel Fuel
  - i. Naptha (abrasive soap)
  - j. Kerosene
4. If any stickers sold to the State under this contract fail to perform according to the specifications of this ITB, the Contractor must compensate the State for its actual losses as outlined below.
5. Any reimbursement to the state of Ohio is based on the cost of the sticker plus the administrative costs (i.e. postage for replacement, distribution labor, handling, etc.) associated with performance failure. The quantity of defective stickers will be determined by the State, and the State will attempt to identify defective stickers by their production lot.
6. A sticker may be determined to be defective if the sheeting material, as defined in the Ohio Administrative Rules 4501-27-07, 4501-27-08, and 4501-27-10 if it:
  - a. Becomes brittle, flaky, discolored, or fails to adhere to substrate and the other layers of sticker;
  - b. Will blister, lift, delaminate, fade, disintegrate, or come off from extended exposure within a period of five years, when subjected to gasoline, kerosene, diesel fuel, water, steam, and cleaning detergents normally encountered in cleaning and washing service; or
  - c. Fades or smears from normal cleaning with the solvents listed above and the printed information can be removed.

SPECIFICATIONS (cont.)

E. Defective Sticker Verification Procedures:

1. The following organizations listed will notify the ODPS/BMV of possible problems with the validation stickers:

- a. Law Enforcement Agencies;
- b. Deputy Registrar Offices;
- c. The Office of the Ohio Governor's Highway Safety Representative; and
- d. Other State Government entities that interface with the motoring public in Ohio.

These organizations will most likely have an awareness of the magnitude of any sticker problems versus the occurrence of an occasional bad sticker or vandalism. When it is brought to the attention of ODPS/BMV that the printing on the sticker is fading, or is on some way unreadable, in a period of less than 60 months after issuance the stickers so identified will be verified by ODPS. In addition, ODPS/BMV will notify the Contractor to correct any problems with remaining sticker material and issued stickers.

The ODPS shall determine whether or not to invoke the warranty requirements identified in this document. The ODPS will attempt to identify sticker materials from the same lot and subject a sampling of those stickers to solvent testing as described below. If the stickers fail the test described below, the ODPS may revert to the compensation stipulation of this document.

2. The testing procedure is as follows:

- a. Toner Adhesion Solvent Testing. The purpose of this test is to determine that an imprint remains and does not smear when:
  - 1) A strip of Scotch<sup>TM</sup> brand cellophane tape Number 600, 3/4 inch wide, applied to a properly cured area, is removed in one quick motion;
  - 2) The printed area is rubbed with bare finger pressure;
  - 3) The printed area is rubbed with a normal pencil/typewriter eraser;
  - 4) The following solvents are applied to the surface and the surface scrubbed (Refer to section 2. "Scrubbing Procedure):
    - a) Thinner 184 (does not apply to white thermal printing only)
    - b) Water
    - c) Windex<sup>TM</sup>
    - d) Ethanol
    - e) Brake Fluid
    - f) Gasoline (does not apply to white thermal printing only)
    - g) Fuel Oil
    - h) Diesel Fuel
    - i) Naptha (abrasive soap)
    - j) Kerosene

SPECIFICATIONS (cont.)

2. The testing procedure is as follows: (cont.)

b. Scrub Procedure

- 1) A wet "Q-tip" or similar type cotton swab (mounted on the end of a stick) has the specific solvent or cleaner applied.
- 2) The tester holds the swab at a 45-degree angle to the test sticker and with approximately 40 grams of pressure and wipes the wet swab back and forth across the printed sticker for 10 cycles. One cycle is one stroke across the sample and back. The tester conducts the same test on a second sample for 25 cycles.

c. Results

- 1) The sticker sample passes the test if the solvent or cleaner does not solvate the print sufficiently to wear through to the substrate, and does not smear or make the print unreadable due to any partially dissolved materials.
- 2) If the sticker sample passes the test, the State will not revert to the compensation stipulation in the warranty terms and conditions, but will work with the Contractor to ascertain the problem.
- 3) Upon request by BMV, the Contractor shall provide materials to the BMV for independent testing. The Contractor shall pay for the cost of testing if the tested material does not meet the print and durability requirements as identified in this document.
- 4) The State reserves the right to conduct durability testing for the other (non-toner adhesion) durability characteristics as deemed necessary by ODPS.

F. Sticker Security Features:

The Bidder shall include a list of available identification of security feature options (i.e., hologram, plate number, watermark, etc.). Separate costs may be identified in the cost summary for individual features. The BMV will select the desired options from those offered by the Contractor. This is not a mandatory requirement and will not be used in the evaluation.

SPECIFICATIONS (cont.)

G. Sticker Color and Printed Information:

1. Currently, the supported background colors include: white (VP5560), green (PMS 335C/VP5565), yellow (PMS 109C/VP5561), orange (PMS 021C/VP5564), blue (PMS 308C/VP5566), brown (PMS 483C), and red (PMS 186C/VP5562). The Bidders shall identify at least six (6) background colors that can be supported by the proposed systems. The printing system shall be able to support the production of stickers in as many as six (6) colors (one color for each of four expiration years, county identity, and weight class) with black or white printing. The majority of the printing will be white printing on red stickers for county identification.
2. The system shall also be capable of negative printing.
3. The fixed and variable information printed on the validation sticker is:
  - a. The registration expiration year code, code numbers one thru twelve (1-12) designating the registration expiration month with a unique designator for power unit vehicles;
  - b. A unique 7 digit number, preceded with the last digit of the expiration year and two digit month for each sticker will serve as the serial number for regular issue stickers;
  - c. The word Ohio must be printed as a part of the sticker template.
  - d. Commercial truck validation stickers will print with what appears as a reverse color horizontal band printed across the middle of the sticker to distinguish commercial truck validation stickers from regular issue stickers.
  - e. Reverse (negative) printing will appear as the sticker background color on black.
4. In addition, no information will be pre-printed on the face of the validation expiration sticker. The sample sticker diagrams are included in Attachment 9.
5. The expiration month and year code digits in the center of the stickers must not be less than one-half (1/2) inch in height and three-thirty seconds (3/32) of an inch stroke/width spacing to facilitate visual inspection of registration expiration by law enforcement personnel.
6. The State may decide to use bar code stickers for reading the sticker alpha-numeric information and update computer data files.
7. The sticker shall be issued in a different primary color for each expiration year as required by Ohio Revised Code (ORC) 4503.191.
8. The fixed and variable information printed on the county identification sticker is:
  - a. A two digit numeral (from 01 through 88, see attachment 4), and the corresponding county name are the county of vehicle registration shall be printed in white on the sticker in production runs of at least several thousand. The county number shall be approximately 5/8 inch in height and be centered on the sticker. The corresponding county name will be located under the county number and be approximately 5/32 inch in height.
  - b. The word Ohio must be printed as a part of the sticker template above the county number in the same size as the county name.

SPECIFICATIONS (cont.)

G. Sticker Color and Printed Information: (cont.)

9. The fixed and variable information printed on the weight class sticker is: (Attachment 13)
  - a. A two digit numeral identifying the weight class of the vehicle printed in white at an approximately 5/8 inch height above and to the right of the sticker's center.
  - b. A white band, approximately 1.4 inch in height is printed on the bottom of the sticker with a negative printing of the weight class designation about 5/32 inch in height and about 3/8 inch from the left edge of the sticker.
  - c. The word Ohio must be printed vertically as a part of the sticker template to the left of the large weight class designation.

III. Printer Performance requirements:

The ODPS thermal transfer printing system must not be down more than four (4) working days from Monday through Friday due to failure of the Contractor's software/equipment. If Contractor's software/equipment results in any more than two (2) down periods exceeding six (6) hours each within a thirty (30) day period, during the ODPS/OPI normal business hours, the equipment must be replaced at no cost to the State, at the discretion of the State.

IV. Electrical Requirements:

The Bidder shall include an identification of all power requirements needed to operate the offered systems. The system, including all associated electrical equipment, must be designed and built in such a manner that a voltage fluctuation with a low of 90 and a high of 130 volts AC must not affect the performance of equipment designed to operate on regular 110 volts/60 AC. All electrical equipment must be equipped with a grounded plug and meet Underwriter Laboratory Standards. All equipment must be designed so that a surge protection unit provided by the Contractor will compensate for voltage fluctuations.

V. Equipment Requirements:

- A. All equipment furnished by the Contractor must be new and not previously used. The repair and exchange of defective and/or broken printers should not be down more than four (4) business days from Monday through Friday due to failure of the Contractor's equipment. If Contractor's printers results in more than two (2) down periods exceeding six (6) hours each within a thirty (30) day period, during the ODPS/OPI normal business hours, the equipment must be replaced at no cost to the State, at the discretion of the State.
- B. The Contractor shall provide thermal transfer printers compatible with their proposed sticker materials that meet the printing legibility and durability requirements. The Bids shall identify hardware interface requirements for proposed equipment.
- C. The sticker printer must be commercially available. Additionally, the sticker printer must:
  1. Include software drivers to operate under Microsoft Windows 2000 and Windows XP.
  2. Print different formats.
  3. Not involve any external die-cutting.
- D. The system must have a counter capability to determine the daily number of stickers successfully completed. This counting capability may be part of provided printers or software.

SPECIFICATIONS (cont.)

V. Equipment Requirements: (cont.)

- E. The printing operation must not result in any damage to the sticker or cause the adhesive to exude. If the sticker adhesive exudes it may result in damage to the forms or stickers during printing, handling and distribution or resulting in adhesive deposits on printer parts, which would increase maintenance.
- F. Sticker output must be one hundred (100) stickers per roll. The backing sheet for the sticker must extend far enough away from the sticker material that a clerk/operator can easily staple the completed sticker to a registration form without damaging the sticker material.
- G. The printing system must be able to handle peak requirements of 8,000,000 stickers annually.

VI. Security Requirements:

The Bidders shall identify any security features included with proposed systems, in addition to sticker security features.

VII. Installation Requirements:

The system must be installed and fully operational at Lebanon Correctional Institution (LeCI) within sixty (60) days after receipt of contract and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. Once the installation at LeCI is declared fully operational by the Contractor in writing, Final System Acceptance will begin. Final System Acceptance will be a production monitoring period where the Contractor must successfully demonstrate all requirements of this ITB for thirty (30) consecutive calendar days while operating in full production mode.

VII. Training:

- A. All training will take place at LeCI. Before the acceptance phase of the system, the Contractor must train ODPS and OPI personnel on equipment software, equipment hardware, maintenance procedures, and replenishment procedures for stickers and consumable supplies. The training schedule(s) will be developed by the Contractor and the ODPS. All cost of this training shall be the responsibility of the contractor. The training courses must be led by qualified and experience personnel. The trainers shall be thoroughly familiar with topics appropriate to this subject. The local sales personnel are not considered appropriate for this task. The Contractor must certify the completion of training, in writing on company letterhead, signed by an authorized Contractor representative. A sample training certification letter is provided in Attachment 10.
- B. The contractor shall at reasonable intervals provide requested refresher course(s) for the ODPS and OPI personnel.
- C. The Contractor must provide ODPS and OPI manuals of the Manufacturer's operating instructions and/or manuals on each component of the system. The Contractor will agree to provide a copy of the operating instructions with each individual piece of equipment. The Contractor will provide ODPS and OPI with all of the operating instructions and manuals with written permission for ODPS and OPI to make additional copies. The copies should be in the PDF format.

VIII. Disposal and Salvage:

The Contractor will be responsible for the transportation and disposal of any waste, including hazardous waste, generated by any production associated with this Bid, as required by Ohio Administrative Code 4501-27-12, Compliance with environmental standards (Attachment 8). The Bidders will identify all hazardous waste generated by their Validation Sticker Production System and handling requirements by ODPS as part of the site survey.

SPECIFICATIONS (cont.)

IX. Maintenance:

- A. Upon implementation of the system, the Contractor must provide technical support and maintenance when requested. Although the Contractor is not responsible under this Contract to fix a problem unrelated to the proposed system, the Contractor must assist in resolving any problems with, or answering any technical questions regarding, the system. The Contractor must also assist in identifying any problems, which would prevent the system from working.
1. A mutually agreeable procedure must be established between the Contractor and an ODPS/OPI representative for reporting technical problems.
  2. The Contractor must provide a toll free telephone number for technical support which the State personnel can use to contact the Contractor for questions and technical problems. Only authorized ODPS staff will place the telephone calls.

B. Routine/Preventative Maintenance:

The Contractor must provide the following:

1. Perform routine/preventative maintenance on the system in accordance with the recommended schedule prescribed by the manufacturer.
2. Agree to provide available software upgrades at no cost to the State.
3. Printer rollers as required to ODPS at no cost to the State.

X. Customer Service Requirements:

The Contractor must provide customer service support on all issues and initiatives as related to the Contract. The State's level of support expectations for the Contract as follows:

- A. The Contractor will designate one primary contact, and two secondary contacts, for the State to handle any business requirements related to the Contract. Additionally, the Contractor will provide an executive level contact to handle unresolved problems. Also, the executive level contact may be used to meet the requirement for a primary or secondary contact. The Contractor will provide the following information for each contact on the Contractor's own letterhead:

Name  
Mailing address  
Toll free number  
Phone number  
Cell phone number  
Email address

- B. The Contractor's contact(s) must be available to address inquiries from 8:00 a.m. to 4:00 p.m., Monday through Friday, Columbus, Ohio time. The State (ODPS) must have any unanswered calls/e-mails addressed within three (3) hours after the calls or e-mails are placed by authorized staff. The technical support must be available Monday through Friday, 8:00 a.m. to 4:00 p.m., Columbus, Ohio time, except State holidays.
- C. The primary contact will be expected to attend meetings as needed in Columbus, Ohio at no charge to the State.

SPECIFICATIONS (cont.)

XI Demonstration and Initial Evaluation Phase:

- A. One or more Bidders may be required to successfully perform a demonstration of the offered printing system. The demonstration shall produce a finished sticker; demonstrate ease of use of the hardware, legible quality printing and time production requirements.

If requested, the demonstration will be conducted at the Ohio Department of Public Safety, 1970 West Broad Street, Columbus, Ohio 43223. The demonstrated Hardware must be identical to the Bidder's proposed Hardware and the demonstration must consist of, but not be limited to, the following:

1. Examination of internal and external features and ease of use of the hardware.
2. Demonstration of producing a finished sticker.
3. Legibility and quality of the finished print on the sticker.
4. Hardware start-up time to be ready to produce a finished validation sticker including establishment of communications sessions and time to shutdown and secure the Hardware.
5. Any other demonstration deemed necessary by the ODPS or OPI.

B. Demonstration Samples:

1. All finished stickers samples produced during the demonstration will become the property of the ODPS/BMV.
2. The Bidder's failure to provide a live demonstration or required samples will result in disqualification. The live demonstration results will be considered in determining the lowest responsive and responsible bidder for Contract award. The Hardware demonstration must be the same hardware that will be used under the contract. Deviations from the demonstrated Hardware may be cause for immediate cancellation of the Contract, with the bidder being liable for any additional costs to the State.

PRICE SCHEDULE

DESCRIPTION	COST
ITEM ID: 11436 Identify rates for a thermal transfer printer sticker system including: <ul style="list-style-type: none"> <li>• Stickers 1-1/2" x 1" * (per sticker minimum usage 4,000,000 per year)</li> </ul> Note: The bidder shall include all related costs in their cost per sticker. This includes any hardware, software, programming, line start-up costs, printer ribbons, and any other costs required in the production, operation, and maintenance of the vendor provided equipment.	\$ <u>0.082</u> *****per sticker
<ul style="list-style-type: none"> <li>• Option: APV Stickers 3" x 3" (unknown usage – shaped like the State of Ohio) **</li> </ul>	\$ <u>****</u> per sticker
<ul style="list-style-type: none"> <li>• Option: County Name Identification Stickers 5" x 7/8" (unknown usage) ***</li> </ul>	\$ <u>****</u> per sticker
ITEM ID: 11437 Identify job title and hourly rates for professional/trade personnel (line item will not be considered in the cost evaluation).	\$ <u>146.00</u> / hour
Security Features – provide an itemized list of available security features (line item will not be considered in the cost evaluation).	\$ cost included in per sticker cost *****

Cost must be reflected in U. S. Dollars.

\* A total of 4,000,000 stickers will be used for evaluation purposes. The estimated number of stickers used annually is 5,000,000. Printing System must be able to handle peak requirements of 8,000,000 stickers annually.

\*\* Will not be used in the evaluation, but may become a part of the contract. There are approximately 17,000 APV stickers issued annually, with significant quantities in the supply chain. Failure to bid this item may deem your bid non-responsive.

\*\*\* Will not be used in the evaluation, but may become a part of the contract. Note that this is a possible substitute to the county identification numbers. Should the state of Ohio decide to use the County Name Identification Stickers, usage of the County Number Identification Stickers usage would significantly diminish (an estimated 90%). Failure to bid this item may deem your bid non-responsive.

\*\*\*\* No Award made.

\*\*\*\*\* Security Marking, Directional Security Mark, Frangibility, Software Security.

\*\*\*\*\*Denotes price increase effective January 5, 2009 with amendment 1.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

99458  
3M Company  
3M General Offices  
3M Center, Building 225-5S-08  
St. Paul, MN 55133-3225

BID CONTRACT NO: OT902908 (12/31/11)\*

CONTRACT: OT902908-1  
TERMS: 2%, 10 Days, Net 30 Days  
DELIVERY: 30 Days ARO

CONTRACTOR'S CONTACT: Mr. Richard L. LaClair

TELEPHONE: (651) 575-5521  
TOLL FREE: (800) 553-1380, prompt 3  
FAX: (800) 591-9293  
E-MAIL: [tv@mmm.com](mailto:tv@mmm.com)

IT/MIS CONTACT: Mr. Craig Schmidt

TELEPHONE: (651) 737-0077

REMIT TO:

3M Company  
PO Box 371227  
Pittsburgh, PA 15250-7227

Preferred method of receiving purchase orders:

E-Mail: [tv@mmm.com](mailto:tv@mmm.com)



ATTACHMENT 1  
 BIDDER PERFORMANCE FORM

The Bidder must provide the following information for this section for the past seven (7) years. Please indicate yes or no in each column.

Yes/No	Description
	The Bidder has had a contract terminated for default or cause. If so, the Bidder must submit full details, including the other party's name, address, and telephone number.
	The Bidder has been assessed any penalties in excess of four thousand dollars (\$4,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Bidder must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Bidder was the subject of any governmental action limiting the right of the Bidder to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The Bidder, any officer of the Bidder, or any owner of a twenty percent (20%) interest or greater in the Bidder has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Bidder, any officer of the Bidder, or any owner with a twenty percent (20%) interest or greater in the Bidder has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the Bidder must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Bidder from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Bidder's Bid. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Bidder's performance on the project, and the best interests of the State.

ATTACHMENT 2

CONTRACTOR REFERENCES FORM

Reference No. One	
State, Jurisdiction, or Government:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Two	
State, Jurisdiction, or Government:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

Reference No. Three	
State, Jurisdiction, or Government:	Telephone:
Contact Name:	Extension:
City, State, & Zip:	
Program Name:	
Dates of Service:	
Description of Related Service Provided:	

ATTACHMENT 3

Background Information Form  
(Non-Employee ID Badge)

Ohio Department of Public Safety Sponsor for access: \_\_\_\_\_  
Sponsor's DIV / SECTION / UNIT: \_\_\_\_\_  
Sponsor's phone number: \_\_\_\_\_  
Sponsors Signature: \_\_\_\_\_  
Request access to be granted to: \_\_\_\_\_  
(Facility)

Contractor Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contractor's Emergency office phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contractor Signature (i.e. Corporate Officer) \_\_\_\_\_

1. Full Name of individual requiring access:

\_\_\_\_\_  
(Last) (First) (Full Middle Name)

2. Present Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Date of Birth: (MM/DD/YY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Soc. Sec. #: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5. Aliases or Maiden Name: \_\_\_\_\_

6. Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

7. Your Supervisor's Name (print): \_\_\_\_\_

8. Supervisor's Office Phone No.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

9. List any felony or misdemeanor convictions in the past ten years and date of conviction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Driver License # \_\_\_\_\_ Attach photo ID (PhotoCopy) I, \_\_\_\_\_  
\_\_\_\_\_, certify that all of the answers and statements on this form are true, complete and correct to the best of my  
knowledge and are made in good faith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Submit to your sponsor 30 days prior to arriving at the site. Your sponsor will coordinate the issuance of an  
ODPS ID Badge.

ATTACHMENT 4

**Ohio County Code Listing**

(01) Adams	(23) Fairfield	(45) Licking	(67) Portage
(02) Allen	(24) Fayette	(46) Logan	(68) Preble
(03) Ashland	(25) Franklin	(47) Lorain	(69) Putnam
(04) Ashtabula	(26) Fulton	(48) Lucas	(70) Richland
(05) Athens	(27) Gallia	(49) Madison	(71) Ross
(06) Auglaize	(28) Geauga	(50) Mahoning	(72) Sandusky
(07) Belmont	(29) Greene	(51) Marion	(73) Scioto
(08) Brown	(30) Guernsey	(52) Medina	(74) Seneca
(09) Butler	(31) Hamilton	(53) Meigs	(75) Shelby
(10) Carroll	(32) Hancock	(54) Mercer	(76) Stark
(11) Champaign	(33) Hardin	(55) Miami	(77) Summit
(12) Clark	(34) Harrison	(56) Monroe	(78) Trumbull
(13) Clermont	(35) Henry	(57) Montgomery	(79) Tuscarawas
(14) Clinton	(36) Highland	(58) Morgan	(80) Union
(15) Columbiana	(37) Hocking	(59) Morrow	(81) Van Wert
(16) Coshocton	(38) Holmes	(60) Muskingum	(82) Vinton
(17) Crawford	(39) Huron	(61) Noble	(83) Warren
(18) Cuyahoga	(40) Jackson	(62) Ottawa	(84) Washington
(19) Darke	(41) Jefferson	(63) Paulding	(85) Wayne
(20) Defiance	(42) Knox	(64) Perry	(86) Williams
(21) Delaware	(43) Lake	(65) Pickaway	(87) Wood
(22) Erie	(44) Lawrence	(66) Pike	(88) Wyandot

County Sticker Sample



ATTACHMENT 5

**Ohio Administrative Code 4501-27-07**

4501-27-07 Specifications for validation stickers.

(A) Specifications for the manufacture of validation stickers required for the annual registration of passenger, commercial, motorcycle, and other vehicles are presented herein. There shall be a single validation sticker showing the month and year that the current registration period expires. One sticker shall be issued for each vehicle. The validation sticker shall be made of weather-resistant reflective sheeting having a smooth flat outer surface consisting of lens elements enclosed within a transparent plastic. The sheeting shall have pre-coated pressure-sensitive adhesive on the back side, protected by a removable liner, for convenient and durable attachment to the license plate or upon a previously applied sticker.

(B) The reflective sheeting shall be free from ragged edges, cracks and blisters, and shall be readily cut without cracking or flaking. All sheets shall be free of foreign matter.

(C) The pre-coated adhesive on all stickers shall be of a pressure-sensitive type which shall permit the sticker to be applied to the surface of the license plate or upon a previously applied validation sticker while license plates are attached to the vehicles. The use of additional adhesive coats, water solvents, or heat techniques to apply the sticker shall not be required. The adhesive shall have no staining effect on the reflective material and shall permit application of the sticker to the license plate or previously applied sticker at temperatures of minus ten degrees Fahrenheit or warmer. The adhesive shall withstand drying oven temperatures of one hundred fifty degrees Fahrenheit to at least three hundred fifty degrees Fahrenheit without melting or running and shall not exude from edges of sheeting to cause stacked sheets or processed stickers to stick together during manufacture and distribution.

(D) The validation sticker shall be manufactured in a manner that insures that it shall not become brittle, flaky, discolored, or acquire a powdery surface for a period of at least five years and that permits the stacking of at least five stickers.

(E) The adhesive protective liner may have a scalloped scoreline or a straight scoreline at or near the center of each sticker for easy removal.

(F) The validation sticker under normal service use shall adhere to the surface of the license plate and, when stacked up to five stickers high, shall adhere to the sticker to which it is applied for a minimum of five years and shall not be removable intact.

(G) The director of public safety shall designate the design of the validation sticker. The sticker design for each month of each registration year shall be the same except for the applicable monthly code numbers 1 through 12. The first code number shown on the sticker shall identify the month of expiration and the second series of numbers shall identify the last two digits of the year of expiration.

(H) Stickers applied in accordance with instructions shall not blister, lift, or delaminate when subjected to gasoline, kerosene, diesel oils, water, steam, and cleaning detergents normally encountered in cleaning and washing service, nor shall stickers fade, disintegrate, or come off from extended exposure within a period of five years.

(I) The dimensions of each validation sticker shall be approximately one and one-half inches in width and one inch in height.

(J) The director shall designate the colors of the validation stickers on an annual basis.

(K) The validation stickers may be produced by Ohio penal industries or on -site at the registrar's offices or at deputy registrar or limited authority deputy registrar agencies, as authorized by the registrar. Validation stickers produced on-site at the registrar's offices or at deputy registrar or limited authority deputy registrar agencies shall be produced by a "print on demand" process, whereby the registration expiration month and year shall be printed on the validation sticker as each validation sticker is issued.

HISTORY: Effective: 04/27/2006

R.C. 119.032 review dates: 02/10/2006 and 02/10/2011

Promulgated Under: 119.03

Statutory Authority: R.C. 4503.191

Rule Amplifies: R.C. 4503.191

Prior Effective Dates: 7/1/76, 2/13/81, 2/9/87, 12/23/88 (Emer.), 4/9/89, 6/13/96

ATTACHMENT 6

**Ohio Administrative Code 4501-27-08**

4501-27-08 Specifications for all-purpose vehicle decal.

(A) The registration of any snowmobile, any off-highway motorcycle, and any all-purpose vehicle for which no license plate is required shall be validated with a three-year decal which shall be affixed in such a manner as the registrar of motor vehicles shall prescribe. This single decal shall contain the registration expiration year and month and a distinctive series of letters and numbers.

(B) The shape of the decal shall be similar to the shape of the state of Ohio. The dimensions of the decal shall be approximately three inches by three inches and shall contain the words, "off-road vehicle."

(C) The decal material shall be pressure-sensitive, and waterproof, with an adhesive backing protected by a paper liner.

(D) The decal color shall be as prescribed by the registrar.

HISTORY: Eff 7-1-76; 2-13-81; 2-9-87; 6-13-96; 7-16-01

Rule promulgated under: RC 119.03

Rule authorized by: RC 4519.04

Rule amplifies: RC 4519.04

Rule review dates: 3/9/01, 3/9/06

ATTACHMENT 7

**Ohio Administrative Code 4501-27-10**

4501-27-10 Specifications for county stickers.

(A) This rule presents the specifications for the manufacture of county identification stickers. The director of public safety shall designate the use of a county name identification sticker or a county number identification sticker for each class of license plates as appropriate.

(B) The county stickers shall be made of reflective materials having a smooth flat outer surface as exposed in use and pressure-sensitive adhesive backing, protected by a removable liner, for convenient and durable attachment to the flat, smooth background surfaces of license plates or upon a previously applied sticker.

(C) The dimensions of the county name identification sticker shall be five inches in width and seven-eighths inch in height with letter sizes approximately eleven-sixteenths inch in height and each stroke not less than one-eighth inch in width. The county name identification sticker shall be affixed to a clean, dry surface at the bottom center of each license plate unless the director designates a different location for any particular class of plates.

(D) The dimensions of the county number identification sticker shall be one and one-half inches in width and one inch in height with number sizes approximately seven-eighths inch in height and each stroke approximately one-eighth inch in width. The county number identification sticker shall be affixed to a clean, dry surface at the bottom left corner of the license plate unless the director designates a different location for any particular class of plates.

(E) The sticker material shall consist of sheeting, with the same adhesive and reflective performance values as that used for the validation stickers. The color of the letters for the county name or for the county number may match the color of the plate characters or may be of a different color. Any inventories remaining of the current issue of the county identification stickers may be exhausted prior to the issuance of new stickers as determined by the registrar of motor vehicles.

(F) The reflective sheeting shall be free from ragged edges, cracks, and blisters, and shall be readily cut without cracking or flaking. All sheets shall be free of foreign matter.

(G) The adhesive protective liner may have a scalloped scoreline or a straight scoreline at or near the center of each sticker for easy removal.

(H) The sticker shall be manufactured in a manner to insure that it shall not become brittle, flaky, discolored, or acquire a powdery surface within a period of five years or more. The protective finishing shall be of such quality to permit the stacking of at least four stickers.

(I) The adhesive on all stickers shall be of a pressure-sensitive type so that the stickers can be applied while the license plates are attached to the vehicles, without the necessity of additional adhesive coats, water, solvents, or heat techniques.

(J) Stickers applied in accordance with instructions shall not blister, lift, or delaminate when subjected to gasoline, kerosene, diesel oils, water, steam, and cleaning detergents normally encountered in cleaning and washing service, nor shall stickers fade, disintegrate, or come off from extended exposure within a period of five years.

HISTORY: Eff 10-16-82; 2-9-87; 6-13-96; 7-16-01

Rule promulgated under: RC 119.03

Rule authorized by: RC 4503.22

Rule amplifies: RC 4503.22

Rule review dates: 3/9/01, 3/9/06

ATTACHMENT 8

**Ohio Administrative Code 4501-27-12**

4501-27-12 Compliance with environmental standards.

(A) It shall be the responsibility of the contractor to assure that the equipment and process used in the license plate or sticker manufacture which is supplied by the contractor shall meet any and all environmental standards established and required by the U.S. and Ohio environmental protection agencies. Such assurance shall extend to, but not be limited to, the process known as clearcoating, or any variation thereof.

(B) Documentation, to the satisfaction of the director of public safety, shall be provided to establish that the four-year warranted life of the license plate can be met.

(C) The successful bidder shall be required to post a standard performance bond in favor of the state of Ohio to properly assure the performance of the successful bidder in accordance with the terms and specifications of the contract.

HISTORY: Eff 2-13-82; 2-9-87; 2-12-93; 7-16-01

Rule promulgated under: RC 119.03

Rule authorized by: RC 4503.22

Rule amplifies: RC 4503.22

Rule review dates: 3/9/01, 3/9/06

ATTACHMENT 9

**Illustration of Validation Sticker Colors (for reference only)**  
**ILLUSTRATION OF VALIDATION STICKER COLORS**  
 Colors are computer generated. Refer to PMS number for true color shade.

EXPIRATION YEAR	REGULAR ISSUE	COMMERCIAL TRUCK
2006	PMS 109C YELLOW 	PMS 374C LIGHT GREEN TEXT:BLK 
2007	PMS 021C ORANGE 	
2008	WHITE 	
2009	BLACK 	
2010	PMS 185C RED 	
2011	PMS 308C BLUE 	

ATTACHMENT 10

Training Certification Letter Sample

Chief, DPS Inventory Management  
1970 West Broad Street  
Columbus, Ohio 43223

To Chief:

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

I am an authorized representative of (name of Contractor) \_\_\_\_\_,  
contracted with by the State of Ohio to provide a sticker system to the Ohio Department of Public Safety.

The staffs of the Ohio Department of Public Safety and Lebanon Correctional Institution were trained in the use of the sticker system.

I observed the operations of the manufacturing location during the acceptance period under Contract No. \_\_\_\_\_, and I certify that these stickers were produced in accordance to the manufacturer's technical requirements and specifications.

Witnessed by:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

Offeror's Name: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 11

**Directions to Lebanon Correctional Facility**

**The Validation Shop address is:**

Lebanon Correctional Institute  
OPI Validation Shop  
3791 State Route 63  
Lebanon, Ohio 45036

**Directions to LCI:**

**From Cincinnati:** Take I-75 North to Exit 29 (State Route 63). Go east on State Route 63. The prison entrance will be on the right after about three miles. The prison is visible shortly after starting on Route 63.

**From Dayton:** Take I-75 South to Exit 29 (State Route 63). Go east on State Route 63. The prison entrance will be on the right after about three miles. The prison is visible shortly after starting on Route 63.

**From Columbus:** Take I-71 South to Exit 32 (State Route 63). Follow State Route 63 to the prison entrance which will be on the left. State Route 63 will go through the town of Lebanon and continue toward I-75. The prison entrance will be on the left a few miles short of I-75.

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 official 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 12 (PAGE 2)

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 12 (PAGE 3)

**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 available 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 12 (PAGE 4)

- 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 12 (PAGE 5)

**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 known 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 12 (PAGE 6)

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 District 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.

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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:

ATTACHMENT 13 (Weight Class Sticker sample)



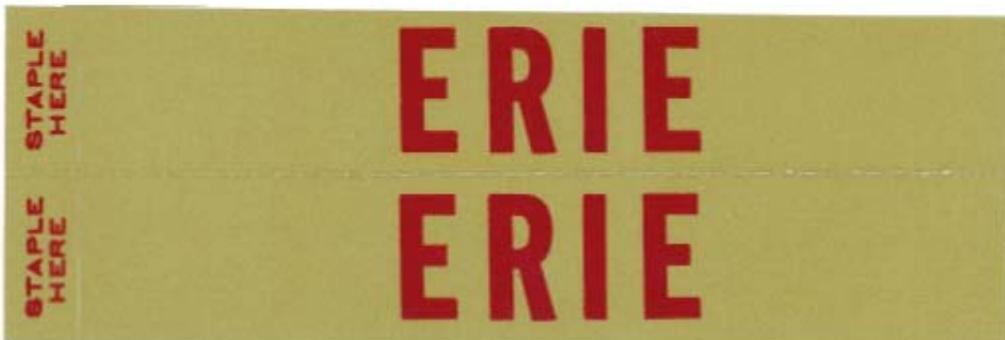
ATTACHMENT 14 (APV Temporary Sticker sample)



ATTACHMENT 15 (APV Sticker sample)



ATTACHMENT 16 (County Name Identification Sticker sample)



SUMMARY OF AMENDMENTS

<b>Amendment Number</b>	<b>Revision Date</b>	<b>Description</b>
4	01/01/11	Mutual agreement to renew contract for 12 months through 12/31/11
3	01/01/10	Contract renewal for twelve months, through 12/31/10
2	11/10/09	Raw material change approval from VP5560 to T7310
1	01/05/09	Price increase