

**TENNESSEE DEPARTMENT OF REVENUE, VEHICLE SERVICES
DIVISION ITB 34701-13295; HANDICAP PLACARDS**

A. USE AND FUNCTION

The purpose of the handicap placard is to allow the holder to legally park in disabled parking spaces. Both placard options shall be made to hang from the vehicle's rear-view mirror.

1. Permanent Disability Placard (RV-F1317401) is to be renewable every (2) two years.
2. Temporary Disability Placard (RV-F1317701) is to be issued for a six (6) month period.

B. Quantity

1. The information detailed in the chart below is representative of the quantities expected over the life of the contract.

Products:	Average yearly usage:	Years:	Total Est. Quantity:
Permanent Disability Placards	300,000	5	1,500,000
Temporary Disability Placards	25,000	5	125,000
Shipping	325,000	5	1,625,000

C. Printing Specifications

1. Size: Both placards – 3 5/8 inches by 8 inches.
2. Composition: Prints 2 sided
3. Color/Ink:

Products:	BACKGROUND COLOR	DISABLED LOGO	COPY
Permanent Disability Placard (RV-F1317401)	Processed Blue U	Reverse Printed (white)	Black

Temporary Disability Placard (RV-F1317701)	PMS Red-032U	Reverse Printed (white)	Black
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D. Stock

1. The material shall be manufactured using a heavy, durable, sunlight resistant, .023" filled polyethylene.
2. A clear coating shall be added to both sides of the material to prevent rub resistance to all printing and graphic elements, plus make it a thicker placard and less bendable.
3. The material shall exhibit no color change and shall develop only minimal curl in sunlight and withstand elements for two (2) years. The placard shall be guaranteed to perform satisfactorily in the heat and not be fractured in the cold and withstand the general intended use with daily handling and transferring.

E. Text And Content

Permanent and Temporary Disability Placards shall contain Consecutive Numbering and a Bar Code. The same number and bar code shall appear on both sides of the placards.

1. Each placard shall contain 8 alphanumeric characters (6 numbers and 2 letters). The first character shall be a letter "P" or "T" indicating the category of the placard (e.g., P = Permanent; T = Temporary). The next six (6) characters shall be numbers that consecutively increase until reaching 999999, at which point the numbers shall restart at 000001. The final character shall be a letter that, beginning with the letter "A", advances after the preceding six (6) numerals reach 999999.

Example:

- A. Permanent Disability Placard – Bar Code shall consist of:
 - P 000001 A – Letter shall change after number reaches 999999.
 - The "P" shall represent "Permanent Placard".
- B. Temporary Disability Placard – Bar code shall consist of:
 - T 000001 A – Letter shall change after number reaches 999999.
 - The "T" shall represent "Temporary Placard".

2. The number sequence shall begin with the number provided to the successful the bidder prior to beginning production.
3. The printed alphanumeric characters shall be ¼ inch in height.
4. The bar code shall be ½ inch in height.
5. The bar code shall be of Code 39 based symbology and shall reflect the complete number of each placard.
6. The bar code and number of the placard shall be placed in a white box starting 3-¼ inches from the top of the placard. The box shall be 1 inch in height as wide as the placard (approximately 3-5/8 inches wide).
7. Each Form RV-F1317401 shall contain alphanumeric characters beginning with a "P" and shall be bar coded accordingly. The words "Permanent Disability" shall be printed at the bottom of the placard.
8. Each Form RV-F1317701 shall contain alphanumeric characters beginning with a "T" and shall be bar coded accordingly. The words "Temporary Disability" shall be printed at the bottom of the placard.
9. All placards shall be without erasures, strikeovers, and misprints. Orders shall be without missing or duplicate numbers, and without breaks in number sequences.

F. Security Feature

Hot stamping custom holographic foil (standard foil is not acceptable) shall cover the graphic of the wheel chaired person on both sides of the Permanent and Temporary Disability Placards. A sample of the foil shall be provided by the vendor prior to production.

G. Vendor Sample Submission With Bid

Ten (10) completed numbered placard samples (5 Permanent, 5 Temporary) marked void must accompany the bid as evidence of material, quality, and specification adherence.

Sample placards must conform to specifications outlined in Section E, Text and Context.

a. SHIPPING ADDRESS FOR SAMPLE SUBMISSION:

State of Tennessee Department of General Services, Central Procurement
Office

312 Rosa L Parks Avenue,

William R. Snodgrass Tennessee Tower, 3rd Floor

Nashville, TN 37243-1102

Attn: Will Harmon

Name of Respondent:

Address:

ITB Number:

Item Number(s):

Response Deadline:

b. Refer to section 3.21. of the Terms and Conditions document for additional detail.

H. Production Schedule

1. Final Proof: Final proof shall be ready within seven (7) working days after receipt of approved copy.
2. Approval of Proof for Publication: Approval of proof by the Agency only signifies that all copy content and information provided by the Agency has been accurately prepared by the Contractor to produce the publication in finished form as specified by the Agency. The Contractor is in no way relieved of their responsibility to meet all terms, conditions and specifications contained in the contract.
3. Delivery: Delivery shall be completed within forty-five (45) calendar days of receipt of purchase order and copy contents. Delivery shall be made in full; partial shipments are unacceptable.
4. Shipping: The Vendor shall direct ship the disabled placard product to the addresses provided by the State (See Attachment A), including addresses for county clerk offices located across Tennessee's 95 counties. For each purchase order made herein, the State shall provide delivery instructions,. The Vendor must accommodate shipments designated for delivery in multiple counties. Shipping shall be a flat, per-placard rate. In no event shall approved shipping costs exceed the maximum liability.

5. Packaging Instructions:

- A. Placards shall be shrink-wrapped with clear film package in quantities of 100.
- B. The Placards shall be packaged in durable corrugated cartons, not to exceed forty (40) pounds.
- C. The form number, title, beginning and ending numbers of the placards shall be clearly marked on the outside of the carton.
- D. Cartons are to be numbered in consecutive order, and the individually wrapped packages of 100 shall be numbered in consecutive order inside the cartons.
- E. Cartons shall be shrink-wrapped tightly to prevent damage by Carrier during transit.

I. Special Instructions:

- 1. The Vendor shall be responsible for transfer of all materials and proofs needed to produce this job. The Vendor shall incur all costs involved in the transfer of the above materials and proofs.
- 2. The Vendor shall have an assigned Account Representative available to assist the Agency in coordinating all phases in the production and delivery of these placards. The Representative may be required to travel to the Agency's location at no additional expense for meetings, transporting proofs, sample test and/or additional printing services which are in direct relation to the production of the placards. Telephone or mail order representation will not be considered.
- 3. All artwork, camera ready copy, film or disk created for this publication shall remain the property of the Tennessee Department of Revenue, Vehicle Services Division, and shall be returned to the Agency contact upon completion of this job.
- 4. Placards have a monetary value, and the Vendor shall take every precaution to protect them from all hazards, proper security measures and adequate supervision shall be provided to assure that all placards printed are delivered and that each alphanumeric identifier is used only once. If duplication occurs, Vendor will issue a replacement within ten (10) days at no additional cost to Agency.
- 5. Ten (10) samples (5 Permanent, 5 Temporary) with the word "VOID" punched on the finished product – Permanent and Temporary – shall be sent to the Agency contact upon request following a change in design of the placard.

J. Proposed Tennessee Legislation:

In the occurrence that changes to disabled placards are presented during legislation, the Vendor shall work with the Agency to accommodate the required changes at no additional cost to the Agency.

K. Agency Contact (for use ONLY after Contract Award)

Mrs. Tammie Moyers; Vehicle Services Manager, Department of Revenue
Andrew Jackson Building
500 Deaderick Street
Nashville, TN 37242
Office: 615-532-1263
dg_plate&supply.team@tn.gov