

Specifications
TWRA 2027 and 2028 Boat Certificates and Decals
for Tennessee Wildlife Resources Agency (TWRA)
ITB 32801-13336

This solicitation is for the procurement of boat certificates and decals for 2027 and 2028.

I. General Information

- A. Review specifications carefully as changes have been made from previous years.
- B. The awarded vendor shall guarantee to fully meet all the specifications outlined.
- C. Shall be printed on a KONICA MINOLTA BIZHUB C4065 printer and folded and stuffed in an envelope for mailing using a PITNEY BOWES F700 INSERTER.
- D. Material mock-up for layout shall be required.
- E. A minimum of 50 proofs shall be required for testing.
- F. The vendor shall have 15 days after receiving the purchase order to deliver a material mock-up. Once the mock-up is approved, the vendor can then proceed with creating the proofs. The vendor will have 15 days to deliver the proofs. Once approval is given, the vendor shall proceed with the order. If the vendor fails to meet the specifications, the order may be rejected.
- G. Form authorization #WR-0295 (V-27) and WR-0295 (V-28)

II. Cutsheet Form Carrier – Shall meet the following requirements:

- A. Size: 8 ½" x 11" (overall)
- B. Color: White
- C. Weight: 28# MOCR Bond
- D. Ink: Forms print 1/1 black
- E. U-fold format. Fold marks shall be printed in both margins at 101 mm and 196 mm.
- F. Carrier shall be numbered consecutively in black ink in the upper right-hand corner beginning as follows:
 - 1. 28000001 for year 2028
 - 2. 27077001 for year 2027
- G. The vendor shall guarantee that there are no missing numbers.
- H. The Forms carrier shall include a rectangular target frame for both the card and the decals. The card and decals shall be accurately placed within the target frame for computer registration.

III. Plastic card

- A. On the form shall be mounted a plastic card of a material that will withstand weathering and water splash for three (3) years without fading or flaking.
- B. Affixing of the plastic card to the carrier: The printing on the back of the card shall not pull off.
- C. When card is removed from carrier, the back shall not be sticky, nor shall the exposed surface of the adhesive.
- D. The card shall stay in place and maintain its adhesion to the carrier while processing through the laser printer.
- E. Card shall be a white 6 mil laser compatible, poly laser card for laser printer. The card shall withstand 200-degree centigrade temperatures during the laser printing process.
- F. Card adhesive: Shall be permanent and heat resistant to 200 degrees centigrade for laser printing. Adhesive shall be of sufficient strength to hold the card in place so that the card shall not roll up on the edges during the printing process.
- G. Plastic card shall be:
 - 1. Size: 3.375 x 2.125 inches

2. Thickness: A total thickness of 6 mil
3. Base color: White
4. Printing color front:
 - a. 2028 RED (Pantone 206)
 - b. 2027 GREEN (Pantone 355)
5. Printing color back: Black
6. Printing area panel locations: *As per Attachment 1 - Samples*
7. Mounting location of card: *As per Attachment 1 - Samples*
8. Printing area panel shall be of sufficient quality to prevent smearing or fading of printing.
9. TWRA logo graphic and State outline graphic shall be furnished to successful bidder.
10. Cards shall be applied to the form on a clear plastic liner.

IV. Samples – Bidders shall contact Matthew Galyon at (615) 253-7295 or Matthew.Galyon@tn.gov to obtain samples.

V. Decals

- A. On the form shall be 2 (two) boat decals (labels) of a material that shall adhere to any boat hull and withstand weathering, water splash, and normal boat maintenance for 3 (three) years without flaking and resistant to fading. Printing area panel shall be applied on each decal for computer printing.
- B. Shall have two decals 3 3/8" x 3" each round corner, applied piggyback to the cut sheet form, as per sample.
- C. Material: Labels shall be applied on a 50 lb. Liner to the form with permanent adhesive. Decals shall be 2 mil in thickness (before overprint) and shall be durable for at least 3 years.
- D. Liner: Shall be 1/8 inch larger around decals allowing for easy removal.
- E. Color: Shall be white and color specified by year.
 1. 2028 RED (Pantone 206)
 2. 2027 GREEN (Pantone 355)
- F. Inks: Shall be Sunfast fade resistant flexograph three (3) year light fast ink (ultralite fast).
- G. Coatings: Shall be special clear overprint UV (high gloss) varnish to top surface of labels except white boxed area (printing area).
- H. Adhesives: Each decal shall be applied to various watercraft surfaces such as wood, metal fiberglass, and rubber with permanent S-730 adhesive. Shall be able to withstand all elements of nature for three (3) years with normal seasonal temperature variance.
- I. Decals shall be affixed to the form with 100% adhesive coverage.
- J. Decals shall not indicate void if removed after application.

VI. Artwork

The vendor shall provide a copy of all artworks to TWRA 30 days after the completion of the job at no additional charge to TWRA.

VII. Overruns/Underruns:

Production shall be "not less than" quantity amount requested with "no more than" 10% overruns at a 50% discount.

VIII. Delivery:

- A. **Delivery Dates:**
 - 1. 2028 decals shall be delivered no later than November 1, 2024.
 - 2. 2027 decals shall be delivered no later than March 1, 2025.
- B. The order delivery shall be accepted by TWRA before 3:00 p.m. CST, Weekdays only, excluding State holidays.

TWRA
IT Print Operations
5107 Edmondson Pike
Nashville, TN 37211

The vendor shall notify Matthew Galyon, at (615) 253-7295 or Matthew.Galyon@tn.gov, when any issues occur that impact the delivery date and time.

- IX. Packing: Shall be tacked with lowest sequence of numbers being at the top of each box. There shall be no more than 500 forms per box. Within each box, cardboard separation shall be required for each section of 100 forms, without wrapping of each section.
- X. Shipping
 - A. Forms shall be palletized and wrapped on 32" x 48" pallets. Maximum pallet height shall be 54" including pallet base. Numbers shall be displayed prominently on the outside of each case.
 - B. Forms shall be palletized in case number sequence with the lowest case number being available at the top of stack.
 - C. Boxes shall be stacked with the lowest numbers at the top of front row, top to bottom, each row, and front to back 32" to end of pallet.
 - D. Forms within each case shall have lowest number available at the top of each case.
- XI. Liquidated Damages
 - A. In the event the certificates and/or decals fail, e.g., adhesive, the vendor shall immediately furnish to the agency free of charge, replacement with a corrected product in whatever quantity the agency deems necessary. Vendor shall reimburse TWRA for the postage cost to mail the replacement decals and certificates deemed necessary by the agency.
 - B. In the event the certificates and/or decals are not delivered by 3:00pm CST on the agreed date, the vendor shall subtract 1% of the agreed Contract price each day of delay until the certificates and/or decals are delivered starting with the next day after the delivery date has passed. In any event, the maximum amount of damages shall not exceed 10% of the Contract Price. The damages shall be due and payable within thirty (30) calendar days after vendor receipt of the assessed liquidated damages.