

**TENNESSEE DEPARTMENT OF REVENUE, VEHICLE SERVICES DIVISION
ITB 34701-13394; DISABLED PERSON PARKING PLACARDS**

A. USE AND FUNCTION

The purpose of the Disabled Person Parking 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 Disabled Person Parking Placard (RV-F1317401) is to be renewable every (2) two years.
2. Temporary Disabled Person Parking 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 Disabled Person Parking Placards	300,000	5	1,500,000
Temporary Disabled Person Parking Placards	25,000	5	125,000
Shipping	325,000	5	1,625,000

C. Printing Specifications

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

Products:	BACKGROUND COLOR	DISABLED LOGO	COPY
Permanent Disabled Person Parking Placard	Processed Blue U	See Sections E.5. and F for details	Black

(RV-F1317401)			
Temporary Disabled Person Parking Placard (RV-F1317701)	PMS Red-032U	See Sections E.5. and F for details	Black

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,
 - a. This will also result in a thicker, nonflexible less bendable placard.
3. The material shall exhibit no color change and shall be resistant to warping due to prolonged exposure to sunlight and withstand elements for two (2) years.
4. 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

Unless otherwise noted, all content outlined in this section is to be centered on the placard.

1. Bar Code and Numbering: All Permanent and Temporary Disabled Person Parking Placards shall contain Consecutive Numbering and a Bar Code. The same number and bar code shall appear on both sides of the placards.
 - a. 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 Disabled Person Parking Placard – Bar Code shall consist of:
 - P 000001 A – Letter shall change after number reaches 999999.
 - The “P” shall represent “Permanent Placard”.
 - B. Temporary Disabled Person Parking Placard – Bar code shall consist of:
 - T 000001 A – Letter shall change after number reaches 999999.
 - The “T” shall represent “Temporary Placard”.
 - b. The number sequence shall begin with the number provided to the successful bidder prior to beginning production.
 - c. The printed alphanumeric characters shall be ¼ inch in height.
 - d. The bar code shall be ½ inch in height.
 - e. The bar code shall be of Code 39 based symbology and shall reflect the complete number of each placard.
 - f. 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 and as wide as the placard (approximately 3-5/8 inches wide).
2. There shall be a text box at the top of the placard, above the hook element.
- a. Dimensions: 2.0853” w x 0.8151” h
 - b. The following text shall be printed in 11pt, Helvetica Bold, all-caps font: “STATE OF TENNESSEE DEPARTMENT OF REVENUE”. There shall be a line break between “Tennessee” and “Department”.
 - c. The following text shall be printed in 10pt, Helvetica Bold, all-caps font: “VEHICLE SERVICES DIVISION 500 DEADERICK ST NASHVILLE TN 37242” There shall be 2 line breaks: one between “Division” and “500”, and one between “St” and “Nashville”.

Example:

**STATE OF TENNESSEE
DEPARTMENT OF REVENUE
VEHICLE SERVICES DIVISION
500 DEADERICK ST
NASHVILLE, TN 37242**

3. There shall be a text box between the hook element and barcode.

- a. Dimensions: 2.8296" w x 0.584" h
 - b. The following text shall be printed in 9pt, Helvetica Bold, all-caps font: "THIS PLACARD IS ISSUED UNDER AUTHORITY OF TENNESSEE CODE ANNOTATED, SECTION 55-21-103. UNLAWFUL USE OF THIS PLACARD IS PUNISHABLE BY LAW."
4. There shall be a box for the expiration date.
- a. Dimensions: 2.25" w x 0.5" h
 - b. There shall be a horizontal line 0.15" down from the top edge of the white box, with "Expiration Date" printed in 7pt Helvetica Regular font aligned on the left-hand side.
 - c. The bottom section of the box shall be divided into thirds, with "Month" printed in the leftmost third, "Day" printed in the middle third, and "Year" printed in the rightmost third in the upper left hand corner of each section in 7pt Helvetica Regular font.
 - d. Each line shall have an approximate width of 0.01"to 0.02"
5. Dynamic Accessibility Symbol Placement
- a. To be placed 4.4583" from top edge
 - b. The logo shall fit within a box measuring 1.8402" w x 2.3560" h
 - i. The box shall be outlined, with an approximate width of 0.05"to 0.07"
 - c. The logo shall be the Dynamic Accessibility Symbol, as required in 2019 PC 122 and TCA 12-2-1.
6. There shall be a text box underneath the disability logo.
- a. Immediately under the Dynamic Accessibility Symbol:
 - i. Each form RV-F1317401 shall have "PERMANENT DISABILITY" and each form RV-F1317701 shall have "TEMPORARY DISABILITY" printed in 20 pt Helvetica LT Condensed Black, all-caps font.

- b. Along the bottom border, each form RV-F1317401 shall have “RV-F1317401 (REV 08/19)” and each form RV-F1317701 shall have “RV-F1317701 (REV 08/19)” printed in 7 pt Helvetica Bold font.
 - c. Between the two text boxes outlined in Section E. 6. a and b, the following text shall be printed in 14 pt Helvetica Bold font: “Disabled Parking Identification” and in 9pt Helvetica Bold, all-caps font: “REMOVE PLACARD WHILE VEHICLE IS IN MOTION”
7. All placards shall be without erasures, strikeouts, 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 be used for the graphic of the Dynamic Accessibility Symbol on both sides of the Permanent and Temporary Disabled Person Parking 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.

1. 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:

Respondent’s Mailing Address:

ITB Number: ITB 34701-13394

Item Number(s):

Response Deadline: 2:00 p.m., August 16, 2024

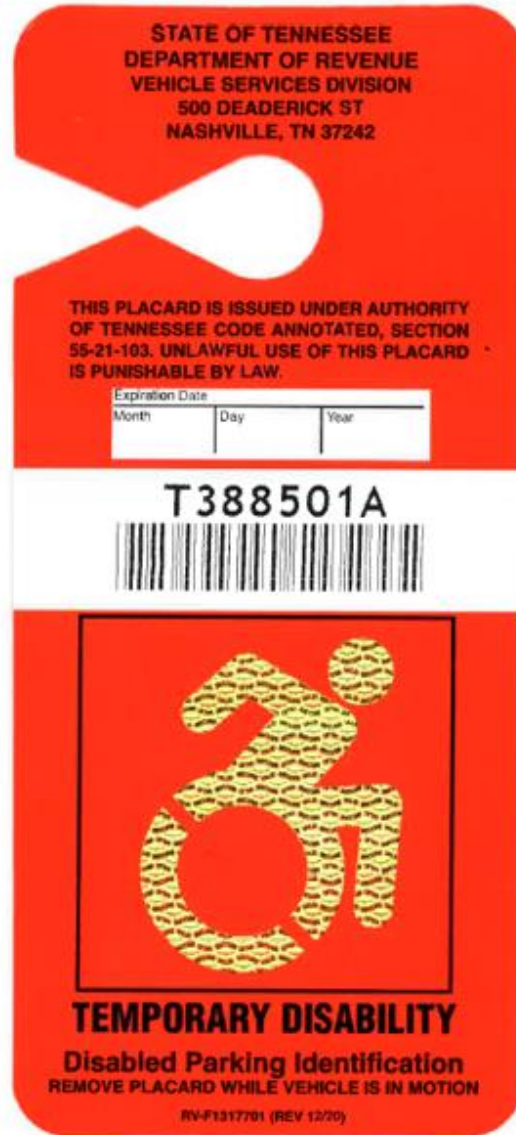
Refer to section 3.21. of the Terms and Conditions document for additional detail.

NOTE: examples of current placards can be found on pages 6 and 7

G.1. Current Disabled Person Parking Placard Examples (Permanent)



G.2. Current Disabled Person Parking Placard Examples (Temporary)



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 up to 95 counties. Shipping shall be a flat, per-placard rate. In no event shall approved shipping costs exceed the maximum liability.

Note: Historically, the agency places two to four orders per year; not always inclusive of all counties. Details for delivery location will be submitted along with order.

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, and 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.
 - a. To maintain accurate records, the vendor shall record a log of all placard orders. This log shall record placard numbers, associated counties to which placards will be delivered, ship and delivery dates, and other relevant information.
 - b. The log shall also detail placards that were not used (i.e. damaged in production).
 - c. The log shall be made available to the agency on a quarterly basis.
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 design changes to disabled placards are enacted during legislative session, 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

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500 Deaderick Street
7th Floor
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