

Scope of Work

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I. SCOPE OF SOLICITATION

Clemson University Parking Services is seeking offers for Parking Decals and Hangtags for 2011-2012 as outlined herein. Award will be made to one Offeror. Award will be made to the lowest responsible and responsive bidder(s).

Clemson University will provide a basic design to be used by the vendor to create a die-cut shape for decals. A hologram foil with custom prismatic security pattern shall be used on the various lots to be produced.

Artwork (in the form of electronic files) will be ready by April 12, 2011. This artwork will be given to the successful vendor at the time the award is made. Delivery is expected no later than June 8, 2011 or eight weeks after the vendor receives basic design graphics from Clemson University. The penalty for late delivery is 1% per day of total value of contract.

Delivery of entire quantities as specified is required within seven weeks of receipt of purchase order. Proofs are expected within five working days of receipt of artwork and final delivery within six weeks of the proofs return. Delivery is expected no later than seven weeks after receipt of design. The penalty for late delivery is 1% per day of total value of contract.

Additional items following the standard design may be requested from time to time and will be discussed with the vendor on a per item basis.

MAXIMUM CONTRACT PERIOD - ESTIMATED

Start date: 04/21/2011 - Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

II. INSTRUCTIONS TO OFFERORS

1. **INFORMATION FOR OFFERORS TO SUBMIT** - In addition to information requested elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation. This information must be submitted as an attachment to online bid document:

A. Security Statement

- 1) The bidder must submit with his bid a notarized letter stating that all artwork, composition, plate making, printing, numbering, coating, die cutting, slitting and packaging will be done on the vendor's premises and no portion of it will be subcontracted. The user will reserve the right to enter the vendors premises at any time during the production of the stickers to inspect the method of production to ascertain that it is in full compliance with all provisions of the purchase order.
- 2) All bidders must furnish with their bid evidence of capacity and experience for completing the job including a detailed list of all camera, plate making equipment, presses, numbering machines, coating and drying machinery, slitting machines, die cutting machines and packaging facilities.
- 3) Ten (10) completed numbered hangtag and decal samples that the bidder has produced for other users as evidence of material and quality must accompany the bid.
- 4) A list of five users for whom the vendor has produced hangtags and decals of similar complexity and quantity must accompany the bid, as well as the name that the user can contact to inquire as to their satisfaction with the vendor's product and service.
- 5) Permits have a monetary value and the bidder must take every precaution to protect them from all hazards. Proper security measures and adequate supervision must be provided to assure that all permits printed are delivered and that only one copy of each permit will be produced. A description of the plant security precautions must accompany the bid.
- 6) The successful bidder must have an assigned account representative available to assist in coordinating all phases in the production and delivery of the materials in this bid. This representative may be required to travel to the agency's location at no additional expense for any meeting, transporting of proofs, sample tests and/or any additional services that are in direct relation to the printing of these materials. Bidders must identify assigned account representative in bid response.

- 7) Inadequate facilities to comply with all of the above provisions and all specifications will constitute grounds for rejection of bid.

B. Contract Documents

The Contractor shall provide copies of all contract documents. Contract documents may include, but not be limited to: software license agreements, professional services agreements, master services agreements, maintenance agreements, support and service level agreements, etc.

III. SCOPE OF WORK / SPECIFICATIONS

A. Specifications for Parking Decals

- 1) **Quantity:** approx 16,845 repositionable; 7,650 regular (see attached Appendix A - Permit Order document list in online bidding system for breakdown of various lots)
- 2) **Type:**
Decals must be flexible adhesive coated reflex-reflective emblems printed in various colors. The reflective material must be designed to use on annual decals and applied to smooth surfaces with a repositionable dry seal.
- 3) **Materials:**
A tough, flexible, transparent high grade polymer (4 mm thickness) with a specially treated printing surface backed by a colorless, low-tack (removable) pressure sensitive adhesive which is protected by an easy-release, moisture-resistant, clear, lay-flat liner which resists curl. Must be guaranteed no loss of tack strength for 3,000 applications and no loss of tack strength due to extreme heat or cold. Material must resist creasing or tearing and have no loss of tack strength due to water, soap and ordinary household chemicals. Must maintain design and integrity in temperatures ranging from 0 to 200 degrees. The finished permit will include an anti-fraud, anti-duplication technology and variable information encoding, barcodes and sequencing. Invalid, expired or stolen permits must be easily detectable.
- 4) **Weathering Qualities:**
The permits shall be guaranteed not to fade or crack and shall remain colorfast for a minimum of one year. The permits must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand general intended use with daily handling and transferring.
- 5) **Numbering:**
The sequential permit number must be printed “reversed” out of a colored or security wallpaper pattern background numbering box. The color of the sequential

number and the numbering box varies from lot to lot. Sequential numbering may be within the permit design and not in the numbering box area. No missing numbers. Numbers must be consecutive, clear and legible, and free from smears and fuzziness. They must be guaranteed not to fade for one year. Numbering is on front side only.

6) Bar Code Numbering

The barcode density should be kept at a minimum to insure readability. Barcode must be at the standard 3 of 9 format. The bar code will consist of 6.85 characters per inch. Barcode should also have human readable characters and be a minimum of 1/8" in height. The code is 2.4 to 1 ratio with narrow bars .012" wide and wide bars .029" in wide. The bars have a 1/2" nominal height. The bar code length should not overtake the permit.

Barcode is to be a laser quality graphic image. Dot-matrix or similar method for printing barcodes is not acceptable. Barcode will be printed on the front side of permit only.

7) Foil Stamping:

Permit design will require a foil logo. Foil must be hot stamped. Foil must be an exclusive 2D/3D foil that is made exclusively for security purposes. Bidder must furnish evidence that the foil material to be used is an exclusive product and not available for purchase to the general population. Metalized foil, metallic ink. Pigment or bronze base foils are not acceptable.

8) Removable Permit Liner:

Permit face to be protected by an easy-release, moisture-resistant, clear, lay-flat liner that resists curl. Translucent or opaque liners are not acceptable. Liner must scallop slit to facilitate easy removal. Non-scallop slit liners are not acceptable.

9) Packaging:

Permits must be packaged in individual plastic sleeves in durable chipboard boxes. Individual sleeves must contain a piggyback peel tab with the corresponding number printed on it. The boxes shall bear a printed label with the beginning and ending number of the permits contained in the box. All inside boxes and shipping containers are to be sealed with safety tape imprinted with the name of the permit manufacturer. There shall be no more than 1000 decals per box. Decals shall be sorted by number and color.

B. Specifications for Reflectag Hangtags and other hangtags

- 1) **Quantity:** approx 400 reflectag Hangtags; 8,000 temporary scratch-off Hangtags that are non-reflective, paper material; and 700 Vendor/Carpool Hangtags that are non-reflective, plastic material. (see attached Appendix A - Permit Order document list in online bidding system for breakdown of various lots)

2) Material:

The reflectag shall be manufactured using .023" white retro reflective two-sided tag with a counterfeit deterrent mark being an integral part of the sheeting. Reflective value must be 40 candelas per lux per square meter. The material will not exhibit color change when tested up to 400 hours. Material will develop only minimal curl over a three (3) to five (5) year period. The Vendor/Carpool hangtags must be non-reflective white plastic material.

3) Color:

The reflectag will be blue with white text. It will be printed on both sides with numbers, expiration date, CU logo and graphics produced in custom prismatic hologram foil. Price to include a 2D/3D foil that is exclusive to Clemson University. Scratch-off Hangtags will be a combination of purple or orange. They will be printed on both sides with CU logo and graphics on front and instructions on back. Vendor/Carpool Hangtags will be of white plastic material. Vendor Hangtags will contain a red emblem. Carpool Hangtags will be of white plastic material as well. Carpool Hangtags will contain a brown emblem.

4) Size and Shape:

(design shape and image will change from year to year)

5) Printing:

All printing and numbering on hangtags shall be done using run resistant inks that will remain in good legible condition for a period of one year after hangtag has been in use in vehicle. Language to be put on back of the hangtags can be found in Appendix B.

6) Numbering:

The reflectag shall be numbered on front and back in accurate sequences using 52 point numbers. Erasures, strike overs and misprints will not be acceptable. A guarantee that there will be no missing or duplicate numbers on all hangtags is required. Quantity is approx 400 reflectag hangtags. Scratch-off hangtags and Carpool hangtags shall be numbered in accurate sequences using 52 or less point numbers. See bar code numbering requirements for Vendor and Carpool Hangtags below.

7) Bar Code Numbering

Bar Code Numbering is applicable for the Vendor and Carpool Hangtags only. Quantity of 700. The barcode density should be kept at a minimum to insure readability. Barcode must be at the standard 3 of 9 format. The bar code will consist of 6.85 characters per inch. Barcode should also have human readable characters and be a minimum of 1/8" in height. The code is 2.4 to 1 ratio with narrow bars .012" wide and wide bars .029" in wide. The bars have a 1/2" nominal height. The bar code length should not overtake the hangtag.

Barcode is to be a laser quality graphic image. Dot-matrix or similar method for printing barcodes is not acceptable. Barcode will be printed on the front side of

hangtag only.

7) **Packaging:**

The reflectags and Vendor/Carpool Hangtags must be packaged in individual plastic sleeves in durable chipboard boxes. Individual sleeves must contain a piggyback peel tab with the corresponding number printed on it. The boxes shall bear a printed label with the beginning and ending number of the reflectags and Vendor/Carpool Hangtags contained in the box. All inside boxes and shipping containers are to be sealed with safety tape imprinted with the name of the permit manufacturer. There shall be no more than 400 reflectags and Vendor/Carpool Hangtags per box. Reflectags shall be sorted by number. Vendor/Carpool Hangtags shall be sorted by number and color. Scratch-off Hangtags must be shrink-wrapped in stacks of 200.

C. Other

- 1) Clemson University will provide a basic design to be used by the vendor to create a die-cut shape for decals. A hologram foil with custom prismatic security pattern shall be used on the various lots to be produced.
- 2) Artwork (in the form of electronic files) will be ready by April 12, 2011. This artwork will be given to the successful vendor at the time the award is made. Delivery is expected no later than June 8, 2011 or eight weeks after the vendor receives basic design graphics from Clemson University. The penalty for late delivery is 1% per day of total value of contract.
- 3) Delivery of entire quantities as specified is required within seven weeks of receipt of purchase order. Proofs are expected within five working days of receipt of artwork and final delivery within six weeks of the proofs return. Delivery is expected no later than seven weeks after receipt of design. The penalty for late delivery is 1% per day of total value of contract.
- 4) Additional items following the standard design may be requested from time to time and will be discussed with the vendor on a per item basis.
- 5) Inadequate facilities to comply with all of the above provisions and all specifications will constitute grounds for rejection of bid.
- 6) **All** costs **must** be included in your bid, including setup and shipping charges. These costs must be provided in the online bidding document as well as broken down in Section VI, Bidding Schedule and re-attached to online bidding document.

IV. TERMS AND CONDITIONS – SPECIAL

Not Applicable

V. APPENDICES TO SCOPE OF WORK

Appendix A – Permit Order Document List (This appendix is attached to online bid document under “Bid Attachments” section.)

Appendix B – Language for Instructions for Display of Decals and Hangtags

VI. BIDDING SCHEDULE

See attached

VI. BIDDING SCHEDULE

BIDDING SCHEDULE: Notwithstanding any other instructions herein, you shall submit the following price information as a separate document. **Please complete this section and re-attach to online bid document.**

Vendor Name: _____

Fax #: _____

Contact Person: _____

Telephone #: _____

Delivery Time: _____

ITEM	QTY	U/M	DESCRIPTION	TOTAL PRICE
001	1	Lot	Total Cost for all Decals and Hangtags as specified in Section III, Scope of Work. This total will be used for evaluation purposes.	\$ _____
002	1	Lot	Cost per additional 100 repositionable decals	\$ _____
003	1	Lot	Cost reduction per 100 less repositionable Decals	\$ _____
004	1	Lot	Cost per additional 100 regular decals	\$ _____
005	1	Lot	Cost reduction per 100 less regular decals	\$ _____
006	1	Lot	Cost per additional 100 hangtags	\$ _____
007	1	Lot	Cost reduction per 100 less hangtags	\$ _____
008	1	Lot	Set-up cost per additional lot of existing decals or hangtags	\$ _____
009	1	Lot	Cost to add new categories of decals or hangtags as needed (including all art or set-up charges)	\$ _____

2011-2012 Permit Ranges

Parking Zone	Decal		Color		Text	Expire	Decal		Color		Text
President	2B00000	2B00005	yellow	repositionable	Text 3	8/15/12					
Administrative Council	2B00010	2B00100	yellow	repositionable	Text 3	8/15/12					
Trustee	2B00101	2B00150	yellow	repositionable	Text 3	8/15/12					
Employee	2E00000	2E06000	green	repositionable	Text 3	8/15/12					
Commuter	2C00000	2C09000	orange	repositionable	Text 3	8/15/12	2CF0000	2CF1000	orange	repositionable	Text 3
Emeritus	2R00000	2R00500	green	repositionable	Text 3	8/15/12					
Bridge Program (S)	2S00000	2S00500	orange	decal	Text 1	8/15/12					
Resident	2300000	2303500	light blue	decal	Text 1	8/15/12	23F0000	23F0500	light blue	decal	Text 1
Apartment	2400000	2401000	purple	decal	Text 1	8/15/12	24F0000	24F0250	purple	decal	Text 1
Clemson House	2500000	2500500	purple	decal	Text 1	8/15/12					
After 5 Permit	2A00000	2A00150	silver	repositionable	Text 3	8/15/12					
Vendor	2700000	2700500	white w/red emblem	plastic hangtag	Text 4	8/15/12					
Carpool Decal	2CPF000	2CPF200	brown	decal	Text 1	12/31/11	2CPS201	2CPS400	brown	decal	Text 1
Carpool Hangtag	2CPF500	2CPF600	white w/purple emblem	hangtag	Text 5	12/31/11	2CPS601	2CPS700	white w/orange emblem	hangtag	Text 5
Motorcycle	2Z00000	2Z01000	silver	decal	Text 2	8/15/12					
Guest - annual	2G00000	2G00050	silver	repositionable	Text 3	8/15/12					
ADA	2D00000	2D00400	white w/blue text	hangtag							
Occasional Parker	2M00000	2M05000	white w/orange	Scratch Off	Text 6						

Temporary	2J00000	2J03000	white w/purple	Scratch Off	Text 7						
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Expire
12/31/11
12/31/11
12/31/11
8/15/12
8/15/12



Instructions for Display of Decals/Hangtags APPENDIX B

Text 1

Instructions for Display of the Decal

In order to obtain parking privileges on campus, remove the attached decal from the backing and permanently affix it to the outside of the left rear (driver's side) window or bumper of the vehicle (see drawing). **Failure to properly display a valid decal may result in a parking citation.** Please park according to current parking regulations. Thank you for supporting campus parking facilities.

Visit the Parking Services website at:

<http://www.clemson.edu/parking/> for parking rules and regulations and current parking map.

Text 2

Instructions for Display of the Motorcycle/Moped Decal

In order to obtain parking privileges on campus, remove the attached decal from the backing and permanently affix it to the left front fork of the motorcycle, moped or motor scooter. **Failure to properly display a valid decal may result in a parking citation.** Parking is restricted to designated motorcycle spaces. Please park according to current parking regulations. Thank you for supporting campus parking facilities.

Visit the Parking Services website at:

<http://www.clemson.edu/parking/> for parking rules and regulations and current parking map.

Text 3

Instructions for Display of the Repositionable Decal

1. Remove all expired permits.
2. DO NOT TAPE STICKER TO WINDSHIELD.
3. Apply to lower driver's side window on the INTERIOR of window glass.
4. Permit must be completely/entirely visible from outside the vehicle.
5. Permit must be displayed to be valid.

To apply remove protective cover sheet from front of permit. Apply to clean, dry, wax-free glass surface only. Press permit in place. No tape or other adhesive may be used.

Permit may be easily moved by lifting any corner and gently pulling away from windshield. Remove decal when cleaning windshield and then reapply.

Visit the Parking Services website at:

<http://www.clemson.edu/parking/> for parking rules and regulations and current parking map.

Text 4

Instructions for Display of Vendor Hangtag

Please display from rearview mirror so that permit number is visible from exterior front of vehicle. Failure to display a valid hangtag may result in a parking citation. Valid for parking in service vehicle, student or unrestricted employee spaces. Parking in loading zones is limited to 2 hours during which time loading and/or unloading activity must be taking place. Not valid for parking at expired metered spaces. Not valid for 24 hour employee spaces, carpool spaces or event parking. For complete list of parking rules and regulations, please visit <http://www.clemson.edu/parking/>.

Text 5

Instructions for Display of Carpool Hangtag

Hang tag must be displayed along with the carpool decal to park in carpool spaces Monday through Friday, 5:00 a.m. – 5:00 p.m.

Violator will be towed at owner's expense.

Text 6

Instructions for Display of the Occasional Parker Scratch Off Hangtag

Please follow these guidelines for parking your vehicle on campus.

This is your official temporary parking permit hangtag. It must be displayed from the rear view mirror of your parked vehicle in a manner that allows Parking Enforcement personnel to see the expiration date and permit number. The permit is only valid for one day. Scratching off more than one expiration date invalidates the permit.

The permit is valid for parking in the areas indicated on the front of the permit. Parking is permitted in timed spaces and spaces controlled by a parking meter (excluding metered visitor spaces), provided the meter shows time remaining. This permit does **not** authorize parking at an expired meter.

A disability access parking permit or license plate is required in order to park in disability access parking spaces.

This permit is **not valid** for parking in the following areas:

- "Reserved" spaces

- "24 Hr" employee spaces

- Service vehicle spaces

- Reserved athletic event parking areas for the period of time beginning 12 hours prior to the start of home varsity football or basketball games.

- Spaces which are smaller than the vehicle.

This permit is only valid for the vehicle registered at the time of sale. Displaying the permit in an unregistered vehicle invalidates the permit.

If you need further information or service:

Permits, Parking Enforcement, and Records: 864-656-2270

<http://www.clemson.edu/parking>

Citations Adjudication: 864-656-5258

<http://www.clemson.edu/municipalcourt>

Text 7

Please follow these guidelines for parking your vehicle on campus.

This is your official temporary parking permit hangtag. It must be displayed from the rear view mirror of your parked vehicle in a manner that allows Parking Enforcement personnel to see the expiration date and permit number. The permit is only valid for one day. Scratching off more than one expiration date invalidates the permit.

The permit is valid for parking in the areas indicated on the front of the permit. Parking is permitted in timed spaces and spaces controlled by a parking meter (excluding metered visitor spaces), provided the meter shows time remaining. This permit does **not** authorize parking at an expired meter.

A disability access parking permit or license plate is required in order to park in disability access parking spaces.

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