**SPECIFICATIONS FOR MOTORBOAT REGISTRATION DECALS**

**SECTION 1: SCOPE OF CONTRACT**

The purpose of the contract is to provide production, numbering, quality assurance, and direct delivery of reflective motorboat registration decals for the Office of Technology Services, Production Support Services (OTS/PSS) on behalf of the Louisiana Department of Wildlife & Fisheries (LDWF). Decals must meet durability, security, and material compliance standards consistent with the 3M Matched Component System (MCS) Warranty, including resistance to UV exposure, tampering, and environmental degradation, and must include reflective materials for visibility in low-light conditions.

1. Production of decals must use 3M Scotchlite Series 7300 Reflective Vinyl or an equivalent material that meets or exceeds the 3M Matched Component System (MCS) Warranty standards.
2. Each decal must be consecutively numbered and include the following security and design elements:
* tamper-proof numbering visible in both human-readable and encoded 2D barcode formats
* an opaque white underlay to enhance barcode contrast
* A reflective material for nighttime visibility
* UV-cured inks to prevent fading, tampering, or alteration

The annual required quantity is 125,000 decals, numbered consecutively each year. For example, decals for the calendar year 2028 will be numbered 000001 through 125,000 with no missing or duplicate numbers.

**SECTION 2: MATERIAL & PRINTING SPECIFICATIONS**

In cases where the 3M 7300 series is discontinued, acceptable substitutions are limited to a certified 3M replacement or equivalent material that meets the certification standards for durability, reflectivity, and adhesion as outlined in the 3M Matched Component System (MCS) Warranty.

The overall decal size must be 6.75 inches wide by 3 inches high, with a single horizontal face score to create two individual decals, each sized 3.375 inches by 3 inches. The face scoring must leave the backing sheet intact.

The decals shall feature three colors: one Pantone PMS spot color, Black, and Opaque White. Only UV-cured inks are acceptable, with a clearcoat protection using matte clear to maintain durability and reflectivity. Each decal must be consecutively numbered in Black, with the serial number presented in both human-readable format and a QR code. Both the numbering and QR code must be applied under the clearcoat to ensure longevity and resistance to tampering or environmental wear. An opaque white square shall be imprinted beneath the barcode to improve contrast.

Only UV-cured inks are allowed. Ink types including solvent, latex, aqueous, and toner are not permitted.

The successful vendor shall be responsible for preparing all artwork necessary for decal production, following the design specifications and layout provided by the State as an example. The design layout is included as Attachment C – Samples to this solicitation. The successful vendor must ensure that the artwork meets all outlined color, font, and formatting requirements and is suitable for high-quality printing on the specified materials. Artwork proofs must be submitted in a PDF format to the State for approval prior to production within three business days of the order.

Proof Submission Address:

All proof samples and documentation must be submitted at the successful vendor’s expense to:

Print Quality Assurance
Office of Technology Services/Production Support Services (OTS/PSS)
on behalf of the Louisiana Department of Wildlife & Fisheries
627 N 4th St, Suite 7A
Baton Rouge, LA 70802

**SECTION 3: SEQUENTIAL NUMBERING & BARCODE**

Each decal must display a consecutive serial number (e.g., from 000,001 to 125,000) printed under the clearcoat to prevent tampering or fading. The numbers must be legible and distinctly readable.

Each decal shall include a corresponding 2D barcode, such as a QR code or Data Matrix, that encodes the serial number in a machine-readable format. The barcode shall be printed under the clearcoat and must be positioned over an opaque white square to enhance contrast and readability. Both the human-readable serial number and 2D barcode must match and align with the designated sequence range for orders placed against the contract.

**SECTION 4: DURABILITY & ADHESION**

The decals must securely adhere to fiberglass, plastic, wood, painted, or metal surfaces. Materials must retain reflectivity and durability under wet and variable environmental conditions.

Each decal must carry a minimum four-year warranty for UV exposure under the 3M MCS system or an equivalent. Expected durability from the production date is seven years.

Each decal must pass adhesion testing to ensure secure attachment under water exposure without loss of reflective or adhesive properties.

**SECTION 5: WARRANTY & REPLACEMENT PROVISIONS**

Full compliance with Original Equipment Manufacturer (OEM) or 3M MCS warranty standards is mandatory. Any failure to meet these standards will necessitate decal replacement, which may include reimbursement for administrative costs.

The successful vendor is responsible for any defects, including ink durability, adhesive failure, or reflectivity loss, and must replace defective decals at no additional cost.

The decals shall have a minimum shelf life of three years from the date of receipt.

Replacement is required for any failure within the warranty period.

**SECTION 6: PACKAGING AND DELIVERY**

The decals shall be packaged in boxes containing 1,000 units each. The boxes shall be labeled with sequential numbering and securely packed to prevent damage. Oversized or overfilled boxes are not acceptable.

Deliveries shall be made by appointment only and directly to:

The Louisiana Department of Wildlife & Fisheries

2000 Quail Drive

Annex Building, Room 24

Baton Rouge, Louisiana 70809

Deliveries shall be completed within six weeks (42 calendar days) from the successful vendor’s receipt of the order. This timeline ensures that production and distribution schedules are met in accordance with operational deadlines. For annual orders, all deliveries must be completed no later than February 27 of the respective year, regardless of the date of the purchase order.

The successful vendor must notify the designated State contact within five business days of receipt of the order to confirm the delivery schedule.

All deliveries shall be made directly by the successful vendor’s employees using vehicles owned or leased by the successful vendor. No third-party carriers, contractors, or delivery services are permitted. Deliveries must be securely packaged to prevent damage in transit, and each box must be clearly labeled with the quantity, serial number range, and any other relevant information for verification upon receipt. A detailed packing list must accompany each shipment to facilitate inspection and inventory

Partial deliveries may be accepted if coordinated with State representatives. For partial deliveries, the successful vendor must submit documentation specifying the quantity delivered, the quantity remaining, and the expected completion date for the remaining items. Delivery costs to the destination are the successful vendor's responsibility and must be delivered FOB destination.

Deliveries shall occur between 7:00 AM and 7:00 PM, Monday through Friday, excluding State-recognized holidays, unless otherwise approved in writing by the State. The State reserves the right to reject deliveries made outside of this time window unless prior written approval has been obtained.

The successful vendor is required to notify the designated State contact at least 48 hours in advance of any scheduled delivery to confirm the date and time and ensure access to the designated delivery location. The State reserves the right to reschedule deliveries as necessary to accommodate operational requirements.

The State will conduct quality checks upon receipt of the materials. Any defective, damaged, or non-compliant decals must be replaced within 15 calendar days of notification at the successful vendor’s expense, including all costs associated with redelivery.

**SECTION 7: WARRANTY AND REPLACEMENT PROVISIONS**

In the event of errors in decal numbering, including but not limited to misprints, skips, duplications, or any deviation from consecutive numbering requirements, the successful vendor shall incur liquidated damages of $20 per defective decal. These damages will be deducted from the total contract value. Furthermore, if the number or severity of errors indicates systemic production issues or a failure to adhere to contractual standards, the State reserves the right to impose additional damages, up to the full value of the contract, to compensate for administrative costs, reprinting, and delays in project completion. The State also reserves the right to cancel the contract based on the scope and severity of such errors.

Should defective decals necessitate reprinting, the successful vendor shall bear all associated costs, including but not limited to materials, labor, and delivery. The State may also withhold payment until corrected decals meeting all contract specifications are received and approved.

**SECTION 8: PENALTIES, TESTING, AND PROOFING**

The successful vendor must be certified under the 3M Matched Component System or equivalent. The successful vendor must certify that the products delivered to the State comply with the specified materials, inks, and adhesives.

The successful vendor must maintain full control over production and delivery processes, prohibiting third-party involvement. A closed-loop system is required to ensure decal integrity and security.

No phase of production or delivery shall involve third-party vendors. Only the successful vendor’s staff shall access and handle decals throughout the production and delivery processes.