**State of Louisiana**

**Department of Wildlife & Fisheries (LDWF)**

**SPECIFICATIONS FOR OYSTER TAGS**

**General Information:**

* Tags will be used to tag containers of oysters - for use in saltwater
* Tags must be waterproof and printed with permanent ink that is guaranteed to remain on the tag.
* Orders will be placed on an as-needed basis.
* Annual purchases will include various types of tags printed according to the designs and verbiage provided by the Agency (generic) and tags having the generic designs and verbiage with added dealer information (personalized).
* There are no initial run counts.
* The Agency will e-mail requests to the Contractor indicating number of tags, tag color, and either “generic” or “personalized” with appropriate personalization information, with “ship to” address.
* Minimum order per design allowed is 6,000 tags, (1,000 sheets) in lots of 6,000.
* Order must be delivered within 4 weeks of the Agency’s request.
* **Overruns or under-runs are not acceptable**.

**Printed, 2 Sides, Laser Printable Oyster Tags**: Each tag will have a different design. Color codes are Pantone (PMS).

**Estimated** total quantity to be printed - 3,277,000 (Annual quantity is estimated)

* **White** background/black print - 1**,**875,000 **(estimate)**
* **Blue (PMS 291)** background/black print - 402,000 **(estimate)**
* **Green (PMS 360)** background/black print - 900,000 **(estimate)**
* **Pink (Pantone Rhodamine Red)** background/black print - 100,000 **(estimate)**

**Description:**

* Landscape 8 1/2" x 11" sheet
* Six tags per sheet
* Each tag approximately 2 5/8" x 5 1/4"
* One horizontal, two vertical perforations, to the edge of the page, making six tags per sheet—no border
* Each tag to have one hole punched for attaching to container

**Tag Material**:

* DAF-SYN or equal - Polyester-based synthetic paper/film
* Thickness – five mil
* Chemical coated both sides
* Adhesion to UV Cure inks and Flexographic Water-Based Inks required
* Anti-Statics
* Toner Adhesion for Laser Beam Printing required
* Ink Adhesion for Thermal Transfer Printing required
* Ink/Pencil Writable

**Composition**: Printed two sides, head to foot. See illustrations in Attachment C.

 NOTE: Tags are to be manufactured exactly per the specifications in every aspect that

 the bidder intends to supply the Agency.

**Ink**: Black Waterproof - Permanent Ink (must not rub or wash off)

**Numberings**: Tags are to be consecutively numbered on right side of front of tag in readily distinguishable numbers. Each number is to be preceded by the letters **AV** and must be durable to withstand saltwater, heat, direct sun, and other adverse conditions so that the number remains legible throughout the life of the tag. **Beginning number to be 0000001, consecutively numbered regardless of tag color with no duplicated or missing numbers.** Each year numbering will begin with different letters and numbering will start with 0000001 for each year of printing.

**Vendor is to verify that all tags are in numerical sequence and accounted for prior to shipment. Vendor is required to provide tracking information via email once the tag order(s) have been shipped. All packing slips and invoices MUST include the series of tag numbers, the company name on the tag (or generic), and ship to information.**

**Delivery**: All deliveries shall be made F.O.B. to various destinations as specified per order, to reach delivery destination no later than 4 weeks from the order date. Delivery destinations may include, but are not limited to the following:

Company Name City St Zip

LDWF - Baton Rouge Baton Rouge LA 70808

LDWF - Bourg Bourg LA 70343

LDWF - Lake Charles Lake Charles LA 70601

LDWF – Lafayette Lafayette LA 70501

LDWF – New Orleans New Orleans LA 70122

Ameri-pure Franklin LA 70538

Amite Oysters Amite LA 70422

Bayou Caddy Lakeshore MS 39558

BEZ Oyster & Seafood Belle Chasse LA 70037

Blue Gulf Seafood Lydia LA 70569

Brandt's Braithwaite LA 70040

Breton Sound Oysters New Orleans LA 70130

Brocatos Seafood St. Bernard LA 70085

Buddy's Seafood Houma LA 70364

Cajun Shellfish Pass Christian MS 39571

Dock 5723, LLC Belle Chasse LA 70037

Eddie's Quality Oysters Port Sulphur LA 70083

Gulf Island Violet LA 70092

Jenny V's Seafood Theriot LA 70397

J & J Eagle LLC Empire LA 70050

Luke’s Seafood Dulac LA 70353

Madison Seafood Montegut LA 70377

Mato’s LLC Belle Chasse LA 70037

Melerine St. Bernard LA 70085

Misho’s Quality Oysters Gretna LA 70056

P & J Oysters New Orleans LA 70112

P.S. Fisheries Belle Chasse LA 70037

Port Sulphur Fisheries Buras LA 70041

Prestige Oyster Co Theriot LA 70397

R & A Oysters Belle Chasse LA 70037

Robin Seafood Co St. Bernard LA 70085

Southern Foods St. Bernard LA 70085

Slavich Seafood Buras LA 70041

Terry’s Oysters Port Sulphur LA 70083

Tesvich Oyster Farms Buras LA 70041

Wilson's Oysters Inc Houma LA 70361

Ysclokey’s Seafood St. Bernard LA 70085

**Packaging**: Tags are to be packaged 200 sheets/1,200 tags per box, 5 boxes per carton, totaling 1,000 sheets/6,000 tags per carton. Individual boxes inside a carton must be clearly marked and labeled with beginning and ending numbers on each end of each box to provide visibility without removing each box from the carton; cartons must be clearly marked and labeled with beginning and ending numbers on the end of each carton. **Each box shall contain an instruction sheet advising the end-user how to handle the sheets and laser printers to minimize curl of the sheets. The instruction sheet shall have the following statement in bold letters at the top of the sheet “PLEASE VERIFY THAT YOU HAVE RECEIVED THE CORRECT TAGS, THAT ALL TAGS ARE NUMBERED CORRECTLY WITH NO BLANKS, AND REPORT ANY INCONSISTENCIES TO LDWF @ 225-765-2881.”**

**Penalties**: No skips, duplications, blank or misprinted numbers are acceptable. A penalty of $5.00 will be assessed for each sheet containing one or more skipped, duplicated, blank or misprinted tags. Penalties will be deducted from invoice payments.

**Sample:** A sample of the paper/film and specifications that the bidder intends to supply to the State should be included with bid. If not included with bid, the sample shall be provided within 3 business days of request.

**Proof**: A proof of each generic and personalized design is required prior to printing each request. The proof shall be provided via email within 3 to 5 business days of request.

**Invoicing**: **All invoices MUST include the quantity of tags shipped, the series of tag numbers, the company name on the tag (or generic), and the ship to information.**