



OLYMPIA, WASHINGTON

REQUEST FOR PROPOSALS - 1810 VEHICLE WRAPS AND GRAPHICS

REQUEST FOR PROPOSALS (RFP) RELEASE DATE:

May 3, 2018

PRE-PROPOSAL MEETING:

Date: May 14, 2018

Time: 9:00 a.m. Pacific Time (PT)

Location: 526 Pattison Street SE, Olympia, WA 98501

QUESTION/CLARIFICATION DEADLINE:

Date: May 17, 2018

Time: 5:00 p.m. (PT)

RESPONSE DUE DATE AND TIME:

Date: May 24, 2018

Time: 2:00 p.m. (PT)

CONTACT PERSON:

Katie Cunningham

Procurement Coordinator

(360) 705- 5837

kcunningham@intercitytransit.com

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SECTION 1 - INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Proposals (RFP) in order to establish a Contract for the production and installation of Vehicle Wraps and Graphics, and related goods and services.

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. Transit's Vanpool Program includes a fleet of 7-, 12-, and 15-passenger vans that Transit issues to commuter groups. To help increase awareness of this program, Transit is seeking a vendor to produce and install vinyl vehicle wraps and graphics as part of a new Graphics Package, as shown in the Graphics Package documents provided via the link in [Appendix A](#).

Transit currently anticipates that the vehicles listed below will require a new Graphics Package. These vehicles are new to Intercity Transit and do not have after-market graphics currently installed.

1. **2016 Chevrolet Express:** Thirty-two (32) white 2016 Chevrolet Express 2500 LT 12-passenger vans.
 - a. Transit currently owns these vehicles.
 - b. The 2016 Chevrolet Express Graphics Package document provided via the link in [Appendix A](#) includes the artwork for this vehicle.
2. **2016 Chevrolet Express - Roxy Road Show:** One (1) white 2016 Chevrolet Express 2500 LT 12-passenger van.
 - a. Transit currently owns this vehicle.
 - b. The 2016 Chevrolet Express - Roxy Road Show Graphics Package document provided via the link in [Appendix A](#) includes the artwork for this vehicle.
3. **2018 Toyota Sienna:** Twenty-five (25) white 2018 Toyota Sienna L 7-passenger vans.
 - a. Transit has ordered these vehicles and expects to receive them all by June 2018.
 - b. The 2018 Toyota Sienna Graphics Package document provided via the link in [Appendix A](#) includes the artwork for this vehicle.
4. **2019 Toyota Sienna (anticipated):** Fifteen (15) white 2019 Toyota Sienna L 7-passenger vans.
 - a. Transit anticipates that these vehicles may be ordered and received in early to mid-2019.
 - b. Since these vehicles have not yet been ordered, a Graphics Package document is not provided at this time. In the event that these vehicles are ordered, Transit anticipates that it will provide a Graphics Package document to the awarded vendor before receipt of the vehicles.

Any quantities listed herein are for proposal purposes only and represent estimated requirements. Transit will not be obligated nor restricted to the quantities indicated. **Transit does not represent or guarantee any minimum purchase. This Solicitation does not obligate Transit to contract for the goods and/or services specified herein.**

Transit reserves the right to add, remove, or otherwise modify any requirements and/or graphics to meet the operational and strategic objectives of the agency.

1.2 SCOPE OF WORK AND SPECIFICATIONS

The goods and services required under the Awarded Contract will include, but are not limited to, the production and installation of the vinyl Vehicle Wraps and Graphics as described herein. The Awarded Contractor will produce, provide, and install Vehicle Wraps and Graphics as follows:

A. Graphics Packages

The Awarded Contractor will produce and install the following, as provided via the link in Appendix A and as described herein:

1. Thirty-two (32) 2016 Chevrolet Express Graphics Packages,
2. One (1) 2016 Chevrolet Express – Roxy Road Show Graphics Package, and
3. Twenty-five (25) 2018 Toyota Sienna Graphics Packages.

The Graphics Package files, downloadable via the link included in Appendix A, are provided in Illustrator PDF format. All text is converted to outlines. The Awarded Contractor will use this art to create the vehicle wraps and graphics.

The Graphics Packages described herein are part of Transit’s vanpool refresh efforts. As such, these graphics are new to Transit and have not previously been installed on its vehicles.

While Transit does not have an established completion deadline for installation of the initial order of Graphics Packages on the thirty-two (32) 2016 Chevrolet Express vans, one (1) 2016 Chevrolet Express Roxy van, and twenty-five (25) 2018 Toyota Sienna vans listed above, Transit strongly prefers that the 2018 Toyota Sienna’s are completed first, and that all installations are completed as soon as possible. The actual order completion deadline will be mutually agreed upon between Transit and the Awarded Contractor.

Transit reserves the right to modify the requirements of the Graphics Packages and/or include additional graphics as needed to meet the operational strategic objectives of the Agency. Transit also reserves the right to add wraps and graphics for future purchased vehicles into the awarded Contract, as mutually agreed upon by the parties.

B. Graphic Specifications

The Awarded Contractor will produce, provide, and install vehicle wraps and graphics as shown in the Graphics Package documents provided via the link in [Appendix A](#) with the following specifications:

1. **Materials:** All vehicle wraps and graphics will be Cast vinyl film, with a minimum standard of the following:
 - 3M IJ180MC-10, with
 - 3M 8519 Luster Overlamine
 - The vehicle wraps and graphics for the initial anticipated order will not be reflective.
2. **Fonts:** All fonts will be as specified in the Graphics Package files provided via the link in Appendix A.
3. **Colors:** The Awarded Contractor will have safeguards in place to ensure color is uniform between graphic runs. Graphic colors will be as follows:



Note: Pantone colors are not available for the “94.5 Roxy” logo included in the 2016 Chevrolet Express – Roxy Road Show Graphics Package. The Awarded Contractor will match the colors as close as possible to those pictured in the provided graphics file.

4. **Dimensions:** The Awarded Contractor will ensure that all graphic sizes and dimensions are appropriate to fit each vehicle. The Awarded Contractor will field verify “as-built” dimensions prior to fabrication, and ensure all graphics appropriately fit the vehicle and are clearly visible.
5. **Emblem Removal:** The Awarded Contractor will remove emblems, in areas of the vehicle that will be wrapped, as long as there are no holes in the vehicle underneath the emblem. In the event that there are holes under the emblem, the Awarded Contractor will wrap around the emblem. The Awarded Contractor will ensure that vehicle paint is not damaged during emblem removal.

After installation of the graphics, the Awarded Contractor is not required to place removed emblems back on the vehicle. The Awarded Contractor will return all removed, unbroken emblems back to Transit.

6. **Samples and Proofs:** The Awarded Contractor will provide wrap and graphic proofs and samples to Transit for approval prior to beginning production.

C. Installation

The Awarded Contractor will:

1. Install vehicle wraps and graphics as identified herein and as requested by Transit.
2. Prepare vehicles in accordance with warranty requirements and industry standards prior to wrap and graphic installation.
3. Provide all labor, tools, equipment and supplies necessary for the installation of wraps and graphics.
4. Ensure any damage made to vehicles by Contractor or its employee(s) is repaired within ten (10) Business Days.
5. Ensure installation of wraps and graphics is free of any air bubbles or other defects.
6. Coordinate the installation schedule and location with Transit in advance of the installation.
7. Ensure the original vehicle paint is not disturbed during the installation of wraps and graphics. Any paint or body damage resulting from wrap and graphic installation will be repaired at the responsibility of the Awarded Contractor at no cost to Transit.
8. Perform the installation of vehicle wraps and graphics in a professional manner in accordance with industry standards and best practices.

Intercity Transit will:

1. Wash each vehicle prior wrap and graphic installation.
2. Provide vehicle keys and access for the Awarded Contractor’s wrap and graphic installers to move vehicles throughout the day to facilitate the installation process, if needed.

D. Installation Location

The Awarded Contractor may elect to use the following location options to complete the installation of vehicle wraps and graphics:

1. **Intercity Transit:** In the event that the Awarded Contractor intends to utilize Intercity Transit’s facilities for indoor vehicle wrap and graphic installation, the following applies:

Intercity Transit currently operates a Maintenance Facility, which should have indoor space for approximately one (1) to (2) vehicles at a time if graphic installations are performed during the day. If graphic installations are performed during the Graveyard shift between the hours of 10:00 p.m. and 7:00 a.m., Transit’s indoor space may accommodate up to three (3) to four (4) vans at a time. The installation schedule and logistics will be mutually agreed upon between Transit and the Awarded Contractor in advance.

2. Awarded Contractor's Facilities: In the event that the Awarded Contractor proposes to utilize its own facilities for vehicle wrap and graphic installation:

The Awarded Contractor may elect to utilize its own facilities, or a rented/leased facility, to complete the installation of vehicle wraps and graphics as stated herein. The installation schedule and transportation logistics will be mutually agreed upon between Transit and the Awarded Contractor in advance.

E. Repair, Replacement, and Removal

Transit currently operates a fleet of approximately 71 buses, 35 Dial-A-Lift vans, and 256 vanpool vans. These vehicles may need graphic removal, repair, and/or replacement on an as-needed basis. In the event these services are needed, Transit anticipates the scope of the specific tasks to be negotiated on a case-by-case basis.

In the event these services are needed, the Awarded Contractor will:

1. Complete as needed graphic removal, as mutually agreed upon between the parties.
2. Complete as needed graphic replacement and repairs due to vehicle body damage, in accordance with warranty requirements, or as mutually agreed upon between the parties.
3. Be responsible for all labor, tools, equipment and supplies necessary for the repair, replacement, and/or removal of graphics.
4. Ensure any graphic removal services leave the vehicle surface free of adhesive and prepped for the application of new graphics.
5. Ensure the original paint is not disturbed during the repair, replacement, or removal of graphics. Any paint or body damage resulting from vehicle wrap and graphic repair or removal will be repaired at the responsibility of the Awarded Contractor at no cost to Transit.

F. General Requirements

The Awarded Contractor must:

1. Be able to produce and provide the wraps and graphics as specified herein.
2. Be capable of producing and installing different types and designs of wraps and graphics, other than those specified herein, using artwork provided by Transit. Additional wraps and graphics may be installed as mutually agreed upon by the parties.
3. Provide a printed proof and vinyl graphic sample to Transit for approval prior to moving forward with the creation and installation of any new vehicle wrap or graphic design.
4. Ensure the finished products meet industry and Transit standards.
5. Provide a minimum of five (5) Business Days for Transit staff to inspect the finished work product, including but not limited to, vehicle wraps, graphics, installation, repair, and removal.
6. Provide a minimum two (2) year warranty on all products.
7. Provide all equipment, materials and qualified personnel necessary to successfully produce and install the vehicle wraps and graphics as described herein in a timely manner.

1.3 PROPOSER QUALIFICATIONS

The successful Proposer must have the following:

1. A valid Washington State Business License.
2. A minimum of three (3) years of experience in producing and installing vehicle wraps and graphics.
3. The ability to professionally produce and install vehicle wraps and graphics, in accordance with industry standards and best practices.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFP will be for one (1) year from date of final execution. The Contract may be extended for additional one (1) year terms or portions thereof. The total Contract term will not exceed five (5) years, unless special circumstances dictate otherwise. Extension for each additional term may be offered and the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 – GENERAL INFORMATION

2.1 PROCUREMENT COORDINATOR

All questions and communication concerning this Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Proposers are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Telephone: (360) 705-5837
Address 526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to the Pre-Proposal Meeting or Response Due Date and Time on Washington’s Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFP Release	May 3, 2018
Pre-Proposal Meeting	May 14, 2018 at 9:00 a.m. (PT)
Questions and Requests for Clarifications Due	May 17, 2018 at 5:00 p.m. (PT)
Response Due Date and Time	May 24, 2018 at 2:00 p.m. (PT)
Evaluations Begin	May 24, 2018
Proof/Sample Evaluation	June 4-8, 2018
Anticipated Contract Award Date	June 20, 2018

2.3 PRE-PROPOSAL MEETING

Transit will hold an optional Pre-Proposal Meeting at the time and date identified below. While attendance is not mandatory, Proposers are encouraged to attend. This meeting will provide prospective Proposers an opportunity to seek clarification and raise concerns related to the Solicitation. Each prospective Proposer is obligated to raise pertinent issues during this meeting. If interpretations, specifications, or other Solicitation concerns warrant a change or clarification as a result of the meeting, the Procurement Coordinator will do so by issuing an Addenda posted on [WEBS](#).

Pre-Proposal Meeting Date: May 14, 2018
Pre-Proposal Meeting Time: 9:00 a.m. (PT)
Pre-Proposal Meeting Location: Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

2.4 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents may be accessed on-line through [WEBS](#). Proposers are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents.

Transit will post any Addenda or schedule changes on WEBS. Proposers are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in the submission of a Response that is inconsistent with most the current information and may result in disqualification.

2.5 SOLICITATION STANDARDS

The Solicitation Standards document is provided in [Appendix A](#). This document contains important information applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to attach this document with their Response. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Response submittal.

2.6 CONTRACT TERMS

A Sample Contract has been provided in [Appendix A](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Sample Contract. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements. The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract.

SECTION 3 – RFP SUBMITTALS

3.1 RFP SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information (1-6) using in the RFP Submittal Document located in [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFP.

1. Proposer Acknowledgements

The Proposer Acknowledgements must be signed by the Proposer's Authorized Representative. Proposer must complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued, and complete the signature box information on the Proposer Acknowledgements page.

2. Proposer Information

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Proposer may attach additional sheets if necessary.

3. Subcontractor Information

Proposer is instructed to complete the Subcontractor Information section if the Proposer intends on utilizing Subcontractors. If Proposer does not intend to use Subcontractors, the Proposer is not required to complete this section of the RFP Submittal Document. If no information is entered, Transit will assume that Subcontractors will not be used.

Transit will accept Proposals that include third party involvement only if the Proposer submitting the Proposal agrees to take complete responsibility for all actions of such Subcontractors. Proposer must disclose the use of any Subcontractor(s) in their Proposal.

If applicable, Proposer will identify all Subcontractors who will perform services in fulfillment of Contract requirements, including their name, the nature of services to be performed, address, telephone, email, federal tax identification number (TIN), Washington State Unified Business Identifier (UBI), and DBE or SBE certification status. Transit reserves the right to approve or reject any and all Subcontractors that Proposer proposes. Any Subcontractors not listed in the Proposer's Response, who are engaged after award of the Contract, must be pre-approved, in writing, by Transit before providing services under the Contract.

4. References

Proposer must submit a **minimum of three (3)** references for which the Proposer has provided goods and services similar to those described herein. Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer's capability and performance under other contracts, Proposer's financial stability, past or pending litigation, and other publicly available information.

5. Non-Cost Proposal

Proposer must complete and submit the Non-Cost Proposal Section. Proposer may attach additional sheets if necessary.

6. Cost Proposals

Proposer must complete and submit the Cost Proposal Section. Proposer may attach additional sheets if necessary.

Prices will be in U.S. dollars. Proposers will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Response prices will remain firm for a minimum of sixty (60) Calendar Days from the Response due date. All applicable taxes that the Awarded Contractor is required to pay, including retail sales or use taxes, must be included in the Proposer's proposed price(s). No adjustments will be made in the amount to be paid by Transit under the Awarded Contract due to any misunderstanding by, or lack of knowledge of, the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable or responsible by law or under the Awarded Contract or because of any increases in tax rates imposed by any Federal, State or local government.

No payments in advance or in anticipation of goods or services to be provided under any resulting Contract will be made. Awarded Contractor will only be compensated for performance delivered and accepted by Transit.

3.2 SUBMITTAL INSTRUCTIONS

Proposer will submit their complete Response in the following manner:

A. Response: Proposer must complete and submit all sections of the RFP Submittal Document, located in [Appendix A](#), as their Response. One (1) hard copy and one (1) electronic copy of the Proposer's complete Response must be received by Transit on or before the **Response Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.

1. *Hard Copy:* The hard copy Response is to be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
2. *Electronic Copy:* The electronic copy Response is to be submitted on a USB flash drive or CD-RW/CD-ROM, labeled with the RFP number and Proposer's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.

B. Delivery of Response: Enclose the hard copy and electronic copy of the Response together in a single envelope or container and label as follows:

**Intercity Transit
Project 1810 - Vehicle Wraps and Graphics
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501**

C. Time of Receipt: Ensure delivery to Transit at the address provided in item B above on or before the Response due date and time. Time of receipt will be determined by the date and time the Response is received by Transit's Administrative Office Receptionist. Late submittals will not be accepted or considered. Proposer accepts all risks of late delivery regardless of fault or chosen method of delivery. The telephone number for shipping purposes is (360) 705-8585.

Responses are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed or telephone Responses or modifications will be accepted or considered. All Responses and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Response, the electronic copy will prevail.**

SECTION 4 - EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Proposer whose Response is determined to best meet all RFP requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer. All Responses are subject to Transit's final approval as to whether they meet all RFP requirements.

4.2 EVALUATION CRITERIA

The scores for each Response will be assigned a relative importance for each scored section as follows:

PHASE 1 EVALUATION

PHASE 1 EVALUATION

Phase 1 Requirements	Max Points
Non-Cost Proposal:	140 points
Cost Proposal:	60 points
Total Possible Phase 1 Points:	200 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Pass/Fail
Proofs/Samples	Pass/Fail

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFP. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Proposer's Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be Non-Responsive, Transit will cancel the Solicitation and reject all Responses.

Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

2. Phase 1 Evaluation – Non-Cost and Cost Elements (scored)

a. Non-Cost Proposal Evaluation:

Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate the evaluators' scoring. Transit will calculate a single score for each Non-Cost Proposal. There are a maximum of **140 points** available for the Non-Cost Proposal.

b. Cost Proposal Evaluation:

The Procurement Coordinator will calculate the Cost score using Proposer's Cost Proposal submittal. The total available points for the Cost Proposal section are **60 points**. Cost scores will be calculated by combining elements of the Cost Proposal to determine the overall cost to Transit. The Proposer's Cost Proposal will be scored in relation to the other Cost Proposals received, with the lowest Cost Proposal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposers' Total Phase 1 Scores will be calculated by summing Non-Cost and Cost Proposal points (maximum of **200 points**).

3. Phase 2 Evaluation – Proofs and Samples (pass/fail)

Transit reserves the right to request Vehicle Wrap and Graphic proof(s) and sample(s) from the top-scoring Proposer(s) from Phase 1, if it is deemed to be in the best interest of Transit.

In the event that a proof(s) and sample(s) is requested, the Proposer will have a maximum of five (5) Business Days from the date of the request to provide Transit with the proof(s) and sample(s). In the event that the proof(s) and sample(s) is not received by Transit within this timeframe, it may result in the Proposers' Response being rejected as non-responsive.

Proofs and Samples will be evaluated on a pass/fail basis. Transit reserves the right to request modifications to the proof(s) and sample(s) to ensure the items provided under the Awarded Contract will meet Transit's requirements. In the event that the proof(s) and sample(s) does not meet the requirements of Transit, Transit reserves the right to deem the Proposer non-responsive.

4. References (pass/fail)

Transit reserves the right to check references after Response submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Response evaluation to determine the responsibility of Proposers. Transit reserves the right to reject any Response submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer's level of responsibility.

5. Evidence of Qualification (pass/fail)

After Response submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, business licenses, financial statements, credit ratings, references, record of past performance, experience, available equipment, criminal background check, clarification of Proposer's offer, and on-site inspection of Proposer's facilities. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Response where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer, if any, will be the responsive, responsible, qualified Proposer who submitted the Response, that in the sole opinion of Transit, best meets the requirements set forth in this RFP and is in the best interest of Transit. Transit may enter into Contract negotiations with the successful Proposer.

All responsive Proposers responding to this solicitation will be notified when Transit has determined the successful Proposer. If Transit and the successful Proposer are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and will proceed to negotiations with the next highest ranked Proposer.

Transit may be required to make a recommendation of the successful Proposer to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Proposer.

4.5 EXECUTION OF CONTRACT

The successful Proposer will execute the final Contract in duplicate and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) original signed Contract will be returned to the Awarded Contractor.

4.6 POST AWARD MEETING

The Awarded Contractor may be required to attend a post award meeting scheduled by the Procurement Coordinator to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

APPENDIX A – RFP DOCUMENTS

RFP Submittal Document: Proposers must complete and submit the below RFP Submittal Document as their Response.



RFP Submittal
Document

Graphics Package Documents: The Graphics Package Documents contain images of the Graphics Packages that Intercity Transit intends to order as a result of this solicitation. They do not need to be submitted, however, Proposers are instructed to review and be familiar with them when preparing their Response.

Due to file size, the Graphics Package documents are provided separately in an Intercity Transit Box.com account. Proposers are instructed to visit this link <https://intercitytransit1.box.com/s/u5udl996omhom2fel66fpy3su8aq2trq> to access and download the following files:

1. 2016 Chevrolet Express Graphics Package
2. 2016 Chevrolet Express – Roxy Road Show Graphics Package
3. 2018 Toyota Sienna Graphics Package

Solicitation Standards: This document contains the Standard Definitions, Instructions to Proposers, and Terms and Conditions. This document does not need to be submitted, however Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.



Solicitation
Standards

Sample Contract Document: Transit expects the final Contract signed by the successful Proposer to be substantially the same as this Contract. This document does not need to be submitted, however Proposers are instructed to be familiar with it.



Sample Contract