



OLYMPIA, WASHINGTON

**REQUEST FOR QUALIFICATIONS AND QUOTES - 1716
VEHICLE WRAPS AND DECALS**

REQUEST FOR QUALIFICATIONS AND QUOTES (RFQQ) RELEASE DATE:
April 13, 2017

PRE-PROPOSAL MEETING:

Date: April 24, 2017
Time: 10:00 a.m. Pacific Time (PT)
Location: 526 Pattison Street SE, Olympia, WA 98501

QUESTION/CLARIFICATION DEADLINE:

Date: April 27, 2017
Time: 5:00 p.m. (PT)

RESPONSE DUE DATE AND TIME:

Date: May 4, 2017
Time: 10:00 a.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 Qualifications and Quotes (RFQQ) in order to establish a Contract for the as needed purchase and installation of Vehicle Wraps and Decals, and related goods and services.

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. One transportation program that Transit administers is its Vanpool Program. This program includes a fleet of 7-, 12-, and 15-passenger vans which are issued to and driven by commuter groups. Transit has determined a need to update the graphics package on its new Vanpool Vans in order to help increase awareness of its Vanpool Program. The Vanpool Graphics Package document located in [Appendix A](#) provides the artwork included in this new graphics package. This graphics package includes a combination of vinyl wraps and decals.

Currently, Transit anticipates a need to purchase and install Vanpool Graphics Packages on thirty-three (33) white 2016 Chevrolet Express 2500 12-passenger vans. Additional vanpool graphics packages and/or individual decals may be purchased as needed.

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. Any quantities listed herein are for bidding purposes only and represent estimated requirements. Transit reserves the right to add, remove, or otherwise modify any requirements 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 include, but are not limited to, the items described herein. The Awarded Contractor will provide and install Vehicle Wraps and Decals with the following specifications:

A. Vanpool Graphics Package

The Vanpool Graphics Package for Transit's vanpool vans includes, but is not limited to, the following, and as shown in [Appendix A](#), Vanpool Graphics Package:

1. Vehicle Wrap
2. Vanpool and Tagline Lettering
 - a) Vanpool Lettering
 - b) Taglines
 - 1) More smiles per mile
 - 2) More break time. Less brake time.
 - 3) Take the work out of getting to work.
3. Standalone Numbers and Agency Logo

Transit reserves the right to modify the requirements of the Vanpool Graphics Package as needed to meet the operational strategic objectives of the Agency.

B. Graphic Specifications

The Awarded Contractor will produce, provide, and install graphics as shown in the Vanpool Graphics Package document located in [Appendix A](#) with the following specifications:

1. **Material:** All graphics will be painted or vinyl decals. If painted, all paint to have gloss finish and all painted surfaces to have final protective clear coat applied.

2. **Vehicle Wrap:**

- *Locations:* Driver side, passenger side, and rear of van
- *Corporate Swoosh Colors:*
 - In PANTONE:
 - Dark Blue: PANTONE + Solid Coated 287
 - Green: PANTONE + Solid Coated 369
 - In CMYK:
 - Dark Blue: C=100 M=68 Y=0 K=12
 - Green: C=59 M=0 Y=100 K=7
- *Additional Wrap Numbering and Lettering*
 - a) **INTERCITY TRANSIT LOGO:**
 - *Locations:* Driver and passenger rear quarter
 - *Font:* Transit will provide to Awarded Contractor via EPS file
 - *Color:* White
 - b) **VANPOOL:**
 - *Location:* Rear of van on driver side door
 - *Font:* Lato Black, 13 point
 - *Color:* White
 - c) **INTERCITY TRANSIT LOGO:**
 - *Location:* Rear of van on driver side door
 - *Font:* Transit will provide to Awarded Contractor via EPS file
 - *Color:* White
 - d) **PHONE NUMBER:**
 - *Location:* Rear of van on passenger side door
 - *Font:* Lato Black, 13 point
 - *Color:* White

3. **Vanpool and Tagline Lettering:**

- a) **VANPOOL:**
 - *Locations:* Driver and passenger side
 - *Font:* Lato Black, 63.96 point, all capital letters
 - *Color:*
 - In PANTONE: Dark Blue: PANTONE + Solid Coated 287
 - In CMYK: Dark Blue: C=100 M=68 Y=0 K=12
- b) **TAGLINE:**
 - *Tagline Statement (one per van):*
 - MORE SMILES PER MILE
 - MORE BREAK TIME. LESS BRAKE TIME.
 - TAKE THE WORK OUT OF GETTING TO WORK.
 - *Locations:* Driver and passenger side
 - *Font:* Lato Black, 63.96 point, all capital letters
 - *Color:*
 - In PANTONE: Green: PANTONE + Solid Coated 369
 - In CMYK: Green: C=59 M=0 Y=100 K=7

4. Standalone Numbers and Agency Logo:

a) **PHONE NUMBER:**

- *Locations:* Driver and passenger side rear quarter window
- *Font:* Lato Black, 33.6 point
- *Color:* White

b) **VAN NUMBER:**

- *Locations:* Rear door, driver side window
- *Font:* Lato Black, 13 point
- *Color:* White

c) **INTERCITY TRANSIT LOGO:**

- *Location:* Hood
- *Font:* Will provide to Awarded Contractor via EPS file
- *Colors:*
 - "INTER": PANTONE 287 CVC,
 - "CITY": PANTONE 287 C with the transparency set at 50%
 - "TRANSIT": PANTONE 555 CVC

5. **Dimensions:** Appropriate to fit the vehicle. Awarded Contractor will field verify "as-built" dimensions prior to fabrication, and ensure all graphics are clearly visible.

C. **Installation**

The Awarded Contractor will:

1. Install graphics and decals as requested by Transit.
2. Be responsible for all labor, tools, equipment and supplies necessary for the installation of graphics.
3. Ensure any damage made to vehicles by Contractor or Contractor's employee(s) are repaired within ten (10) Business Days.
4. Ensure installation of new graphics is free of any air bubbles or other defects.
5. Coordinate installation schedule with Transit in advance of the installation.
6. Ensure the original paint is not disturbed during the installation of graphics and decals. Any paint or body damage resulting from graphic and decal installation will be repaired at the responsibility of the Awarded Contractor at no cost to Transit.
7. Ensure that the installation of graphics and decals is performed in a professional manner in accordance with industry standards and best practices.

D. **Repair, Replacement, and Removal**

The Awarded Contractor will:

1. 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.
2. Complete as needed graphic removal, 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 and decals. Any paint or body damage resulting from graphic and decal repair or removal will be repaired at the responsibility of the Awarded Contractor at no cost to Transit.

E. General Requirements

The Awarded Contractor must:

1. Be able to produce and provide the wraps, graphics, and decals specified herein.
2. Be capable of providing different types and designs of graphics and decals, other than those specified herein, using artwork provided by Transit.
3. Provide a printed proof to Transit for approval prior to moving forward with the creation and installation of any new decal 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, wraps, decals, 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 graphics packages/decals 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 vehicle wrap, graphic, and decal creation and installation.
3. The ability to professionally manufacture and install vehicle wraps and decals, in accordance with industry standards and best practices.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFQQ 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)
RFQQ Release	April 13, 2017
Pre-Proposal Meeting	April 24, 2017 - 10:00 a.m.
Questions and Requests for Clarifications Due	April 27, 2017 - 5:00 p.m.
Response Due Date and Time	May 4, 2017 - 10:00 a.m.
Evaluations Begin	May 4, 2017
Anticipated Contract Award Date	May 18, 2017

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: April 24, 2017
Pre-Proposal Meeting Time: 10:00 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 – RFQQ SUBMITTALS

3.1 RFQQ SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information (1-5) using in the RFQQ 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 RFQQ.

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, Statement of Prior Contract Termination, and Lead Time after Receipt of Order sections. Proposer may attach additional sheets if necessary.

3. **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.

4. **Qualifications**

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

5. **Quote**

Proposer must complete and submit the Quote 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 which 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 RFQQ 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 RFQQ 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 1716 – Vehicle Wraps and Decals
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 RFQQ 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 RFQQ 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 Requirements	Max Points
Qualifications:	70 points
Quote:	30 points
Total Possible Phase 1 Points:	100 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Pass/Fail
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 RFQQ. 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 deemed 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 – Qualifications and Quote Elements (scored)

a. Qualifications Section Evaluation:

Evaluators will score each element of the Qualifications Section. The Procurement Coordinator will tabulate the evaluators’ scoring. Transit will calculate a single score for the Qualifications Section. There are a maximum of **70 points** available for the Qualifications Section.

b. Quote Evaluation:

The Procurement Coordinator will calculate the Quote score using Proposer’s Quote submittal. The total available points for the Quote submittal are **30 points**. Quote scores will be calculated by combining elements of the Quote submittal to determine the overall cost to Transit. The Proposer’s Quote submittal will be scored in relation to the other Quote submittals received, with the lowest Quote submittal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposers’ Total Phase 1 Scores will be calculated by summing Qualification and Quote submittal points (maximum of **100 points**) to determine the Proposer’s total Phase 1 Score.

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

Transit reserves the right to request Vehicle Wrap and/or Decal 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 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 sample(s). In the event that the sample(s) is not received by Transit within this timeframe, it may result in the Proposers’ Response being rejected as non-responsive.

Samples will be evaluated on a pass/fail basis. Transit reserves the right to request modifications to the sample(s) to ensure the items provided under the Awarded Contract will meet Transit’s requirements. In the event that the 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’s Response, in the sole opinion of Transit, best meets the requirements set forth in this RFQQ 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 - RFQQ DOCUMENTS

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



RFQQ Submittal
Document

Vanpool Graphics Package: This document contains images of the Vanpool Graphics Package that Intercity Transit intends to order as a result of this solicitation. It does not need to be submitted, however, Proposer are instructed to review and be familiar with this when preparing their Response.



Vanpool 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