



OLYMPIA, WASHINGTON

**REQUEST FOR BIDS
PROJECT 2446**

SIGN PRINTING AND DELIVERY

REQUEST FOR BIDS (RFB) RELEASE DATE:

November 6, 2024

QUESTION/CLARIFICATION/EQUALS DEADLINE:

Date: November 18, 2024

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

BID DUE DATE AND TIME:

Date: December 3, 2024

Time: 10:00a.m. (PT)

CONTACT PERSON:

Noelle Gordon

Procurement Coordinator

(564) 233-8702

ngordon@intercitytransit.com

LEGAL ADVERTISEMENT

**REQUEST FOR BIDS
SIGN PRINTING AND DELIVERY**

**INTERCITY TRANSIT
PROJECT 2446**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Bids from qualified firms for printing and delivering pre-designed signs used in Transit operations.

The estimated annual contract value is \$12,000 to \$17,000.

Solicitation documents for this project are available online through or Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>.

Bids are due no later than December 3, 2024 at 10:00 a.m. (PT).

Please contact Noelle Gordon, Procurement & Project Management Coordinator, by phone at (564) 233-8702 or email at ngordon@intercitytransit.com with any questions regarding this solicitation.

Intercity Transit is committed to maximum utilization of minority, women and disadvantaged businesses, and small businesses. All businesses are encouraged to apply.

This project is funded by local funds.

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 Washington Electronic Business Solutions (WEBS)
 Office of Minority and Women's Business Enterprises (OMWBE)

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SECTION 1 - INTRODUCTION

1.1 BACKGROUND AND PURPOSE

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is the leader, major advocate, and primary source of public transportation in Thurston County. As such, Transit is charged to balance several important functions: providing primary transportation for people without an alternative, including those with a physical or mental disability; offering high-quality alternative transportation for people with options; providing a stimulant to economic growth; serving as a partner in building livable communities; and, being a ready resource able to respond to community emergencies.

Transit is conducting this Request for Bids (RFB) in order to establish a Contract for providing, printing and delivering signs to be used in kiosks in Transit operations.

Printed items include:

- Signs for on-street, pole mounted narrow signage
- Signs for shelter mounted square signage; double sided
- Signs for building-mounted kiosks
- Full color artwork and variable messages to be printed on each sign. Material for each sign is 0.030 styrene.

The estimated annual value of this contract is \$12,000 to \$17,000.

1.2 SCOPE OF WORK AND SPECIFICATIONS

1.1.1. General Requirements

- Artwork: Intercity Transit uses Adobe InDesign and Adobe Acrobat (Adobe Creative Cloud). Print-ready files will be provided by Transit. Printer will be required to send a proof to Transit for approval prior to proceeding with printing. Each sign has a unique artwork file.
- Use of Artwork: All artwork furnished by, or on behalf of Transit, is the exclusive property of Transit. Contractor shall not make any changes to the artwork, nor use the artwork for other projects, without the prior written approval of Transit.
- Delivery: The entire delivery order must be completed and delivered to Transit no later than ten (10) business days following receipt of approved order. Delivery costs must be included in bid price.
- Press Check: Transit reserves the right to conduct a press check prior to proceeding with the job.
- Colors: Full color ink coverage is required for each sign.

1.1.2. ITEM #1 - On-Street Kiosk Slim Signs

Size:	6" by 22"
Estimated Annual Quantity:	300
Single or Double Sided:	Single sided
Stock:	0.030 Styrene
Note: Each sign is a separate artwork file as content is variable	

1.1.3. ITEM #2 - On-Street Kiosk Square Signs

Size:	23" by 23"
Estimated Annual Quantity:	1000
Single or Double Sided:	Double Sided
Stock:	0.030 Styrene
Note: Each sign is a separate artwork file as content is variable for one side, second side is consistent	

1.1.4. ITEM #3 - OTC Kiosk Signs

Size:	31.58" by 46.58" - Trim to 31" by 46"
Estimated Annual Quantity:	16
Single or Double Sided:	Single Sided
Stock:	0.030 Styrene
Note: Each sign is a separate artwork file as content is variable	

1.1.5. ITEM #4 - LTC Kiosk Signs

Size:	29.58" by 41.58" - Trim to 29" by 41"
Estimated Annual Quantity:	8
Single or Double Sided:	Single Sided
Stock:	0.030 Styrene
Note: Each sign is a separate artwork file as content is variable	

1.1.6. ITEM #5 - Capital Mall Kiosk Signs

Size:	24.08" by 34.58" - Trim to 23.5" by 34"
Estimated Annual Quantity:	6
Single or Double Sided:	Single Sided
Stock:	0.030 Styrene
Note: Each sign is a separate artwork file as content is variable	

1.1.7. Order Placement

Order(s) may be placed on an as-needed basis in the form of a Purchase Order, Amendment, or similar order document.

1.1.8. Delivery Requirements

Signs and related items will be delivered Free on Board (FOB) destination, and will be shipped to:

Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

1.3 AWARD

Transit intends to award a firm fixed Contract to the responsive responsible Bidder whose Bid meets all RFB requirements and is determined the most advantageous to Transit.

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 requirements to meet the operational and strategic objectives of the agency.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFB will be from January 1, 2025 through December 31, 2027. The Contract may be extended for three (3) 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 Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Bidders are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Noelle Gordon
Email Address: ngordon@intercitytransit.com
Address: Intercity Transit
510 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 procurement schedule on Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFB Release	November 6, 2024
Questions and Requests for Clarifications or Approved Equals Due	November 18, 2024, by 5:00p.m.
Bid Due Date and Time	December 3, 2024, by 10:00a.m.
Bid Opening	December 3, 2024 - 10:00a.m.
Anticipated Contract Award Date	December 13, 2024

2.3 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents are available on-line through [WEBS](#). Bidders 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 Addenda or any schedule changes on WEBS. Bidders 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 Bid that is inconsistent with most the current information and may result in disqualification.

2.4 EXAMINATION OF DOCUMENTS

Bidder must thoroughly examine all Solicitation Documents and any Addenda. Submission of a Bid constitutes acknowledgment that the Bidder has thoroughly examined all Solicitation Documents.

Bidder's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Bidder from any obligations with respect to the Bid or any resulting Contract.

Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFB.

2.5 QUESTIONS AND CLARIFICATION REQUESTS

Bidder questions and/or requests for clarification regarding this RFB will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Bidder questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Bidder questions received by the respective deadlines. Bidders must not rely on any oral statements or conversations with Transit representatives for questions or clarifications regarding this RFB. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to [WEBS](#) in the form of an Addendum will be

considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract.

If no requests for clarification are received, Transit will construe silence as acceptance and that the Bidder intends to comply with the Solicitation Documents as written in their entirety.

2.6 APPROVED EQUALS REQUESTS

Bidder requests for approved equals or deviation from the Scope of Work and Specifications are due no later than the date and time identified in the Anticipated Procurement Schedule. All such requests must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject these requests.

Each request must provide adequate technical information to allow Transit to make an informed decision. Transit reserves the right to deny requests which lack sufficient information. Transit will review all timely requests for approved equals or deviations and issue solicitation Addenda as necessary to document approval or denial.

If no requests for approved equals or deviation are received, Transit will conclude that the Bidder intends to fully comply with all requirements as written.

2.7 SOLICITATION STANDARDS

The Solicitation Standards document is provided in [Appendix A](#). The Solicitation Standards document contains important information for Bidders 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, Bidders do not need to attach this document with their Bid. It is the Bidder's responsibility to read and fully understand the details of all items contained herein prior to Bid submittal.

2.8 CONTRACT TERMS

A Sample Contract has been included in [Appendix A](#). Transit expects the final Contract signed by the successful Bidder to be substantially the same as the Sample Contract. Bidder'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.

2.9 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Bid submitted in response to this Solicitation is an offer to contract with Transit. This Solicitation document, all incorporated documents, any subsequent Addenda, and the successful Bidder's Response will be incorporated by reference into the resulting Contract.

SECTION 3 - BID SUBMITTALS

3.1 BID SUBMITTAL REQUIREMENTS

Bidder must complete and provide the following information in the Bid Submittal Document of [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 Bidder from further participation in this RFB.

1. Bidder Acknowledgements

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

2. Bidder Information

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

3. Subcontractor Information

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

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

If applicable, Bidder 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 Bidder proposes. Any Subcontractors not listed in the Bidder'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

Bidder must submit a **minimum of three (3)** references for which the Bidder has provided goods and/or services similar to those described herein.

Through this submission, Bidder grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Bidder, such as Bidder's capability and performance under other contracts, Bidder's financial stability, past or pending litigation, and other publicly available information.

5. **Bid Pricing**

Bidder must complete and submit the Bid Pricing Section and Bidder's Signature. Bidder may attach additional sheets if necessary.

Prices will be in U.S. dollars. Bidders will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Bid prices will remain firm for a minimum of sixty (60) Calendar Days from the Bid due date.

Bid prices will include everything necessary for the procurement of the Contract, execution and completion of the work, and fulfillment of the Contract. This includes but is not limited to, furnishing of all materials, delivery costs, equipment, tools, labor and services, Bid preparation costs, Contract management costs and administrative costs, except as may be provided otherwise in the solicitation documents

Applicable taxes which the Contractor is required to pay, excluding retail sales taxes, must be included in the Bidder's proposed price(s) for the work under the Contract. 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 Bidder as to liability for, or the amount of, any taxes for which the Bidder 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. Contractor will only be compensated for performance delivered and accepted by Transit.

3.2 **SUBMITTAL INSTRUCTIONS**

Bidder will submit their complete Bid in the following manner:

- A. Bid:** Bidder must complete and submit all sections of the Bid Submittal Document, located in [Appendix A](#), as their Bid. One (1) electronic copy of the Bidder's complete Bid must be received by Transit on or before the **Bid Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.
- B. Delivery of Bid:** The Bid must be delivered as follows:
 1. **Electronic Submittal:** Send Bid Submittal Document as email attachment to bidbox@intercitytransit.com. Transit will only accept Bids for this RFB via email/email attachment. Proposer is required to submit its response to the email address provided in this section. Any other form of delivery will not be accepted and will be deemed non-responsive.
 2. **Email Subject Line:** The email subject line should include the RFB number and Bidder's name (i.e. RFB-2446 – ABC Company). This RFB number is used by the Procurement team for search and filter features. Failure to include the RFB number in the email subject line may result in the disqualification of your Response.
 3. **Maximum File Size:** The maximum file size must be 25 Megabytes (MB) or less. Files sizes above 25MB may be corrupted and not received by Transit. An automatic courtesy acknowledgement response that we received a message will be sent to you

when bidbox@intercitytransit.com receives your email. This automatic response is not a guarantee the files were received and/or are intact.

4. **Signature:** For the purposes of this solicitation, Transit will accept a typed signature of an individual's name as the symbol of signature as authorized by RCW 1.80. Bidder is instructed to insert an electronic, typed signature (first and last name typed in), or actual signature into each section of the Bid Submittal Document where a signature is required/requested. Signatures, that do not identify an individual, such as "Sales Team" or "Company Name" or "Government Contracts", will be disqualified for failing to name an individual.

- C. **Time of Receipt:** Time of receipt will be determined by the date and time the Bid is received by bidbox@intercitytransit.com. Bidder accepts all risks of late delivery regardless of fault or chosen method of delivery.

Bids are to be submitted in the format described in this Solicitation. No oral, faxed, mailed or telephone Bids or modifications will be accepted or considered. All Bids and any accompanying documentation become the property of Transit and will not be returned.

- D. **Note to Bidder:** It is up to the Bidder to decide when to submit the response to Transit. While Transit does its best to make response submittal easy, technological failures can occur, and while unfortunate, a response sent by a Bidder but not received or unable to be located by the Procurement Coordinator, corrupted files, and/or Bids received after the due date and time noted in Section 2.2, as indicated by the timestamp on the email when printed to PDF, or any other failure, for any reason, no matter the cause, regardless of responsibility or fault, will be rejected.

3.3 LATE BIDS

Any Bid received after the exact time specified for the Bid due date and time will not be accepted or considered. The exact time is designated as the date and time received by the bidbox@intercitytransit.com in conformity with Section 3.2, D - Note to Bidder.

3.4 BID OPENING

Transit will publicly open Bids at its Administrative & Operations Building as specified in the Anticipated Procurement Schedule. Any time following the public Bid opening, Bidders may obtain a list of Bidders. Contact the Procurement Coordinator for requests for all other information related to this Solicitation.

Transit reserves the right to postpone the Bid Due Date and Time at any time prior to the date and time established herein.

3.5 BIDDER RESPONSIVENESS

Bidder must respond to each question/requirement contained in this RFB. Failure to demonstrate to Transit that your firm meets RFB requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Bidder's compliance with Solicitation requirements, accept or reject any and all Bids received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Bid.

SECTION 4 - EVALUATION AND AWARD

4.1 BID EVALUATION AND AWARD

Bids will be evaluated by Transit to determine the lowest responsive responsible Bidder and which Bid, if any, should be accepted by Transit. Transit in its sole discretion reserves the right, but without obligation, to waive informalities and irregularities.




1. Responsiveness. Transit will consider all material submitted by the Bidder to determine whether the Bidder's offering is in compliance with the Solicitation Documents.
2. Responsibility. Transit will consider all material submitted by the Bidder, and evidence it may obtain otherwise, to determine whether the Bidder, its key personnel, and proposed Subcontractors have the qualifications and experience to successfully fulfill Contract obligations.
3. Price. The lowest bid price(s) offered for the goods and services listed.

Within sixty (60) Calendar Days after the opening of Bids, Transit will either accept a Bid, reject all Bids, or take such other action as may be in its best interest. Transit reserves the right to request extension of the Bid acceptance period. Bid acceptance will be followed by a written notice of award of Contract.

4.2 EXECUTION OF CONTRACT

The successful Bidder will execute the final Contract and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, a signed Contract will be returned to the Contractor.

APPENDIX A - SOLICITATION DOCUMENTS

<p>Bid Submittal Document: Bidders must <u>complete and submit</u> the Bid Submittal Document as their Bid.</p>	 2446 Submittal Document.docx
<p>Solicitation Standards: This document contains the Standard Definitions, Instructions to Bidders and Terms and Conditions. This document <u>does not</u> need to be submitted; however, Bidders are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.</p>	 2446 Solicitation Standards.docx
<p>Sample Contract Document: Transit expects the final Contract signed by the successful Bidder to be substantially the same as this Contract. This document <u>does not</u> need to be submitted; however, Bidders are instructed to be familiar with it.</p>	 2446 Sample Contract.docx