

November 25, 2024

RE: RFQ CE-BASE-25-1
ITEM: On-Call Fleet Media Advertisement
Closes: December 12, 2024

ADDENDUM #1
Questions and Answers

Addendum #1 for Valley Regional Transit Request for Quote **CE-BASE-25-1, On-Call Fleet Media Advertisement** is hereby made part of the project requirements and contract documents for the referenced project. Please note, failure to acknowledge this Addendum does not relieve you from fulfilling the Addendum requirements.

The following questions have been addressed and now part of the procurement process:

Questions and Answers:

1. **Question:** Exhibit A, Scope of Work, Requirement 17 states the wrapping material must be 3M IJ36-20. Several of our suppliers have discontinued 3M IJ36-20, would 3M IJ40 be sufficient as an alternate? 3M IJ40 has the same warranty and standards as 3M IJ36-20.

Answer: Based on VRT's research 3M IJ40 qualifies as a "like alternative".

2. **Question:** Regarding the layout on the top of page 5, which vehicle is this for and is this a guideline for all the layouts to be quoted in the Exhibit B Price Quote Form on Page 9?

Answer: This layout is for a 40' Gillig. Yes, this is the guideline for all layouts to be quoted.

3. **Question:** Regarding the statement on page 1 'A recommendation to enter into an agreement with the successful offeror(s) will be made based upon best value and price' please state whether the Submission Requirements will be scored on a PASS/FAIL basis (low bid) or if there is a split between price and quality criteria (like an RFP).

Answer: VRT's decisions will be made on a split Price & Quality criteria.

4. **Question:** Regarding the statement on page 1 'VRT reserves the right to select one or multiple offerors to create an on-call list for vinyl graphic projects as needed' and the follow-up on page 8 'VRT may select multiple offerors for this on-call service and extend work to said offerors based on availability' would the multiple offerors be award

individual tasks (print, install or remove), is this based availability only, or how would the work be divided up?

Answer: Work division may vary depending on agency needs and/or advertising timelines, but will likely consist of a full print/install/and removal package for each advertising project. VRT will remit payment to vendor(s) in two phases: first, upon acceptance of an advertisement print and installation, and second, upon acceptance of advertisement removal upon completion of the advertisement. VRT will extend project opportunities to vendor list and will select the project installer based upon availability and cost. VRT aims to spread work amongst vendors on the offering list to the extent possible. For reference, VRT currently installs new wraps multiple times per week or month, depending on time of year and advertising demand.

5. **Question:** The Exhibit B Price Quote Form on Page 9 requests pricing for a Full Wrap and a Half Wrap and page 4 states 'Current Templates for Tail / Half and Full Wraps are included in the RFQ as Exhibit A' however there is no label 'Exhibit A' or layouts for the Full Wrap and a Half Wrap:
- a. The statement 'Offeror's Price Quote will provide key personnel rates who will be working on this project' is unclear because the table asks for rates 'per piece' not per person' can you please explain how bidders should provide key personnel rates?
 - b. Please can you provide the layouts for the Full Wrap and a Half Wrap
 - c. Confirm whether the Full and Half Wraps excludes roof, windows, and bumpers
 - d. Confirm whether Unit Numbers are to be supplied and fitted
 - e. State which vehicle length (e.g. 40' transit bus) is to be used to calculate the single prices for print, install and removal since they will vary with vehicle length and type

Answer: Please consider pages 5 through 7 as Exhibit A. Vendors should use "Full Side Streetside" for the Half Wrap layout, and consider the combination of "Full Side Streetside," "Full Side Curbside," and "Full Back" to be the Full Wrap layout. Artwork templates will be provided to each approved vendor. Full and half wraps exclude roof, bumpers, and only the first window to the left of the front door. Unit numbers will be pre-installed on buses. VRT will require designs that cover unit numbers and other required displays to include said numbers and displays within the artwork. A 40' Gillig should be used to establish price.

6. **Question:** Further questions about Exhibit B Price Quote Form on Page 9:
- a. Please confirm VRT are tax exempt, the bid prices are to exclude any form of tax, and the contractor will be issued with a tax exemption certificate following award

- b. For Items 3 (King) through 9 (Full Side Curbside) please confirm that the prices being entered are 'per side'
- c. Please confirm that the prices in the print column are to include shipping /freight charges (page 1 indicates 'Completed price schedule: update included price schedule as needed for procurement; pricing must include all equipment, materials, labor, and any fees' but does not explicitly state shipping)

Answer:

- a. **VRT is tax exempt and tax-exempt certificate will be provided upon request.**
- b. **Yes, the prices entered are per side.**
- c. **Prices in the print column should include all necessary costs.**

All shipments/freight charges will be FOB Destination.

7. **Question:** Question about point 1 on page 2, 'Coordinate with VRT staff for artwork submission and development of needed design templates for the proposed product/inventory'
 - a. Please confirm the design will be built in Illustrator (.AI file extension) with VECTOR elements, preserving all layers
 - b. Please confirm the contractor will be provided with PMS (not CMYK) color codes

Answer:

Yes, VRT will provide all vendors with Adobe Illustrator files using vector elements for all vehicle templates. Proposing vendors should indicate whether they:

- **have the capability to receive template files from advertisers and adjust according to installation needs, AND**
- **have the capability to receive artwork files from advertisers in other format and apply to installation templates**

VRT will work with advertisers to indicate Pantone color codes to the extent possible.

8. **Question:** Question about point 3 on page 2 please confirm there is no requirement for reflective (night-safety) vinyl material.

Answer: There is no requirement for reflective vinyl.

9. **Question:** Question about point 6 on page 2 'Ensure that advertisements are in good condition at all times. In particular, the offeror will be required to remove/repair any graffiti/defacement within 48 hours of being reported by VRT' please confirm that the contractor will be able to raise additional charges for these non-warranty repairs.

Answer: Yes, additional charges are acceptable for none warranty repairs.

10. **Question:** Question about point 8 on page 2, 'The offeror must remove all dated advertising materials within five (5) calendar days from date of expiration of contract (end of flight)' please advise the maximum duration of contract.

Answer: Maximum contract duration is 3 years.

11. **Question:** Question about point 9 on page 3, please confirm that the two (2) VRT locations include temperature-controlled installation bays with access to power, light and water.

Answer: Yes. Vendors will work in one of two VRT maintenance shops in Boise (4701 S Northrup St.) or Caldwell (5907 W. Cleveland Blvd.).

12. **Question:** Question about point 10 on page 3, please confirm that the basis of the prices to be entered into the installation column in Exhibit B Price Quote Form on Page 9 are for out of hours timeslots e.g. the bidder cannot quote for the timeslot Monday through Friday between 10:00 am and 2:00 pm. and quote additional out of hours charges?

Answer: Quoted price should be based on highest expected rate. If vendor(s) offer a "discount rate" for different timeframes of work, that rate should be indicated as such next to the highest expected rate, and include what factors result in the discounted rate (i.e., installation times between 10:00 a.m. and 2 p.m., Monday through Friday).

13. **Question:** Question about point 15 on page 3, 'The new materials should have a life expectancy of three (3) years, unless requested otherwise' please acknowledge that the standard lift expectation for the window vinyl is only two years (the three years is valid for the vinyl on the substrate/chassis).

Answer: 2 years is acceptable.

14. **Question: Additional question about Exhibit B Quote Form on Page 9.**

a. Please confirm that the removal column is for post-project removal of contractor-installed vinyl e.g. not existing graphics.

- b. Also please confirm that the removal of existing graphics is not part of the scope of work.
- c. With regards the installation column, please confirm the contractor will not be required to remove hardware such as bike racks

Answer: Removal column is meant to indicate the last step of any advertising project for any selected vendor that they had installed. In most cases, removal of existing graphics will not be part of the scope of work. While it is possible that vendors will be required to remove existing graphics before installing new projects, VRT anticipates this may occur during initial phases of the new contract and will work to reduce this need as much as possible. Contractors will not be required to remove hardware.

There are no other changes at this time.