

The Lower Rio Grande Valley Development Council (LRGVDC)

Valley Metro

Invitation to Bid (ITB):

Provide and Install Vinyl Bus Wraps for Public Transportation Buses

Quotes Due Not Later than: Friday, November 10th, 2017 at 12:00 Noon at the issuing office.

Issuing Office: Lower Rio Grande Valley Development Council
301 West Railroad
Weslaco, Texas 78596

The Procurement Department of the Lower Rio Grande Valley Development Council (LRGVDC) is requesting **Sealed** bids for the following specifications:
Provide and Install Vinyl Bus Wraps for Public Transportation Buses as indicated herein. Quotes must be received by **12:00 Noon, on Friday, November 10, 2017. Late bids will not be considered. Please see Addendum #1 for new due date and time.**

Scope of Work:

The purpose of this request is to secure the pricing to provide and install vinyl bus wraps on public transportation buses. There are a **total of five (5) buses** that need to be fully wrapped: four (4) New Flyer buses and one Type III, see attachment for details.

Wrap material must be 3M or approved equal. Installation and material must be warranted for one year. Installation must be completed at the Valley Metro bus compound, 510 S Pleasantview Dr, Weslaco, Texas 78596. All work must be completed and accepted within three weeks from notice to proceed. Artwork will be provided by Valley Metro in Adobe Illustrator files.

A pre-ITB conference will be conducted on Thursday, November 2nd, 2017 at 2:00PM (CST). The pre-ITB conference will be held at the Valley Metro offices located at 510 S Pleasantview Dr, Weslaco, Texas 78596. The pre-ITB conference will include vehicle site visits held at the same location. This is the only day that will be scheduled for vehicle viewing. **Although attendance is not mandatory, bidders are strongly encouraged to attend.**

The LRGVDC has a Disadvantaged Business Enterprise (DBE) program. The LRGVDC encourages the Prime Contractor to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses. For additional information, please contact Rick Carrera (956) 682-3481.

Section 1: General Terms and Conditions.

1. Vendor agrees to comply with all the terms and conditions contained in this document and the ITB.
2. Vendor guarantees product will meet or exceed the written specifications identified in the ITB.
3. Vendor agrees to protect the LRGVDC from claims involving infringement of patents or copyrights
4. Please refer requests for additional information or clarification of the specifications to Rick Carrera @ (956) 682-3481 or Tom Logan @ (956) 682-3481.

5. Taxes: The LRGVDC purchases are not subject to taxation. Tax exemption certificates will be available upon request.
6. Acceptance: Vendors shall hold their prices firm and subject to acceptance by the LRGVDC for a period of sixty (60) working days from the date of the receipt of the bid, unless otherwise indicated.
7. Electronic Transmission of Bids: The LRGVDC Procurement Department will **NOT** accept telegraphic or electronically transmitted (Email) bids.
8. Reservation: The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered the best and most advantageous to the LRGVDC.
9. Restrictive Specifications: It is the responsibility of the prospective bidder to review the entire Invitation to Bid (ITB) and to notify the Procurement Department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Department not less than seventy-two (72) hours prior to the time set for bid opening.
10. The LRGVDC, will not award a contract, if after bid evaluation, it is determined to not be in the best interest of the LRGVDC.
11. Bid Delivery: **The LRGVDC requires bidders, when hand delivering bids, to make sure the receptionist time date and stamp the envelope before leaving the building.**
12. Incomplete bids will be considered as non-responsive and not considered.
13. Signature on Bid: Bid must be manually signed or it will be disqualified. The person signing the bid must have authority to bind the represented company to a contract. An unsigned bid cannot be signed after the bid opening time even though the bidder or a representative is present at the bid opening.
14. Assignment of Contract: Transfer of assignment of contract is prohibited.
15. Addendums: Should an addition or correction become necessary after an ITB is issued, an addendum relating the necessary information will be mailed to all bidders on record with the LRGVDC as having received a copy of the initial ITB. Bidders are required to acknowledge the addendum by returning the addendum with the bid.

16. Withdrawals: A bid may be withdrawn 24 hours **prior** to the scheduled closing time for the receipt of bids. This can be accomplished by written notification on company letterhead signed by an authorized representative. Envelopes must be clearly marked **Bid Withdrawal**, the name of the Invitation to Bid solicitation, and the time and date of the bid closing. A bid may not be withdrawn or canceled by the bidder, without the permission of the LRGVDC, for a period of 90 days **after** the date designated for the receipt of bids.
17. Modifications: Modifications to a previously submitted bid which are made **before** the bid due date will be considered by the LRGVDC if received **in advance** to the scheduled closing time for the receipt of bids. Quotes may not be altered or amended after the submission deadline. Envelopes must be clearly marked MODIFICATION, the ITB name, and the time and date of the bid closing. Oral or telephone modifications or corrections will not be recognized or considered. Notification of the LRGVDC's decision will be made in writing by the Procurement Officer and mailed to each vendor that submitted a bid.
18. Bid Samples: DO NOT send samples unless requested. Samples of items, when called for, must be furnished free of charge and will be returned at the request and expense of the bidder. Samples must be labeled with the bidder's name, bid title, manufacturer's brand name and numbers.
19. Bid Preparation Expense: Any expense related to the submission of a bid is the sole responsibility of the bidder. The LRGVDC will not reimburse bidders for any cost related to the bid preparation or submission.
20. Cancellation of Contract: The LRGVDC reserves the right to cancel a contract either in whole or part for convenience without damage or liability to vendor.
21. **Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Vendors must submit, with their quote(s), the manufacturer's standard published literature, and specification sheets. Literature submitted should be adequate to determine compliance with all relevant specifications contained in the Invitation to Bid (ITB). If vendor does not submit literature with the quote, or if such literature is inadequate to verify compliance with specification requirements, then the bid will not be in compliance with the ITB and will be categorized as non-responsive.**
22. Bidders must certify that **all** equipment is made from new components and that no refurbished and/or used components have been included.
23. Vendor must accept Purchase Orders.
24. Payment: Please allow 30 days **after** the receipt of the merchandise and invoice for payment

25. Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Officer within (7) days after issuance of award letter and shall identify the following:

- Name, mailing address and business phone number of the complainant.
- Appropriate identification of the ITB being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims.

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State Law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within (14) fourteen days that clearly states its position regarding the protest.

FORMAT OF RESPONSE

Use tabs to separate below sections:

Tab 1: Cover letter that details complete understanding of project. Include detailed description of any work being completed by a subcontractor.

Tab 2: Detailed qualifications of the firm(s) to perform work outlined in this RFP. References, recent (past five (5) years) public-sector clients with points of contact and necessary contact information, dates of completed similar projects. If a subcontractor is being utilized, subcontractor must submit same information.

Tab 3: Detailed pricing.

Tab 4: Estimate of time to complete work once given approval to proceed.

EVALUATION FACTORS

Contract award will be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other evaluation factors set forth in this RFP and in accordance with the requirements of the Texas Local Government Code.

25% Understanding of Scope of Work:

Parties demonstrate their ability to meet the required qualifications listed in this document. In addition, describe how the services requested in this instrument will be provided and how they will be supported. Indicate installation procedures with proposed typical installation time schedules based on potential selection types.

25% Firm Experience:

Parties demonstrate experience with similar projects and qualifications. List only projects completed within the last five (5) years. Provide the name and location of each client, a contact person, phone number, and project cost and completion date.

25% Schedule:

Parties must demonstrate the ability to expedite the completion of this project. Provide a detailed project schedule.

20% Price.

5% Request for Proposals Document:

Well organized and well written proposals, responding coherently to this Request for Proposals will be given preference. Proposal must clearly identify contact person responsible for the submission, giving individual's name and employer, address, and telephone number.

EVALUATION PROCESS

After the proposals are received, the evaluation team shall evaluate each proposal that was submitted on time, and the evaluation shall be based on the criteria listed in the proposal. Selection committee members will conduct a quantitative evaluation according to a numerical ranking system and a qualitative evaluation for overall proposal content and its conformance to requirements. The entire evaluation committee will then meet to discuss the strong and weak points of each proposal to assure that it has been evaluated fairly, impartially and comprehensively. Following this initial evaluation, the evaluation team may recommend contract award without further discussion with proposers, or the firms submitting the top rated proposals may be asked to make an oral presentation and demonstration to the evaluation team for the propose of further clarification and evaluation of the proposals.

If oral presentations are scheduled, the representatives of the firm who will be directly assigned to the account must be present at the interview. During the interview portion of the meeting, the evaluation team shall advise the proposer of deficiencies in the proposal and shall allow the proposer to satisfy the requirements, questions, or concerns by submitting a final offer. The proposer may decide not to modify their proposal and may inform the LRGVDC that the offer is firm and final.

The evaluation team shall not disclose any information included in a firm's proposal to another firm during the RFP process and shall not disclose any information for the purpose of bringing one firm's proposal up to that of a competitor's proposal.

After final offers are received, the evaluation team shall reevaluate each of the final offers, including those deemed final at the interview. The final offers shall be evaluated on the same criteria used in the first evaluation.

The LRGVDC reserves the right to reject any and all proposals received for any reason that would be to the benefit of the LRGVDC or Valley Metro.

All proposals submitted are to be valid for a period of ninety (90) days.

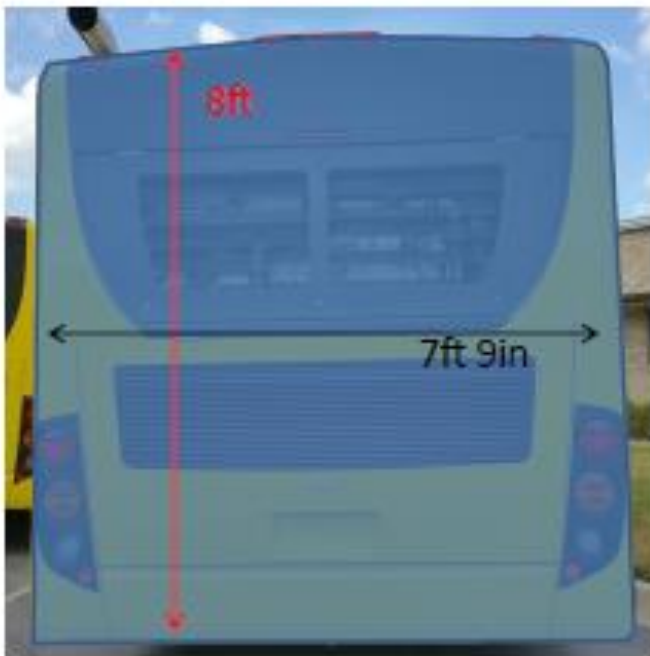
SPECIFICATIONS
Minimum Requirements

Any item that does not perform or meet tests as specified or claimed by the seller will be replaced at no cost to the LRGVDC.

Any damage to LRGVDC and Valley Metro buses or property during the installation and removal of any advertisements is the successful proposer's responsibility.

Wrap material must be 3M or approved equal, and installed according to or exceeding manufacturer's specifications. Installation and material must be warranted for one year. All wraps must meet the following dimension requirements:

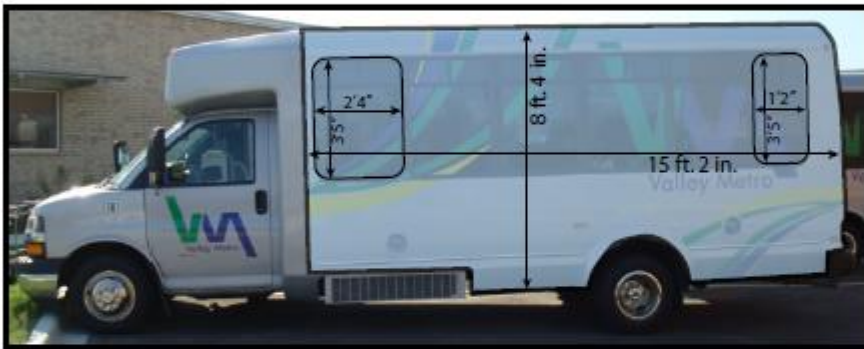
New Flyer Vehicle Wrap Dimensions:



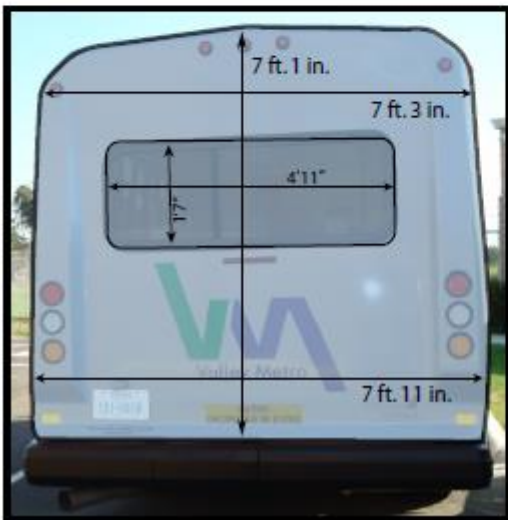
Type III Vehicle Wrap Dimensions



PASSENGER SIDE



DRIVER SIDE
 5 windows of 2'4" x 3'5"
 1 window of 1'2" x 3'5"



BACK SIDE

**** All the above mentioned installation and material must be completed and accepted within three weeks of notice to proceed at 301 West Railroad St. Weslaco, Texas 78596.**



Please submit a **Sealed bid** based on the specifications above. Bids will be accepted until **12:00 Noon Friday, November 10th, 2017** at the LRGVDC Administrative Office. Bids must be addressed to Rick Carrera, Operations Manager and clearly marked bid for **“Provide and Install Vinyl Bus Wraps for Public Transportation Buses”**. **Bid must include all associated charges.**

The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered to be the best and most advantageous to the LRGVDC. Bids submitted past the date and time mentioned above will not be accepted. Bids may not be altered or amended after the submission deadline. If no bid is accepted, the entire solicitation process may be repeated.

SECTION III: VENDOR INFORMATION AND PRICING *(Please Type or Print):*

Vendor: _____

Address: _____

Contact person: _____

Telephone Number: _____ Fax Number: _____

Estimated delivery date: _____ Total Cost: _____

I have read all of the terms and conditions of this Request for Quote and I understand that if awarded the bid, I shall be bound by its terms and conditions, and hereby submit my bid.

Signature of authorized representative: _____

ADDENDA

#1. Due date for sealed bids is now November 13th at 9:00am. The original due date, November 10th, is Veteran's Day. To respect the holiday, the due date has been postponed.