



ADDENDUM #2

Solicitation Name: **Vehicle Wrap Services**
Solicitation Number: **2022-041**
Issued Date: **September 15, 2022**

Responses to Questions Received for Solicitation 2022-041

General Questions

1. Who is the incumbent supplier? Is there a route to requesting the existing prices on contract?
 - a. **This is not relevant to the scope of the current solicitation.**
2. For bids with renewal options, at whose discretion is the renewal (agency, mutual consent).
 - a. **Renewal is up to Agency, to be exercised at our sole discretion proactively prior to expiration of the prior term.**
3. Please confirm you will provide the final artwork in high-resolution vector files (e.g. Adobe Illustrator)
 - a. **We have that capability.**
4. Could we ask for the Attachment B to be provided in Excel format so it can be returned in a non-proprietary format? This has been printed to PDF in portrait and but needs a landscape
 - a. **It is in excel format already on our website for the solicitation: [Vehicle Wrap Services - Butler County RTA](#)**
5. Is the DBE participation a requirement or a goal?
 - a. **A goal.**
6. What is the expected contract value?
 - a. **That cannot be determined by the Agency at this time – the contract will be “Indefinite Delivery, Indefinite Quantity”, and so the amount to be spent will vary based on Agency’s needs and bidder’s submitted pricing.**
7. Does Buy America apply?
 - a. **Yes, Buy America applies to manufactured goods.**
8. Question about the Validity of Pricing - is this fixed cost for the one year only? For Section 1 - Paragraph B - Purpose, on page 7 (This solicitation seeks comprehensive wrap services for our entire fleet of vehicles. The Contract shall be awarded for one (1) year, with four (4) optional additional years. Bidders must specify a fixed cost for each line item in the attached worksheet) do vendors have a change control process for recovering annual price increases when the option years are taken by BCRTA?
 - a. **The firm fixed cost requested in the RFP is for the term of the contract, renewal periods included (in order to ensure fairness and contemplate the full cost, BCRTA will evaluate pricing for all 5 years). BCRTA does not allow automatic review of pricing at the end of each term prior to renewal, but pricing increases must be processed as any other change in a contract – negotiated, mutual agreement.**
9. Question about page 8 point 3 (b), can digital copy the price page be stored on the same USB Storage Device?
 - a. **As noted in this section of the RFP, when you submit your hard copy proposal it must include, along with all other required documentation listed, a printed copy of the pricing sheet in a sealed envelope and a USB storage device with all proposal documents.**
10. Question about paragraph K – Approved Equal on page 9, will the vendors be notified of BCRTA approvals?
 - a. **Yes, if any approved equals are requested by the due date of September 14, 2022, a determination will be made by September 21, 2022 and the requester notified.**
11. Question about paragraph B. Evaluation of Proposals on page 15, the ‘Total Contract Price’ does not show Attachment B. Is the ‘Total Contract Price’ the sum of the unit prices, or multiplied out through the quantities stated in SECTION 2 – SCOPE OF WORK
 - a. **As noted above, this is uploaded on our website as a separate document.**

12. Can the signatures be scanned or is Docusign required?
 - a. **Electronic signatures are preferred, but not required. Ink signatures and scanning can be done.**
13. Please confirm that notarization is not required?
 - a. **Correct.**
14. Is there a Labor Agreement for this project?
 - a. **Not sure what is meant by Labor Agreement, but whoever is the successful bidder will be asked to sign an "Indefinite Delivery, Indefinite Quantity" contract for services after award and board approval.**
15. Would a standard turnaround/schedule of thirty working days from receipt of final artwork to first installation be acceptable? This timescale allows proper time for artwork approval, color matching, production, shipping, and installation.
 - a. **Yes, that seems acceptable, however final scheduling expectations will be outlined in the contract agreement.**
16. Is there a provision for the Contractor to raise a charge in the installation is cancelled or delayed without reasonable notice?
 - a. **Yes, that will be addressed in the contract agreement.**
17. Can you please provide a summary of the numbers of wraps performed and the total cost for the last twelve months?
 - a. **As the number of wraps performed and cost will be variable depending on Agency need, it is not relevant to the solicitation.**
18. Question about the Scored Criteria on page 15
 - Is there a breakdown of points or sub-criteria for the Technical Capacity of 35% indicating how this will be weighted by staff, equipment, turnaround times etc.?
 - a. **We have an evaluation spreadsheet based on the review by each evaluation team member and their score. The blank template scoring sheet has been uploaded to the website.**
 - Will the 35 quality points for Experience be equally divided among the three references e.g. Each reference will be scored out of 11.66 points?
 - a. **No. See above bullet point for answer re: evaluation score sheet. There is additionally a section required in the proposal itself for a narrative explanation of bidder experience and key staff resumes/training (page 7, section F).**
 - Is the form ATTACHMENT F – REFERENCES the basis for evaluating the 35 quality points for Experience or the instruction on page 15 (Proposers should particularly highlight any experience)
 - a. **Both.**
 - Are contact details required for the references, will BCRTA be contacting the [references]?
 - a. **Yes, all references will be contacted.**
19. What is the base color of the vehicles?
 - a. **A neutral color such as gray or white.**
20. Request for BCRTA to publish: 1) List of registered vendors for this solicitation; 2) Attendees to the pre-proposal conference
 - a. **These will be published and uploaded.**
21. Question about page 2, please confirm it is compliant to respond 'No' to the field DISADVANTAGED BUSINESS ENTERPRISE? (Yes or No)
 - a. **Yes.**
22. Questions about ATTACHMENT A – SUMMARY OF PROPOSAL REQUIREMENTS on page 28 – please confirm that:

- a. Bureau of Worker's Compensation Certificate is not required **Incorrect. Anything listed is required. BWC is only not required if the individual is a sole proprietor.**
 - b. ATTACHMENT E – FEDERAL CLAUSES FOR SIGNATURE is required **Yes, all items listed are required to be executed.**
 - c. Insurance certificates (Employer Liability, Commercial General Liability, Commercial Auto Liability) can be provided after award and are not required with the submission **Yes, but they can also be provided with submission if the bidder so chooses.**
 - d. 3M vendors do not need to submit a ATTACHMENT C - APPROVED REQUEST FOR APPROVED EQUAL **This need only be submitted if the bidder is requesting an "Approved Equal".**
23. The RFP requests insurance certificates to be submitted with the bid, since Butler County has to be a named insurance party, we cannot use an "off the shelf" copy, I need to put that formal request into the insurance provider which can take some time. **That is fine – as long as they are provided prior to contract execution, that would be fine.** Also, they had a query about whether the Fidelity/Bond is definitely required. **If any work is being done by the bidder on premises at BCRTA, the Fidelity Bond is required. As the RFP has been revised to state that all services must be performed by the bidder at bidder's place of business, this no longer applies (unless there is delivery done after hours, or some such).**

Questions Regarding Scope of Work (Page 10)

24. For each vehicle we need to know the manufacturer, model, year(s) so that we can consult the OEM drawings in preparing the fixed costs
- a. **N/A after the revised RFP/Addendum published. We no longer require pricing to be submitted by vehicle type, but by square foot.**
25. Is there a time frame or work schedule available?
- a. **N/A – as noted on page 14 of the revised RFP, the contract will be "Indefinite Delivery, Indefinite Quantity" (needs-based) and so this cannot be established with certainty.**
26. BCRTA's premises: **For all below – we have removed the option for performing services at BCRTA – we do not have the space or infrastructure.**
- a. How many bays are available for installation? Are out of hours installation required? Are the bays temperature controlled, with access to water, power, and light? Are there any specific COVID, security or health & safety protocols? What are the hours available for installation both for the bay and the vehicles availability? Are the vehicles being repainted and if so has two weeks been planned for 'de-gassing' to ensure proper adhesion of the vinyl material. Is "open flame" (blow torches) permitted on site?
27. Please confirm that for any purchase of new vehicles, the graphics will be performed under this contract and not by the vehicle manufacturer/dealer
- a. **The successful bidder will be the sole provider of wrapping services. This is not something that is ever handled by the manufacturer/dealer.**
28. For 'Proposers must be capable of editing BCRTA-created native design files for print production' please advise which format is used by BCRTA
29. Question about the statement on page 10, 'work may be performed either on BCRTA's premises or at Proposer's location': Will BCRTA transport the vehicles to and from the Proposer's location? **We could, yes. That would be something established in the contract agreement.**
30. Is the Commercial Auto Liability Insurance described on page 19 required if the work is performed at BCRTA's premises? **N/A/ - the option for performing services at BCRTA's premises has been removed.**

31. There is no fixed cost item for “Creation of new graphics/wraps in designs provided by BCRTA” in Attachment-B-Price-Proposal-Form please advise if this should be entered as an Additional Miscellaneous Cost **N/A – this was fixed with the revision of Attachment B on 9/9/22.**

Questions Received Regarding Pricing/Pricing Spreadsheet

32. Question about paragraph B. Evaluation of Proposals on page 15, the ‘Total Contract Price’ does not show Attachment B. Is the ‘Total Contract Price’ the sum of the unit prices, or multiplied out through the quantities stated in SECTION 2 – SCOPE OF WORK.
- As noted above, Attachment B is uploaded separately to the website for download and review.**
33. Question about Attachment B:
- What are the batch size for calculating the fixed costs, is that quantity one, batch size one? We need pictures of the existing buses to determine the condition of the vinyl and then calculate the fixed cost for the removals. What is the sq/foot coverage for the new full wrap? What is the coverage for the windows, roof, bumper, cap/cab? Are there provisional designs that can be shared so we can properly estimate the costs? **N/A – Attachment B was revised to remove fixed costs by vehicle type. Pricing is now by foot.**
 - Please clarify whether this opaque material is to cover windows, reducing passenger visibility or should vendors quote perforated material for the windows? **That will be determined on a per-project basis.**
 - Is reflective material required? **That will be determined on a per-project basis.**
 - Confirm Contractor is required to provide unit numbers and if so, how many sets, how many digits and what size, format (reflective and opaque) **This is not something that will be handled by Agency, but a business decision by Contractor.**
 - Are there any OEM, safety (or other) decals that will need to be re-installed? **That will be determined on a per-project basis.** Will these be supplied by BCRTA? **That will be determined on a per-project basis**
34. For the Miscellaneous Cost Notes, please confirm that bidders are permitted to state a minimum order charge.
- Yes, any costs that would be applied to our contract that would not be covered by the line items listed by BCRTA should be listed as Miscellaneous.**
35. For the Firm, Fixed Price (column C) rows 8 through 20 we would need to know the percentage of opaque and perforated vinyl material to price-in the window coverage **N/A – Attachment B was revised to remove fixed costs by vehicle type. Pricing is now by foot.**
36. For all rows with the service ‘Removal of Old Wrap/Graphics’:
- Please confirm we can use Per Foot of Wrap for all rows with the service ‘Removal of Old Wrap/Graphics’ **Yes – Attachment B was revised to remove fixed costs by vehicle type. Pricing is now by foot.**
 - Because the removal price will vary with age and condition a ‘Per Hour of Removal’ would be a better baseline, please confirm we can use this Unit of \$ in column **Yes, this can be used. Please list the unit in the appropriately designated column.**
37. Please confirm for the costing element ‘Cost for Installation of Vinyl Wraps Per Foot (if measured otherwise, indicate in columns D and E)’
- This is not just installation (a labor element) but also includes production and supply **Yes**
 - Either the proportion of opaque and perforated vinyl material or if bidders can quote a price for opaque only as the two will be different price points **Enter both, if possible.**
38. For “Cost to Correct Damaged Wraps” please confirm:

- l. This is for non-warranty repairs e.g. where the vehicle has been in an accident **No, all damages.**
 - m. That bidders can enter a fixed cost 'Per Square Foot' **Yes, please see clarifications above.**
39. Are repairs included in the scope of work, should that be stated 'Additional Miscellaneous Costs'
- n. **Please include in cost for correcting damaged wraps.**
40. Questions about "Cost for Partial Wrap Removal" in Attachment-B-Price-Proposal-Form:
- o. Is there an independent cost estimate for the number of hours required? **No, that will be project specific. As noted above, pricing can be done per hour.**
 - p. We note that "All" Vehicle Types are required but the time and therefore cost will vary with the Vehicle Type, are bidders to enter a maximum for the largest vehicle type? **Pricing is requested per square foot for installation, so we would prefer not to have maximums. We require that whoever acts as our wraps servicer can handle any vehicle type (as noted in Scope of Work).**
41. The Attachment-B-Price-Proposal-Form enables to bidders to enter Miscellaneous Costs and Service Fees also, there are no quantities. **Miscellaneous costs are any specific to bidders and not contemplated by BCRTA.** We seek more detailed information on the Cost Analysis described on page 16 in paragraph E. Cost or Price Analysis. **Section E adequately describes Cost Analysis. This is something done internally by the Procurement Specialist if competition is lacking on any purchase/solicitation. This will only occur if there is little to no competition.**
- q. Since Attachment B is a menu of price, please can you provide guidance on how the 'Total Contract Price' (based on Attachment B submission) will be evaluated? **See answer above to question #18.**
 - r. How will the scoring of 30% be allocated, will it be proportional to the 'Total Contract Price' with the lowest price receiving the full 30%? **See answer above to question #18.**
 - s. Please confirm 'New Full Wrap' is production and installation **Yes, both.**