



# REQUEST FOR PROPOSALS TITLE PAGE

Include This Page as the First Page in Your Proposal Response

## City of Lynchburg, Virginia Procurement Division

Proposal Title: **NEW DECALS AND STRIPING OF CITY VEHICLES**

This is the City of Lynchburg's Request for Proposals (RFP) No. 13-850, issued July 15, 2013. Direct inquiries for information should be directed to Florence Randolph: e-mail: [florence.randolph@lynchburgva.gov](mailto:florence.randolph@lynchburgva.gov); Phone: 434-455-3965; Fax: 434-845-0711. All requests for clarification of or questions regarding this RFP must be made in writing and received by 10:00 p.m., August 8, 2013. All responses to this solicitation shall be in strict accordance with the requirements set forth in this RFP document and the ensuing contract documents.

Sealed proposals will be publicly accepted prior to **4:00 p.m., August 15, 2013**; however, only the names of firms responding will be available for announcement. Proposals received after the stated due date and time shall not be considered. Submit proposals in a sealed, opaque envelope, and put the RFP number, title, due date and time on the lower left front. Offerors are responsible for having their proposal stamped by Procurement Division staff before the deadline indicated above and acknowledge all addenda so issued in the space provided below. Any alteration or changes to this RFP will be made only by written addendum issued by the Procurement Division, and all Offerors are responsible for obtaining issued addenda from the City's Procurement website:

<http://www.lynchburgva.gov/current-solicitations>.

Acknowledge receipt of addenda here: No. \_\_\_\_\_ Date: \_\_\_\_\_ No. \_\_\_\_\_ Date: \_\_\_\_\_

Submit Proposals: BY MAIL, GROUND DELIVERY, OR HAND DELIVER TO:

Procurement Division  
Third Floor City Hall  
900 Church Street  
Lynchburg, Virginia 24504

**Information the Offeror deems Proprietary is included in the proposal response in section(s):** \_\_\_\_\_

See Paragraph B. on page 2 for guidelines on submitting proprietary information.

In compliance with this Request for Proposals and all the conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this Request for Proposals. Sign in ink and type or print requested information.

Full Legal Name of Offeror: \_\_\_\_\_

Fed ID OR SOC. SEC. NO.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed or Printed Name, Title

*Florence Randolph*  
Purchasing Technician Signature

City of Lynchburg RFP-13-850, New Decals-Striping of City Vehicles

## I. SUBMISSION OF PROPOSALS

- A. **An original (1), so marked, and (3) copies, so marked, for a total of (4)** of your proposal document are required. In addition, one (1) copy of proposal in an electronic format, either floppy disk or CD in Microsoft Word format or PDF file format must also accompany your proposal. The City will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the City will notify the Offeror of the deficiency and request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for the City to reject such proposals. Telegraphic or facsimile submission of proposals is not acceptable and any such proposals will not be considered. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit proposals.
- B. Submission of Proprietary Information: Trade secrets or proprietary information submitted by an Offeror in connection with this procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however the Offeror must invoke the protection of this section prior to or upon submission of the data or the materials, and must identify the data or other materials to be protected and state the reason why protection is necessary (Section 2.2-4342F of the Code of Virginia). **Offerors shall submit, in a separate section of the proposal, any information considered proprietary and any copyrighted material and clearly identify the information as proprietary and/or copyrighted information. Offerors may not declare their entire proposal proprietary nor may they declare proposed pricing to be proprietary.**

References may be made within the body of the proposal to proprietary information; however all information contained within the body of the proposal not in the separate section labeled proprietary shall be considered Public Information.

- C. Proposals having any erasures or corrections must be initialed by the Offeror in ink.
- D. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors. Any contract resulting from this Request for Proposal shall not be exclusive to the Successful firm. The City reserves the right to contract with firms not party to the resultant contract for similar work if it determines this to be in their best interest.
- E. By submitting a proposal response, the Offeror agrees that the proposal response will not be withdrawn for a period of 90 days following the due date for proposal responses.
- F. By submitting a proposal response, the Offeror certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated its proposal response for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the City.
- G. By submitting a proposal response, the Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontracting firm in connection with its proposal; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.
- H. The City will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal response. All proposals submitted will become the property of the City.

## **II. GENERAL INFORMATION AND OBJECTIVE**

### **SCOPE OF WORK:**

The City of Lynchburg is seeking proposals from highly qualified firms interested in providing new decals and striping of City vehicles to include but not limited to, Fire, Sheriff, Police, Public Works, Water Resources and other city and local government agencies as required by City's Fleet Services Department, as per the attached specifications. Service will apply to vehicles purchased new and entering the fleet, as well as vehicles involved in accidents. Offeror shall give prompt and efficient service fully compliant with the terms, conditions and stipulations of the solicitation.

#### **2.1 CONTRACT TERM:**

This contract shall be for an initial period of two (2) years with options by the City to renew for up to three (3) additional one year periods for a total agreement length not to exceed five (5) years. Price will be mutually negotiated by the City at time of renewal(s).

#### **2.2 AMOUNT OF WORK:**

Bidder's attention is called to the fact that the estimate of quantities of the various kinds of work to be done or materials to be furnished as shown in the base bid sheets are approximations only for bidding purposes, and are given as a basis of calculation for comparing bids and awarding contracts. The City makes no claim that the quantities or components of work outlined herein shall actually be undertaken.

#### **2.3 CONTRACT RESERVATIONS:**

The City reserves the right, under a subsequent contract, to award work to a contractor(s) with the ability to meet time constraints, financial stability, or required expertise deemed in its best interest. It also reserves the right to terminate the contract or project at any time it deems necessary or proper, which might be occasioned by unforeseen changes or conditions.

#### **2.4 ON SITE INSPECTIONS:**

The City reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the City in determining offeror's capabilities of successfully administering the contract. Work shall be performed within City of Lynchburg proper or within three (3) miles of the City borders. Offerors outside the geographic area may submit in detail how you would perform the work to meet this requirement.

#### **2.5 AWARD OF CONTRACT:**

The City reserves the right to award this contract not necessarily to the Offerors with the most advantageous price per the attachments A,B and C, but to the firm that demonstrates the best ability to fulfill the requirements of this Request for Proposal. The City reserves the right to award in whole or in part, by item or group of items, or to make multiple contracts may be awarded, if it is determined to be in the best interest of the City.

#### **2.6 METHOD OF AWARD:**

Following evaluation of the written proposals as submitted, selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, and respondents ranked 1, 2, 3 or more. Negotiations shall then be conducted with the firm ranked number 1 in an attempt to reach an agreement to provide the services. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with the top ranked firm, if an agreement cannot be reached, negotiations will be terminated with that firm, and negotiations began with the firm ranked number 2. This procedure will continue until an agreement is reached or negotiations are terminated and the services re-solicited. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

**2.7 SERVICE AND WARRANTY:**

When specified, the offeror shall define all warranty, service and replacements that will be provided. Offeror shall explain in the Response where service and warranty services will be provided. A copy of the manufacturer’s warranty, if applicable, should be submitted with your response.

**2.8 VARIATIONS OF SPECIFICATIONS:**

For purposes of solicitation evaluation, offerors must indicate any variances from the solicitation specifications and/or conditions, no matter how slight. If variations are not stated on their Response, it will be assumed that the product fully complies with the City’s specifications.

**2.9 BIDDERS MINIMUM REQUIREMENTS:**

Proposals will be considered only from firms that are regularly engaged in the business of providing goods and /or services as described in this RFP; that have a record of performance for a period of no less than three (3) years; and that have sufficient financial support, equipment and organization to insure that they can satisfactorily provide the goods and/or services if awarded a Contract under the terms and conditions herein stated.

**2.10 WARRANTY:**

The Successful Offerors shall be required to provide a standard warranty for all products provided herein with a minimum of not less than seven (7) years for non-reflective materials and five (5) years for reflective materials. Warranty shall be described in detail and included in the offeror document.

**2.11 REFERENCES:**

Each offeror must provide at least three (3) references. References must include the name of the company, dates of contract, description of goods supplied, a contact person, telephone number, and e-mail address. Failure to provide at least three (3) references may deem offeror non-responsive. References shall be listed in the offerors proposal and returned with the bid.

**III. SOLICITATION SCHEDULE**

This request for proposal will be governed by the following schedule:

<u>DATE</u>	<u>SCHEDULE OF ITEMS</u>
July 15, 2013	Issue Request for Proposals
August 8, 2013, 10:00 a.m.	Deadline for Submitting Questions/Requests for Clarification
August 15, 2013	Proposals Due Prior to 4:00 p.m.

**IV. PROPOSAL PREPARATION**

The proposal response must address the items included in the Scope of Services and the Criteria for Proposal interpretation of evaluation. Proposals should be prepared simply, providing straightforward and concise responses to requests for information and descriptions of qualifications and capabilities. Responses shall be limited to no more than twenty pages excluding the cover by including all other materials. Each copy of the proposal must be bound with all documentation in a single volume where practical. Failure to do so will result in a lowered evaluation. Incomplete proposals may be determined nonresponsive.

Offerors should organize their proposals using the format described below:

1. Letter of transmittal including name, address and telephone number of firm, including the location of the office that will directly contract for the work.
2. Title page

3. Table of Contents
4. Brief history of the firm including:
  - a. Years in business as an established firm;
  - b. Firm principals;
  - c. Size of firm (denote partnerships or subcontractors necessary to facilitate full service scope);
  - d. The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship; and
  - e. A specific listing of services the firm is uniquely qualified to provide.
5. Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope.
6. Brief summary as to why the firm(s) feels qualified to provide the requested services.
7. List current and past work assignments of similar nature that the firm has directly contracted to provide within the last three years as a reference. For each reference, a brief description of services provided, organizational name, dates of contract, description of goods supplied, contact person, title, address, telephone number and e-mail address shall be provided.
8. A qualifying statement as to your firm's registry status with the Virginia State Corporation Commission.

**V. CRITERIA FOR PROPOSAL EVALUATION**

**In addition to price, proposal evaluation may include the following factors:**

- A. Compliance with specifications
- B. The sufficiency of financial resources and its impact on ability of bidder to perform the contract or provide the services
- C. The quality of performance/workmanship of previous contracts with the City
- D. References which attest to the specific experiences of others
- E. The overall condition and state-of-the-art of the bidder's facility
- F. Location of the bidder's facility where services will be rendered which shall be located within the City or no more than three (3) miles from the City borders
- G. Warranty offered in the proposal
- H. Proposals will be evaluated by the City using the following criteria:

Criteria	Point Value
Qualifications of contractor to provide the services described.	TBD
Location of contractor's facility where work where will be performed.	TBD
Performance/workmanship under previous contracts with City if any	TBD
Condition and layout of contractor's facility where work will be performed	TBD
Cost	TBD
<b><u>Total Points</u></b>	<b>100%</b>

## **VI. SUPPLEMENTAL GENERAL CONDITIONS**

### **3.1 PAYMENTS FOR SERVICES**

Payments to the successful firm shall be made within 30 days after receipt of an approved invoice for services provided in the previous month. Invoicing shall be presented once a month by the 5<sup>th</sup> work day of the month. Backup documentation for each invoice shall be provided in detail satisfactory to the City. The successful firm's records and documentation supporting such invoices shall be made available to the City upon reasonable request. The successful firm agrees to retain all records, documents and support materials relevant to the CONTRACT for a period of five years following final payment.

### **3.2 OWNERSHIP OF DESIGNS/ARTWORK**

All approved designs and artwork generated by the successful offeror including electronic versions for works under this contract shall become property of the City of Lynchburg upon payment for same.

### **3.3 LAWS AND REGULATIONS**

The Successful firm shall abide by all Federal, State and Local laws and regulations governing the provision of the services called for in the contract. The Successful firm shall give notice and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work. Any legal proceedings arising out of or related to this agreement shall be filed by the parties in the City of Lynchburg General District Court or the Lynchburg Circuit Court.

### **3.4 TERMINATION FOR CONVENIENCE**

The performance of work under contract may be terminated by the Public Body upon written notice to the Contractor without cause, for any reason in whole or in part; whenever it is determined that such termination is in the Public Body's best interest. In the event of such termination, the rights and obligations of the parties, which by their nature survive termination of services covered by a contract, shall remain in full force and effect after termination. In the event of such termination, the Contractor shall be paid for services rendered and approved up to the date of termination. The Contractor may submit any termination claim within 60 days after receipt of the notice of termination.

### **3.5 TERMINATION FOR NONPAYMENT**

In the event the Public Body fails to make payment in accordance with applicable standard payment terms, the Contractor may declare the Public Body in default and exercise any right to cure such default. If the Public Body fails to cure such default within 30 days of receiving such written notice, the Contractor may, by giving written notice to the Jurisdiction, terminate the contract and/or the applicable Scope of Work as of the end of such 30-day period on such date as is specified in such notice of termination.

### **3.6 TERMINATION AND OWNERSHIP OF DOCUMENTS**

The City reserves the right to terminate the contract upon written notice to the Successful firm. In the event of termination pursuant to this paragraph which is not the fault of the Successful firm, the Successful firm shall be paid for all services provided through the date of termination. The contract will terminate immediately upon failure of the City of Lynchburg, City Council to appropriate funds for its continuance.

The Successful firm agrees that all information and materials gathered and/or prepared by or for it under the terms of the CONTRACT shall be delivered to, become and remain the property of the City upon completion of the work or termination of the CONTRACT. The City shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Successful firm.

## **VII. SUPPLEMENTAL REQUIREMENTS**

- 4.1 All materials used shall be 3M or Gerber vinyl – high performance grade. No substitutes.
- 4.2 Descriptions listed in this document and photos are for bidding purposes only. Sample vehicles are available for inspection to ensure precise details. Call Fleet Services at (434) 455-4425 to arrange an inspection. Vehicles will be located at 1650 Memorial Avenue in Lynchburg.
- 4.3 Vendor shall have a secured and locked area for storage of vehicles overnight. Please state your location for this purpose: \_\_\_\_\_.
- 4.4 Vendor shall occupy on a full-time basis a facility capable of accommodating the various types of vehicles owned by the City with ample parking for vehicles in vendor's possession.
- 4.5 The vendor shall be able to begin work within 48 hours of notification and complete assignment within 24 hours of commencement of work excluding holidays and weekends. Please state your position regarding this stipulation: \_\_\_\_\_. Bidders are hereby notified that vehicle turnaround is a key element of the contract.
- 4.6 The City reserves the right to purchase new decals not listed on the attached sheets should style, colors, etc., change during the contract period, at the same price structure as set forth in this bid.
- 4.7 The vendor will not be responsible for repainting the surface of the vehicle prior to restriping, lettering and decaling. However, it is the responsibility of the vendor to wash vehicle prior to installation of decals.
- 4.8 To insure proper adhesion of decals in winter months, the vendor should store vehicle inside for a 12 hour period at 60 degrees F. or above before application begins or within the time period recommended by the manufacturer of the product being installed.

## **VIII. SPECIAL GENERAL TERMS AND CONDITIONS**

### **Acceptance of Deliverables**

Contract deliverables will be submitted, reviewed, and accepted according to the following:

- A. **General.** Except where this Contract provides different criteria, work will be accepted if it has been performed in accordance with the applicable specifications for Contractor's work in the Scope of Work, and/or as subsequently modified by written amendment signed by both parties, all of which shall become part of the final Contract.
- B. **Submittal and Initial Review.** Upon written notification by the Contractor that a deliverable is completed and available for review and acceptance, the City's authorized representative will use best efforts to review the deliverable within (5) business days after the Deliverable is presented for review, but in no event shall review of such Deliverable require more than (10) business days by the City's authorized representative.
- C. **Notice of Rejection.** In the event of a partial or total rejection of a Deliverable, the City's authorized representative shall take immediate action to notify Contractor as to the reasons for rejection. Such notification shall be sufficiently detailed to allow the Contractor to determine why such deliverable is unacceptable. The Contractor may request in writing that the City provide additional information as required to affirm the rejection. The Contractor will either correct identified problems within 5 business days after receiving such request or present the City with a plan to fix such problems within a period of time that is acceptable to the City. Notwithstanding anything to the contrary, the Contractor shall not be relieved of his obligation to perform the services consistent with the terms of the Contract.

## Miscellaneous Provisions

- A. **Successors and Assigns** - The contractor shall insure to the benefit of, and be binding upon, the respective successors and assigns, if any, of the parties hereto, except that nothing contained in this article shall be construed to permit any attempted assignment which would be unauthorized or void pursuant to any other provision of this contract.
- B. **Survival of Rights and Obligations** - In the event of termination, the rights and obligations of the parties, which by their nature survive termination of the services covered by contract, shall remain in full force and effect after termination. Compensation and revenues due from one party to the other under contract shall be paid; loaned equipment and material shall be returned to their respective owners; the duty to maintain and allow inspection of books, accounts records and data shall be extended as provided in section termed herein as "Auditor", and the hold harmless agreement shall survive.
- C. **Drug and Alcohol Policy** - In accordance with Section 2.2-4312 of the Virginia Public Procurement Act, Contractor shall not use, possess, manufacture, or distribute alcohol or illegal drugs during the performance of the contract or while on City premises or distribute it. Contractor shall maintain a drug-free workplace for contractors employees and post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractors workplace and specifying the actions that will be taken against employees for violation of such prohibition, and place in all of contractors advertisements and solicitations, that contractor maintains a drug-free workplace and such prohibitions shall apply to contractors vendors and subcontractors.
- D. **Publicity** - Contractor agrees to submit to the City all advertising, sales, promotion, and other public matter relating to any service furnished by contractor wherein the City's name therewith may be inferred or implied. Contractor further agrees not to publish or use any such advertising, sales promotion, or publicity matter without prior written consent of the City.
- E. **Attorneys Fees** - **In the event that suit is brought to enforce or interpret any part of a contract, the prevailing party shall be entitled to recover as an element of its cost of suit, and not as damages, a reasonable attorney's fee to be fixed by the court.** The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgement. A party not entitled to recover its costs shall not recover attorney's fees. No sum for attorney's fees shall be counted in calculating the amount of a judgement for purposes of determining whether a party is entitled to recover its cost or attorney's fees.
- F. **No Conflict of Interest** - Contractor represents that it has no interest, and shall not have any interest, direct or indirect, that would conflict in any manner with the performance of services required under a City contract.
- G. **Non-Assignment of Contract** - The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of a contract or contractor's right, title or interest in or to the same or any part thereof without the express written consent of the City; and any action by contractor without the City's previous written consent shall be void.
- H. **State Corporation Commission (SCC) Registration**  
If listed as a Corporation, offerors must also submit documentation, with their proposal, that they are currently registered with the Virginia State Corporation Commission.

## **IX. GENERAL TERMS AND CONDITIONS**

### **A. Subcontracting and Assignment of Work**

The successful firm shall not subcontract or assign portions of the work, other than those specifically defined in the CONTRACT, without the express written consent of the City. A description of any work the Offeror proposes to subcontract shall be submitted to the City for review and approval along with the name and address of the individual, firm, or corporation that is the proposed subcontracting firm. This submittal shall also include a list of the key personnel that the subcontractor firm will assign to the project. All work performed by any subcontractor firm shall be coordinated by the successful firm and the successful firm will be responsible to the City for all work performed by any subcontracting firm or special consultant.

### **B. Independent Successful firm**

The successful firm is an independent successful firm and nothing contained in a subsequent CONTRACT shall constitute or designate such firm or any of its agents or employees as employees of the City.

### **C. Notification**

Any notice required by the Contract shall be effective if given by registered mail, return receipt requested, to the Successful firm in the name and at the address given in its proposal submission; provided that change of address shall be effective if given in accordance with this paragraph. Unless otherwise specified, any notice to the City shall be given to the City of Lynchburg, Procurement Administrator, 900 Church Street, Lynchburg, VA 24504. The Successful firm agrees to notify the City immediately of any change of legal status or of address. Any notice provided in accordance with this paragraph shall be deemed to have been completed five calendar days after the date of mailing.

### **D. Insurance**

The selected firm shall be required to maintain in force such insurance, in amounts acceptable to the City, as will protect himself and the City from claims which may arise out of or result from the execution of the work, whether such execution be by himself, his employees, agents, subcontractor firms or by anyone for whose acts any of them may be liable. This coverage should include, at a minimum, Worker's Compensation, General Liability (including premises/operations, independent successful firms, products and completed operations, contractual liability and personal injury liability) and Professional Liability. All insurance shall be provided by companies authorized to conduct business in the Commonwealth. The selected firm shall furnish the City with an original Certificate of Insurance upon request. The Certificate should name the City as additional insured. The selected firm shall notify the City at least 30 days prior to policy cancellation, non-renewal or reduction of coverage.

### **E. Additional Services**

The City may add to the Scope of Services or make changes in the Scope of Services any services of a similar nature to those specified in the Scope of Services of this Request for Proposals as mutually agreed to at a price mutually agreed upon.

### **F. Severability**

Each paragraph and provision of the resultant contract will be severable from the entire agreement and if any provision is declared invalid, the remaining provisions shall remain in effect.

### **G. Licenses and Permits**

The Successful firm shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work which are legally required prior to and during the work. The City will not charge for any permits required by the City of Lynchburg.

H. Nondiscrimination

If the resultant contract exceeds \$10,000, during the performance of the contract, the Successful firm agrees as follows:

- a. The Successful firm will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Successful firm. The Successful firm agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Successful firm, in all solicitations or advertisements for employees placed by or on behalf of the Successful firm, will state that such Successful firm is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Successful firm will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontracted firm or vendor.

I. Contractual Claims

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Successful firm's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the City's Procurement Administrator, Third Floor City Hall, 900 Church Street, Lynchburg Virginia 24504 and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The City's Procurement Administrator shall render a decision on the claim and shall notify the Successful firm within 30 days of receipt of the claim. The Successful firm may appeal the decision of the City's Procurement Administrator by providing written notice to the City Manager, within 15 days of the date of the decision. The City Manager shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final unless the Successful firm appeals the decision in accordance with the Virginia Public Procurement Act. Invoices for all services or goods provided by the Successful firm shall be delivered to the City no later than 30 days following the conclusion of the work or delivery of the goods.

J. Taxes

The Successful firm shall pay all City, State and Federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price as the taxes shall be an obligation of the Successful firm and not of the City and the City shall be held harmless for same by the Successful firm.

K. Indemnification

To the fullest extent permitted by law, the Successful firm, for itself, heirs, representatives, successors and assigns agrees to save, defend, keep harmless and indemnify the City and all of its officials, agents and employees (collectively, the "City") from and against any and all claims, loss, damage, injury, costs (including court costs and attorney's fees), charges, liability or exposure, however caused, resulting from, arising out of or in any way connected with the Successful firm's performance (or nonperformance) of the agreement terms or its obligations under this agreement.

L. Contract Assignment

The resultant contract may not be assigned, in whole or part, without the written consent of the City.

M. Royalty and License Fees and Copyright, Trademark and Patent Protection

The Successful firm shall pay all royalty and license fees relating to the items covered by the contract. In the event any third party shall claim that the manufacture, use and sales of these goods offered hereby constitutes an infringement of any copyright, trademark, or patent, the Offeror shall indemnify and hold harmless the City from any cost, expense, damage or loss incurred in any manner by the City on account of such alleged infringement.

N. Responsibility for Property

The Successful firm shall be responsible for damages to property caused by work performed under the CONTRACT. Property damage to surrounding or adjoining areas caused directly or indirectly by actions or omissions of the Successful firm shall be repaired or replaced by the Successful firm, to the satisfaction of the Owner, at the Successful firm's expense.

O. Precedence of Documents

The precedence of documents shall be as follows: the CONTRACT, the Request for Proposals and the Offeror's response to the Request for Proposals.

P. Administrative Appeals Procedure

- (a) The following are the exclusive procedures for a bidder or offeror to protest the city's award or decision to award a contract.
- (1) Any protest to award a contract shall be in writing and shall be delivered so that it is received by the city manager not later than five (5) business days after announcement of the award or decision to award, whichever comes first. Otherwise any such protest shall be deemed to be waived.
  - (2) Except for a protest of an emergency or sole source procurement, a protest of a city award or decision to award a contract may only be made by a person who submitted a bid or proposal for the procurement at issue and who was reasonably likely to have its proposal accepted but for the city's decision. In the case of an emergency or sole source procurement, a protest may only be made by a person who can show that he was reasonably likely to have submitted a successful bid or proposal if the procurement had been other than emergency or sole source.
  - (3) Protests shall only be granted if (1) the protester has complied fully with this Sec. 18.1-6 and there has been a violation of law, the Lynchburg public procurement code, or mandatory terms of the solicitation that clearly prejudiced the protestor in a material way, or (2) a statute requires voiding of the decision.
  - (4) The city manager shall issue a written decision on a protest within ten (10) days of its receipt by the city manager.
  - (5) If the protest is denied, the protestor may only appeal the denial or otherwise contest or challenge procurement by then filing suit in the Lynchburg circuit court, Lynchburg, Virginia, and serving the city with such suit within ten (10) days of such denial. Otherwise, the city manager's decision shall be final and conclusive, and the protester's right to appeal the denial or to otherwise contest or challenge the procurement shall be deemed to be waived.
  - (6) The city should defer award of a contract where the decision to award has been protested unless there is a written determination by the city manager that proceeding without delay is necessary to protect the public interest or unless the bid or offer of the prospective awardee would expire.
  - (7) The validity of a contract awarded and accepted in good faith shall not be affected by the fact that a protest or appeal is filed.

- (8) The exclusive relief allowed if a protest is granted is to void the decision being protested. If a contract has already been awarded and performance under the contract has begun, the contract need not be voided if not in the public interest to do so. Under no circumstances will any monetary amount be allowed to the protestor as part of any relief granted.
- (9) Strictly following these procedures shall be a mandatory prerequisite for protest of the city's award or decision to award a contract. Failure by a bidder to follow these procedures strictly shall preclude that bidder's protest and be deemed to constitute a waiver of any protest.
- (b) A protest may not be based upon the alleged non-responsibility of a person to whom the city awards or makes a decision to award a contract.

Q. Notice of Cure

A cure letter is used when a contractor has failed to perform or deliver in accordance with the provisions of contract. Such notice provides the Contractor a period of time to correct or “cure” the deficiency and places Contractor on notice as to the consequences for failure to take the required corrective action. Such notice may be given orally or in writing. Notice of Cure informs the Contractor that non-conformance is a breach of contract and if the deficiency is not corrected within a stated number of days, the Public Body will terminate the contract for default and hold the Contractor liable for any excess costs.

**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES**

**FIRE DEPARTMENT**

**NOTE: ALL REFLECTIVE MATERIALS USED FOR FIRE DEPARTMENT SHALL BE 3M OR GERBER VINYL – HIGH PERFORMANCE GRADE AND WITH AT LEAST A FIVE (5) YEAR WARRANTY. NO SUBSTITUTIONS.**

**Ambulance:** 4” gold and 1½” white reflective stripe around bottom. All letters/numbers gold reflective with black shaded outline (non reflective). Star of Life package (furnished by the City) to be installed on new ambulances. Fuel identification decal to be installed. Black (non reflective) 911 numbers to be installed. Compartment doors will be numbered with black non reflective material. Fire Department logo 11½” x 9½” to be installed and centered on cab doors. Lettering “LYNCHBURG FIRE DEPARTMENT” to be 6” on each side of body and 4” on rear of body in gold with black shade. Lettering “MEDIC X” to be 4” on both front fenders and rear of body in gold with black shade. Red 6” number to be on front bumper. Reflective black 14” “MX” on roof of body. American flags 7” x 12” on rear compartment doors with correct reverse image on passenger side.

Full package price: \$ \_\_\_\_\_

Delivery : \_\_\_\_\_

Individual pricing:

- Cab: \$ \_\_\_\_\_
- Hood: \$ \_\_\_\_\_
- Fender: \$ \_\_\_\_\_
- Cab door: \$ \_\_\_\_\_
- Compartment entry door: \$ \_\_\_\_\_
- Compartment door: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Ambulance</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES**

**FIRE DEPARTMENT - CONTINUED**

**Pumper/Ladder Truck:** 6” gold and 2” white reflective stripe around bottom. All letters/numbers gold reflective with black shaded outline (non reflective). Fire Department logo installed on cab doors and 14” white reflective numbers on crew doors. Tire pressure numbers black non reflective to be over fender well. Plates to be mounted on rear of vehicle to hold 6” gold and 2” white reflective stripe. Lettering “LYNCHBURG FIRE DEPARTMENT” to be 4” on each side of cab and “LYNCHBURG” on front of cab in gold with black shade. Number to be 14” on rear of apparatus in red with black shade. “EX” to be on cab roof in reflective black. American flags 7” x 12” on rear compartment doors with correct reverse image on passenger side.

Full package price:                   \$ \_\_\_\_\_  
 Delivery:                                   \_\_\_\_\_

Individual pricing:  
 Cab:   \$ \_\_\_\_\_  
 Hood:                                      \$ \_\_\_\_\_  
 Fender:                                    \$ \_\_\_\_\_  
 Cab door:                                 \$ \_\_\_\_\_  
 Crew door:                                \$ \_\_\_\_\_  
 Compartment door:                     \$ \_\_\_\_\_

**Front/Rear Bumpers:** Front bumper to have 8” reflective number. Rear bumper to have 16” red reflective number. Black non reflective 911 numbers to be installed in area designated by City of Lynchburg.

Full package price:    \$ \_\_\_\_\_



City of Lynchburg

<b>Company Name:</b>	<b>Attachment A – Fire – Pumper/Ladder</b>
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**ATTACHMENT A  
BID PRICING SHEET  
DECALS & STRIPING OF CITY VEHICLES  
FIRE DEPARTMENT - CONTINUED**

**Sedan/SUV:**

1. **Battalion Chief SUVs** to have same size logo/lettering as ambulances (see above) and the word "FIRE" to be cut into stripe on quarter panel.

Full package price: \$ \_\_\_\_\_  
Delivery: \_\_\_\_\_

Individual pricing:

Hood: \$ \_\_\_\_\_  
Fender: \$ \_\_\_\_\_  
Door: \$ \_\_\_\_\_  
Quarter panel: \$ \_\_\_\_\_  
Rear door or tailgate: \$ \_\_\_\_\_

2. **Fire Department sedans** to have logo only installed.

Full package price: \$ \_\_\_\_\_  
Delivery: \_\_\_\_\_



**Company Name:**

**Attachment A – Sedan and SUV**

**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
 SHERIFF DEPARTMENT**

**NOTE: ALL REFLECTIVE MATERIALS USED FOR SHERIFF SHALL BE 3M OR GERBER VINYL –HIGH PERFORMANCE GRADE AND WITH AT LEAST A FIVE (5) YEAR WARRANTY. NO SUBSTITUTIONS.**

**Sedan – Note: Illustration shown below is Ford Crown Victoria which is no longer available. Pricing shall be predicated on City of Lynchburg Sheriff’s Office transitioning to a Ford Taurus sedan.**

Gold reflective 2 ½” stripe on fenders and front doors with 18 ½” stripe to bottom of doors with 1” black reflective outline stripe. Four hash marks on fenders using same colors and stripe size as outline stripe with a 1¼” space between stripe and each hash mark. The Vehicle Number will be under the hash marks in a 3 ½” circle. Word SHERIFF installed on both front and rear doors using 5 ¾” letters spaced a total of 43”. Letters to be black with a gold outline. A 7” x 7” badge will be installed on both front doors with “CITY OF LYNCHBURG” installed above badge in black 2” letters. The rear doors will have four black and gold hash marks with the black being 1” tall and the gold 4” tall and spaced 1 ½” apart. The quarter panel will have a 4” gold stripe with a 1” outline stripe with one hash mark 3/8” in front of stripe. Hash mark will be same size and color as the stripe. DIAL 911 will be installed in 7” black letters and numbers on the quarter panel. Word SHERIFF will be installed on the hood using black and gold 2 ¾” letters with four hash marks on both sides of this word. Hash marks are black and gold with gold letters 2” tall and black 1” tall. Words SHERIFF’S OFFICE installed on rear bumper cover in black and gold letters with word SHERIFF’S on the left using 2 ¾” letters and OFFICE on the right using 2 ¾” letters. Four hash marks will be installed on the trunk on both sides above SHERIFF’S OFFICE using black and gold letters same size and color as those on the hood.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

Hood: \$ \_\_\_\_\_  
 Front fender: \$ \_\_\_\_\_  
 Front door: \$ \_\_\_\_\_  
 Rear door: \$ \_\_\_\_\_  
 Quarter panel: \$ \_\_\_\_\_  
 Trunk lid: \$ \_\_\_\_\_  
 Rear bumper/tailgate: \$ \_\_\_\_\_



**Company Name:** \_\_\_\_\_ **Attachment A – Sheriff - Sedan**

**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
 SHERIFF - CONTINUED**

**SUV**

Gold reflective 3 1/4" stripe on fenders and front doors with 32" stripe to bottom of doors with 1 3/8" black reflective outline stripe. Four hash marks on fenders using same colors and stripe size as outline stripe with a 1 1/4" space between stripe and each hash mark. The Vehicle Number will be under the hash marks in a 4 3/4" circle. Word SHERIFF installed on both front and rear doors using 6" letters spaced a total of 44 1/2". Letters to be black and gold. A 10" x 10" badge will be installed on both front doors with "CITY OF LYNCHBURG" installed above badge in black 2 1/2" letters. The rear doors will have four black and gold hash marks with the black being 1 5/8" tall and the gold 5 3/8" tall and spaced 1 1/2" apart. The quarter panel will have a 5 3/8" gold stripe with a 1 5/8" outline stripe with one hash mark 3/8" in front of stripe. Hash mark will be same size and color as the stripe. DIAL 911 will be installed in 9" black letters and numbers on the quarter panel. Word SHERIFF will be installed on the hood using black and gold 2 3/4" letters with four hash marks on both sides of this word. Hash marks are black and gold with gold letters 2" tall and black 1" tall. Words SHERIFF'S OFFICE installed on rear bumper cover in black and gold letters with word SHERIFF'S on the left using 2 3/4" letters and OFFICE on the right using 2 3/4" letters. Four hash marks will be installed on the trunk on both sides above SHERIFF'S OFFICE using black and gold letters same size and color as those on the hood.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

- Hood: \$ \_\_\_\_\_
- Front fender: \$ \_\_\_\_\_
- Front door: \$ \_\_\_\_\_
- Rear door: \$ \_\_\_\_\_
- Quarter panel: \$ \_\_\_\_\_
- Trunk lid: \$ \_\_\_\_\_
- Rear bumper/tailgate: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Sheriff - SUV</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
 POLICE DEPARTMENT**

**NOTE: ALL MATERIALS USED FOR POLICE SHALL BE 3M OR GERBER VINYL –HIGH PERFORMANCE GRADE AND WITH AT LEAST A FIVE (5) YEAR WARRANTY. NO SUBSTITUTIONS.**

**Sedan** – Note: Current model being used by Police Department is Ford Taurus

4” “Z” stripe of blue reflective material with red border-line running from rear of the front fenders to end of vehicle on each side. City of Lynchburg 10” logo installed on rear passenger doors. LPD decal to be white reflective background with red non reflective outline and installed on front fenders. EMERGENCY DIAL 911 installed on each rear quarter panel using 3 ½” red numbers and 1 ½” blue letters. Unit number installed on trunk (right) and front fenders using 3 ½” blue numbers. POLICE installed on hood using 3 ½” numbers. Unit number placed on roof of vehicle using numbers that are 20” tall and 3” wide stroke. American flag 3” x 5” installed at rear roof post on both sides.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_  
 Full package price without roof # \$ \_\_\_\_\_

Individual pricing:  
 Hood: \$ \_\_\_\_\_  
 Front fender: \$ \_\_\_\_\_  
 Front door: \$ \_\_\_\_\_  
 Rear door: \$ \_\_\_\_\_  
 Quarter panel: \$ \_\_\_\_\_  
 Trunk lid: \$ \_\_\_\_\_  
 Roof top: \$ \_\_\_\_\_  
 K-9 marking: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Police - Sedan</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
 POLICE DEPARTMENT - CONTINUED**

**SUV**

4" "Z" stripe of blue reflective material with red border-line running from rear of the front fenders to end of vehicle on each side. City of Lynchburg 10" logo installed on rear passenger doors. LPD decal to be white reflective background with red non reflective outline and installed on front fenders. EMERGENCY DIAL 911 installed on each rear quarter panel using 3 1/2" red numbers and 1 1/2" blue letters. Unit numbers installed on right side of rear tailgate and front fenders using 3 1/2" blue numbers. POLICE installed on hood and left side of rear tailgate using 3 1/2" blue numbers. Unit number placed on roof of vehicle using blue numbers that are 20" tall and 3" wide stroke. American flag 3" x 5" installed at rear roof post on both sides.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

Hood: \$ \_\_\_\_\_  
 Front fender: \$ \_\_\_\_\_  
 Front door: \$ \_\_\_\_\_  
 Rear door: \$ \_\_\_\_\_  
 Quarter panel: \$ \_\_\_\_\_  
 Liftgate: \$ \_\_\_\_\_  
 Roof top: \$ \_\_\_\_\_  
 K-9 marking: \$ \_\_\_\_\_



City of Lynchburg

<b>Company Name:</b>	<b>Attachment A – Police - SUV</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES**

**POLICE DEPARTMENT - CONTINUED**

**ANIMAL CONTROL VEHICLE**

One 4" "Z" stripe of blue reflective material with red non reflective outline running from behind headlamp compartment on each side ¾ way through vehicle entry doors extending up 10" then continuing down sides of vehicle in a 1" stripe to the taillights. Logo 12" tall centered on each entry door. Vehicle number (2 @ 3 ½" tall) over F-150 emblem on each front quarter panel. Word "POLICE" in 3 5/8" blue letters spaced over 19" on hood at lower end. Centered on rear quarter panels spaced over 63" in 5" letters "ANIMAL CONTROL". Under forward hatch screen in blue 1" letters stacked one over the other "EMERGENCY DIAL" and forward of this in 2 ½" red numbers "911". Under the rear hatch screen in 2 ½" blue letters "POLICE" spaced over 16". At rear over left screen door in 2 ½" letters spaced over 15" "ANIMAL" and over the right screen door in 2 ½" letters spread over 17" "CONTROL". To the inside of each taillight in 2" letters spaced over 16 ½" inches and on a 3 ¼" background words "POLICE". Unit numbers placed on roof or vehicle using 2"x3" letters and numbers. All stripes, numbers/letters in blue except 911 which is red.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

- Hood: \$ \_\_\_\_\_
- Front fender: \$ \_\_\_\_\_
- Front door: \$ \_\_\_\_\_
- Rear door: \$ \_\_\_\_\_
- Quarter panel: \$ \_\_\_\_\_
- Hatch door: \$ \_\_\_\_\_
- Roof top: \$ \_\_\_\_\_



City of Lynchburg

<b>Company Name:</b>	<b>Attachment A – Animal Control Vehicle</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES**

**REFUSE (GARBAGE) TRUCKS**

**NOTE: ALL REFLECTIVE MATERIALS USED FOR REFUSE VEHICLES SHALL BE 3M OR GERBER VINYL –HIGH PERFORMANCE GRADE WITH AT LEAST A FIVE (5) YEAR WARRANTY. NO SUBSTITUTIONS.**

One 6” wide orange reflective stripe on each side running entire distance of rear packer assembly excluding rear hatch assembly - approximately 208” on each side.

Three 12” wide orange reflective stripes centered on back of vehicle. One 14” black city logo centered on each door with department name centered under logo in black 1 ½” letters with black border. Vehicle asset number in 2” black numbers on left front of hood and lower right of rear hatch assembly.

Full package price: \$ \_\_\_\_\_

Delivery: \_\_\_\_\_

Individual pricing:

Door \$ \_\_\_\_\_

Side \$ \_\_\_\_\_

Rear \$ \_\_\_\_\_



**Company Name:**

**Attachment A – Refuse Garbage Trucks**

**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
 LIGHT AND MEDIUM DUTY TRUCKS**

**NOTE: ALL NON-REFLECTIVE MATERIALS USED SHALL BE 3M OR GERBER VINYL – HIGH PERFORMANCE GRADE WITH AT LEAST A SEVEN (7) YEAR WARRANTY. NO SUBSTITUTIONS.**

10” City logo centered on door using non reflective material with department name centered under logo in black with 1½” letters. Radio number in 1½” black numbers and department name in ¾” letters relieved out of black box at top front of doors. Vehicle asset number in 2” tall black numbers to appear on left front of hood. Tailgate to have three (3) 4” X 10” stripes in orange reflective material with 2” asset number in black superimposed over right stripe.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

Fender: \$ \_\_\_\_\_  
 Door: \$ \_\_\_\_\_  
 Tailgate: \$ \_\_\_\_\_  
 Hood: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Light &amp; Medium Duty Trucks</b>
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**ATTACHMENT A  
BID PRICING SHEET  
DECALS & STRIPING OF CITY VEHICLES**

**HEAVY DUMP TRUCKS**

**NOTE: ALL NON-REFLECTIVE MATERIALS USED SHALL BE 3M OR GERBER VINYL – HIGH PERFORMANCE GRADE WITH AT LEAST A SEVEN (7) YEAR WARRANTY. NO SUBSTITUTIONS.**

10” City logo centered on door using non reflective material with department name centered under logo in black with 1½” letters. Radio number in 1½” black numbers and department name in ¾” letters relieved out of black box at top front of doors. Vehicle asset number in 2” tall black numbers to appear on left front of hood. Tailgate to have three (3) 4” X 10” stripes in orange reflective material with 2” asset number in black superimposed over right stripe.

Legal load information with 2” letters and numbers in black on the front driver’s side panel of the dump body.

Full package price: \$ \_\_\_\_\_  
Delivery: \_\_\_\_\_

Individual pricing for dump trucks:

Fender: \$ \_\_\_\_\_  
Door: \$ \_\_\_\_\_  
Tailgate: \$ \_\_\_\_\_  
Hood: \$ \_\_\_\_\_



City of Lynchburg

**Company Name:**

**Attachment A – Heavy Dump Trucks**

**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES  
VAN AND SUV VEHICLES**

**NOTE: ALL NON-REFLECTIVE MATERIALS USED SHALL BE 3M OR GERBER VINYL – HIGH PERFORMANCE GRADE WITH AT LEAST A SEVEN (7) YEAR WARRANTY. NO SUBSTITUTIONS.**

10” City logo centered on door using non reflective material with department name centered under logo in black with 1½” letters. Radio number in 1½” black numbers and department name in ¾” letters relieved out of black box at top front of doors. Vehicle asset number in 2” tall black numbers to appear on left front of hood. Tailgate to have three (3) 4” X 10” stripes in orange reflective material with 2” asset number in black superimposed over right stripe.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Individual pricing:

Fender: \$ \_\_\_\_\_  
 Door: \$ \_\_\_\_\_  
 Tailgate: \$ \_\_\_\_\_  
 Hood: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Van and SUV Vehicles</b>
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**ATTACHMENT A  
BID PRICING SHEET  
DECALS & STRIPING OF CITY VEHICLES  
SEDAN VEHICLES**

**NOTE: ALL NON-REFLECTIVE MATERIALS USED SHALL BE 3M OR GERBER VINYL  
HIGH PERFORMANCE GRADE WITH AT LEAST A SEVEN (7) YEAR WARRANTY  
NO SUBSTITUTIONS**

8” City logo centered on door using non reflective material with department name centered under logo in black with 1½” letters. Vehicle asset number in 2” tall black numbers to appear on left front of hood and right rear bumper.

Full package price: \$ \_\_\_\_\_  
Delivery: \_\_\_\_\_

Individual pricing:

Fender: \$ \_\_\_\_\_  
Door: \$ \_\_\_\_\_  
Tailgate: \$ \_\_\_\_\_  
Hood: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Admin Sedan</b>
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**ATTACHMENT A  
 BID PRICING SHEET  
 DECALS & STRIPING OF CITY VEHICLES**

**NOTE: ALL NON-REFLECTIVE MATERIALS USED SHALL BE 3M OR GERBER VINYL  
 HIGH PERFORMANCE GRADE WITH AT LEAST A SEVEN (7) YEAR WARRANTY.  
 NO SUBSTITUTES**

**WATER RESOURCE VEHICLES**

13.5" X 8.25" Digital Water Resource logo centered on door using non reflective material with WATER (2.5" X 9.75") RESOURCES (1.5" X 9.75") centered under logo in blue. Vehicle asset number in 2" tall black numbers to appear on left front of hood and right rear bumper. Orange reflective stripe going across back of tailgate with letters relieved out saying "CAUTION FREQUENT STOPS" also tailgate is to have three (3) 4" X 10" stripes in orange reflective material with 2" asset number in black superimposed over right stripe.

Full package price: \$ \_\_\_\_\_  
 Delivery: \_\_\_\_\_

Full package price without Caution Frequent Stop Striping on tailgate \$ \_\_\_\_\_

Individual pricing:

Fender: \$ \_\_\_\_\_  
 Door: \$ \_\_\_\_\_  
 Tailgate: \$ \_\_\_\_\_  
 Hood: \$ \_\_\_\_\_



<b>Company Name:</b>	<b>Attachment A – Water Resource Vehicles</b>
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**ATTACHMENT A  
BID PRICING SHEET  
DECALS & STRIPING OF CITY VEHICLES**

**DECAL PRICING ONLY**

8" City Logo:	\$ _____
10" City Logo:	\$ _____
12" City Logo:	\$ _____
Department Name (2" X 14")	\$ _____
2" Asset Numbers (4 digits):	\$ _____
Radio # and Department Name (in box)	\$ _____
10" Water Resource Logo:	\$ _____
12" Water Resource Logo:	\$ _____

Decal Removal/Change: \$ \_\_\_\_\_ (hourly rate)

**PLEASE NOTE:**

PRICING FOR ALL OTHER VEHICLES SUCH AS STREET SWEEPERS, SEWER/FLUSHER TRUCKS, PAINTLINER, ETC. WILL BE PRICED AND ADDED TO SUBSEQUENT AGREEMENT ON AN AS-NEEDED BASIS.

**Company Name:**

**Attachment A – Decal Pricing Only**

# ATTACHMENT B

## BID PRICING SHEET SUMMARY

### DECALS & STRIPING OF CITY VEHICLES

#### ESTIMATED QUANTITIES FOR BID

Estimated annual purchase quantities for vehicle detailing pricing is shown below.  
Please insert your unit prices and extended total prices based on these quantities.

Vehicle	Page Number	Unit Price	Estimated Quantity	Total Price
Ambulance	13	\$	1	\$
Pumper/Ladder Truck	14	\$	3	\$
SUV – Fire	15	\$	2	\$
Sedan-Sheriff	16	\$	2	\$
SUV-Sheriff	17	\$	2	\$
Sedan-Police	18	\$	8	\$
SUV-Police	19	\$	2	\$
Animal Control Truck	20	\$	2	\$
Refuse Truck	21	\$	1	\$
Light/Medium Truck	22	\$	9	\$
Heavy Duty Truck	23	\$	2	\$
Van/Admin SUV	24	\$	1	\$
Admin Sedan	25	\$	3	\$
Water Resource Truck	26	\$	5	\$
<b>Total Base Bid</b>				\$

Company Name:

Attachment B

# ATTACHMENT C

## BID PRICING SHEET

### DECALS & STRIPING OF CITY VEHICLES

#### MISCELLANEOUS PRICES

A. Alternative material pricing: Please state price reduction stated as a percentage for the use of Oracal or equal materials in lieu of 3M or Gerber \_\_\_\_\_%

B. Pricing for all other vehicles will be quoted on a case by case basis. The design and pricing details shall become an addendum to the prime contract resulting from this bid. Please state your hourly rates below.

Design hourly rate \$ \_\_\_\_\_

Production hourly rate \$ \_\_\_\_\_

C. City will deliver vehicles to the successful bidder's place of business for detailing and will pick up the completed vehicles. However, please state price each way to pick up and deliver city vehicles located at 1650 Memorial Avenue in Lynchburg.

Pick up and delivery price each way \$ \_\_\_\_\_

Company Name:

Attachment C