

Staff Summary Report



Council Meeting Date: 09-11-2008

Agenda Item Number: _____

SUBJECT: Request to award a three-year contract with two, one-year renewal options to Pressure Sensitive Products for decaling transit buses.

DOCUMENT NAME: 20080911fslg06 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (IFB #09-017) Total cost for this contract shall not exceed \$125,000 during the initial contract period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Carlos de Leon, Deputy Public Works Manager – Transportation, 480-350-8527
Glenn Kephart, Public Works Manager, 480-350-8205
RC Noderer, Transportation Facility Supervisor, 480-350-8893

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in 6001919-7526.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: This contract provides for the decaling of the City’s transit bus fleet as part of the general refurbishment project. Invitation for Bid (IFB) #09-017 was sent to sixty-five vendors and seven vendors responded. An evaluation committee comprised of Public Works and Procurement staff along with a representative from Veolia Transportation Services, Inc. reviewed the responses in accordance with the material requirements of the IFB. The committee recommends award of a contract to Pressure Sensitive Products the lowest, responsive and responsible bidder. Decaling for Flash buses are not included in this contract and will be awarded under a separate solicitation.

Vendor's Bid Offer

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Bid Offer", late bid response and/or a materially incomplete response will be considered non-responsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Bidder's Company Name	<u>PRESSURE SENSITIVE PRODUCTS</u>
Company Mailing Address	<u>7310 W. ROOSEVELT-PHOENIX, AZ 85043</u>
Company Street Address	<u>SAME AS ABOVE</u>
Bid Offeror Contact	<u>BILL BURR</u> Title <u>SALES REP</u>
Contact's Phone No.	<u>602-931-1174</u> E-mail Address <u>BILL@PRESSURESENSITIVEPRODUCTS.COM</u>
Bidder's Company Tax Information:	
Arizona Transaction Privilege (Sales) Tax No.	<u>07-493598-Q</u> or
Arizona Use Tax No.	_____
Federal I.D. No.	<u>860779165</u>
City & State Where Sales Tax is Paid	<u>PHOENIX</u> <u>AZ</u>

THIS BID IS OFFERED BY

Authorized Bid Offeror (Type or Print in ink) BILL BURR

Bid Offeror's Title (Type of Print in ink) SALES REP

Date 7/24/08

REQUIRED SIGNATURE OF AUTHORIZED BID OFFEROR (Must Sign in Ink)

By signing this Bid Offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. Failure to sign and return this form with bid response will result in a non-responsive bid response.



Signature of Authorized Bid Offeror

7/24/08

Date

Addendum to Solicitation



City Procurement Office/City of Tempe • PO Box 5002 • 20 East 6th Street • Tempe, AZ 85280 • (480) 350-8324 • www.tempe.gov/purchasing

This addendum will modify and/or clarify:

Solicitation No.: | 09-017

and is

Addendum No. | 1

Procurement Description: | Decal Transit Buses

Changes should be made as follows:

The following questions were received and answers given in regards to this RFP.

1. Can the buses be previewed in person?

Yes. Contact RC Noderer at 480-350-8893 or Tom Jury at 480-858-7741 to make arrangements to preview the buses.

2. Are you sure the City wants all regulatory/informational lettering in 3M black reflective?

Yes. The reason for retroreflectivity is that with a 21 service schedule, a large portion of our services operate during darkness.

3. I see special requirements for Revenue, Flash, and Orbit buses but I'm not sure which buses are which (the size of the bus will determine cost) or where to bid the special requirements on your form.

Revenue buses are 30', 35' 40' and 45'. FLASH buses are 35' and 40'. ORBIT buses are 25'.

4. Will all the buses be completely re-painted (roof too)?

Yes. All buses will be repainted including the roof.

5. Is the 20" teal stripe on the Revenue buses really reflective? Is the City making a change from non reflective to reflective?

Yes. The City is upgrading the stripe to be teal in a retroreflective. This will improve visibility during darkness.

The balance of the specifications and bid solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by returning of signed addendum with bid/proposal response. Failure to sign and return an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.

PRESSURE SENSITIVE PRODUCTS
NAME OF COMPANY

7310 W. ROOSEVELT
ADDRESS (or PO Box)

PHOENIX AZ 85043
CITY STATE ZIP

BILL BURR
BY NAME (please print) TITLE

602-931-1174
TELEPHONE

[Signature]
AUTHORIZED SIGNATURE

Bid Questionnaire

1. List your firm's primary contact person who will be assigned to this contract.

Name: BILL BURR
Phone Number: 602-931-1174
Cell Phone: 602-484-7666
Fax Number: 602-484-7888
Email Address: BILL@PRESSURESENSITIVEPRODUCTS.COM

2. Provide three (3) references for which your firm has decaled equipment of the size and type identified in this IFB.

Reference One:
Name of Firm: WABASH TRAILER CENTER
Contact Person: BRUCE KASMER - SERVICE MANAGER
Telephone Number: 602-258-6961 Fax Number: 602-258-5083
Dates of Service: ON GOING
Services Provided: GRAPHIC APPLICATION TO TRAILERS

Reference Two:
Name of Firm: SWIFT TRANSPORTATION
Contact Person: AMINAH YOUNG - SENIOR PARTS BUYER
Telephone Number: 602-477-3431 Fax Number: SAME
Dates of Service: ON GOING
Services Provided: DESIGN AND MANUFACTURE OF DECALS FOR SWIFT TRAILERS

Reference Three:
Name of Firm: CITY OF PEORIA
Contact Person: CHRIS YOUNG - FLEET SUPERVISOR
Telephone Number: 623-773-7445 Fax Number: 623-773-7496
Dates of Service: ON GOING
Services Provided: DESIGN, MANUFACTURE AND INSTALLATION OF DECALS FOR MUNICIPAL VEHICLES

3. Will your firm provide the insurance required in the Special Terms and Conditions?

Yes No

4. List the number of hours expected for work to be completed on each length of bus:

25 foot bus: 1 Hours
30 foot bus: 5 Hours
35 foot bus: 5 1/2 Hours
40 foot bus: 6 1/2 Hours
45 foot bus: 7 Hours

5. Please specify what hours / days you will be available to perform the work

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday ∅

anytime WITHIN A 24 hour
PERIOD THAT IS CONVENIENT
FOR CUSTOMER, AND THE
BUSES ARE NOT RUNNING.

6. List the manufacturer and series of film system to be used for decaling.

3M 680C

7. List any exceptions or deviations to the specifications and scope of work.

- ① 1 ea 30' BUS INSTALLED IN OUR BAY AS A PROTOTYPE.
- ② IF NON REFLECTIVE ROOFTOP NUMBERS ARE USED,
YOU MAY DEDUCT \$51.42 FROM THE UNIT PRICES OF THE BUSES
- ③ THE HOURS FOR COMPLETION OF WORK ON THE VARIOUS
BUS SIZES ARE ESTIMATES. COMPLETION TIME WILL
DROP CONSIDERABLY. AS TIME GOES ON, OUR INSTALLERS WILL
BECOME MORE PROFICIENT AT APPLYING THE BUS GRAPHICS.

Company Name: _____

PRICE SHEET

ITEM NO	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Decal 25' bus per City specifications. Price shall be inclusive of all supplies, labor, etc.	40	Each	\$ <u>239.51</u>	\$ <u>9,580.40</u> ✓
2.	Decal 30' bus per City specifications. Price shall be inclusive of all supplies, labor, etc.	50	Each	\$ <u>1,078.21</u>	\$ <u>53,910.50</u> ✓
3.	Decal 35' bus per City specifications. Price shall be inclusive of all supplies, labor, etc.	30	Each	\$ <u>1,018.74</u>	\$ <u>30,562.20</u> ✓
4.	Decal 40' bus per City specifications. Price shall be inclusive of all supplies, labor, etc.	12	Each	\$ <u>889.84</u>	\$ <u>10,677.99</u> ✓ 10,678.08
5.	Decal 45' bus per City specifications. Price shall be inclusive of all supplies, labor, etc.	8*	Each	\$ <u>1,355.79</u>	\$ <u>10,843.92</u> ✓
6.	Rate per hour to remove existing and apply City of Tempe supplied decals to transit buses as needed. (Specify minimum number of hours per call if such charge would apply.) _____ / _____ Hours	Hour	Each	\$ <u>68.00</u>	\$ _____

* Although no 45' buses initially scheduled for decaling, please supply pricing

* Applicable Tax 8.3 %

* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.

Less prompt payments discount terms of 1 % 10 days/ or Net 30 days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than 30 days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three - (3) and six - (6) ordering departments. At the time an order is placed, the contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.



P 602.484.7666

F 602.484.7888

www.pressuresensitiveproducts.com

Recommendations Regarding Solicitation 09-017

- If we are awarded this contract, Pressure Sensitive Products will provide 1--30' bus prototype, FREE OF CHARGE. This will be done to ensure proper placement of all decals.
- Roof top identification should be of non reflective material. Our experience with municipalities has taught us that non-reflective material is clearly more visible by helicopters and other emergency aircraft. Pricing of reflective and non-reflective roof top identification is included in this bid.
- The length of time that it takes to install your decals will diminish as we become more familiar with your buses and the exact placement of the decals. We will adjust our pricing accordingly as that happens.