

FLINT HILLS AREA TRANSPORTATION AGENCY

Procurement Type: Invitation to Bid

Procurement ID: FY25-1001-Wraps

ADDENDUM 3: ADDITIONAL CLARIFICATIONS

Deadline for Final Inquiries: August 21, 2023, 5:00 PM (CST).

Extended Bid Due Date: September 4, 2024, 2:00 PM (CST)

Amendments and Clarifications to Original IFB FY25-1001-WRAPS.

1. It is FHATA's intent to award one contract to the lowest responsive, most responsible bidder. However, FHATA reserves the right to award more than one contract if deemed necessary to meet the scope requirements of FHATA's project.
2. **(Section D.1/D.3 IFB) Timeline for initial Purchase Order:** Section D.1 (1.2) indicates an initial purchase order will be issued to rewrap at least 25 vehicles (1 Ford Transit and 24 Cut-aways) and new wrap of 3 vehicles (3 New Ford Transit), in the initial purchase order. For clarification purposes, it is the intent to have the initial purchase order completed with up to 25 vehicles within 6 months of the purchase order issue. Bidder should provide an estimated timeline for completion of the initial purchase order (Section D.3), including estimated number of trips if vendor must travel for installation or plan for transport of FHATA vehicles to vendor site.
3. **(Appendix #2 IFB) Proposal Response Form Amendment:** The enclosed Attachment 1 of Addendum #3 will replace Appendix #2 Proposal Response Form (Pricing Pages). All references to Appendix #2 in Original IFB should refer to Attachment 1, Addendum #3.

Please note, the bidder shall complete the pricing tables and provide firm, fixed fee necessary to meet the requirements of the IFB. Hourly rates and open-ended pricing will not be allowed as part of the firm, fixed price. An Hourly rate may be provided as supplemental for additional services (add-ons) not requested as part of this invitation to bid. Open ended pricing will be considered a nonresponsive bid. The bid is for a firm fixed fee and the bidder is to include all necessary fees and costs in the fee.

4. **(Appendix 6 IFB) Travel Costs of Bidder:** The pricing Page has been updated for a vendor to provide costs associated with travel onsite for installation purposes, if additional travel is required the vendor must indicate. The travel costs will be based on a Per Trip Charge which should include a daily rate on items that are charged by the day (meals, hotels, etc) * maximum number of days allowed in a trip. The vendor should also indicate the maximum number of vehicles that can be completed per trip.

FHATA Travel Policy in Appendix 6 is applicable to all travel related to this IFB. FHATA will only consider pricing differences caused by extenuating circumstances, for example airline options being limited or hotel rooms in Manhattan not available at the rates allowed. FHATA will not consider price differences due to a bidder having higher reimbursement rates for employees than the standard GSA Rates. ATA is not responsible for contractors choosing more expensive options for travel by choice. If minimum prices exceed the policy, the contractor will be responsible for providing additional support and comparative costs to show extenuating circumstances prior to the agreement to perform services.

This Addendum becomes a part of the Invitation to Bid upon issuance and supersedes any previous specifications and/or provisions in conflict therewith. By submitting their Bids, Bidders are deemed to have received all such notices and to have incorporated them into their Bid.

Attachment 1: Amended Proposal Response Form (Pricing Pages)

The bidder shall complete the following pricing table(s) and provide firm, fixed pricing necessary to meet the requirements of the IFB. The bid price shall include, as applicable, all items of labor, materials, tools, equipment, transportation, and other costs necessary to complete the manufacture, delivery, assembly, installation and drawings, if required, of the materials or services required in this procurement. Price should be exclusive of sales tax.

Bids shall be submitted on the Bid Response Form provided. **Bids submitted on any other form may be considered non-responsive and therefore may be rejected.** However, the bidder may provide attachments with clarification if deemed necessary, firm fixed price must be clearly stated on the firm. The authorized person signing the bid shall initial any erasures, corrections or other changes appearing on the Bid Response Form. *No written comments, modifications or interlineations to the Bid Response Form will be accepted.*

Bidders must bid on all of the following Pricing Tables. The bidder must provide firm fixed price for all aspects of pricing (wrap printing, installation, and removal services). Subcontractors proposed to perform part of all of the work, must be identified in the bidder's response. Partial bids will not be accepted.

The undersigned, acting as an authorized agent or officer for the Bidder, does hereby agree to the following:

1. The offer submitted is complete and accurate, including all forms required for submission in accordance with the terms and conditions listed in this Invitation For Bids and any subsequent Addenda. The Bidder shall immediately notify the FHATA in the event of any change.
2. The quantities specified are based upon the best available estimates and do not determine the actual amount the Authority shall order during the contract period. The quantities are subject to change. Payments will be based on actual quantities order based on the unit rates quoted.
3. The undersigned agrees to furnish and deliver the items or perform services as described herein for the consideration stated in accordance with the terms and conditions listed in the FHATA IFB. The rights and obligations of the parties to any resultant purchase order/contract shall be subject to and governed by this document and any documents attached or incorporated herein by reference.
4. Pricing must be provided per unit through the initial term of agreement to commence from Award/Execution Date through June 30, 2027. Optional renewal pricing for two 1-year extensions, a maximum not to exceed increase should be provided for each renewal period.

Company Name (Type / Print)

Date

Address / City / State / Zip

Authorized Signature

Title

Name (Type / Print)

Telephone #

Email

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PRICING TABLE:

Installation Site: (Indicate with X) _____ FHATA Facility _____ Vendor Facility

ITEM NO.	DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QUANTITIES	EXTENDED PRICE
<p>(1) ARTWORK SETUP FEES: Set up fees to include measurements of the vehicles and any consulting services pertaining to adjustments to or creation of the Artwork Design. Fees are generally a one-time fee per artwork design and the table has been provided under that assumption. Vendor should indicate if it is one-time setup fee vs. per bus fee. The table below assumes there is a fee associated with specific artwork and the table. Bidder must describe what is included in the cost. Must be a firm fixed cost, cannot be open ended. Unit pricing is expected through the duration of the initial contract period through the end of June 30, 2027.</p>					
1a	KSU.1 Angry Cat (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1b	KSU.2 "Cocaine Willie" (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1c	KSU.3 Powercat (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1d	KSU.4 Sailor (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1e	KSU.5 Willie (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1f	Flint Hills Manhattan City-Wide Fixed Route Theme (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1g	Flint Hills Demand Response Theme (Ford Cut-away) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
1h	Flint Hills Demand Response Theme (Ford Transit Van) ____ One-Time Fee or ____ Per Bus Fee		\$		\$
	<i>Vendors will be given an opportunity to provide pricing for new wrap designs if it is determined a new design is needed through the duration of contract.</i>				
	Extension Year 1: 6/30/2028 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		
	Extension Year 1: 6/30/2027 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		

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ITEM NO.	DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QUANTITIES	EXTENDED PRICE
(2) WRAP PRINTING AND PRODUCTION: Includes materials, printing, and production costs. The bidder should identify the firm's fixed price unit of measure per Bus. Quantity includes initial purchase order; quantity is subject to change. Unit pricing is expected through the duration of the initial contract period through the end of June 30, 2027.					
2a	KSU.1 Angry Cat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
2b	KSU.2 "Cocaine Willie" (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
2c	KSU.3 Powercat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
2d	KSU.4 Sailor (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
2e	KSU.5 Willie (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
2f	Flint Hills Manhattan City-Wide Fixed Route Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	16	\$
2g	Flint Hills Demand Response Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	4	\$
2g	Flint Hills Demand Response Theme (Ford Transit Van)	Per Bus (Ford Transit Van)	\$	4	\$
					\$
					\$
	<i>Vendors will be given an opportunity to provide pricing for new wrap designs if it is determined a new design is needed through the duration of contract.</i>				
	Extension Year 1: 6/30/2028 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		
	Extension Year 1: 6/30/2027 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		

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ITEM NO.	DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QUANTITIES	EXTENDED PRICE
<p>(3) WRAP REMOVAL: Cost of labor and materials for removal of existing wrap. The bidder should identify the firm’s fixed price unit of measure per Bus. Quantity includes initial purchase order; quantity is subject to change. Unit pricing is expected through the duration of the initial contract period through the end of June 30, 2027. Existing wrap coverage is similar on all designs, covering both sides of the buses (stopping at the conversion), and some design on the back, all designs stop at the drip rail on each side and do not extend over the top. Existing wraps do cover some windows on the sides as well.</p>					
3a	KSU.1 Angry Cat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
3b	KSU.2 “Cocaine Willie” (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
3c	KSU.3 Powercat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
3d	KSU.4 Sailor (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
3e	KSU.5 Willie (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
3f	Flint Hills Manhattan City-Wide Fixed Route Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	14	\$
3g	Flint Hills Demand Response Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	6	\$
3h	Flint Hills Demand Response Theme (Ford Transit Van)	Per Bus (Ford Transit Van)	\$	1	\$
	<i>Vendors will be given an opportunity to provide pricing for new wrap designs if it is determined a new design is needed through the duration of contract.</i>				
	Extension Year 1: 6/30/2028 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		
	Extension Year 1: 6/30/2027 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		%		

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ITEM NO.	DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE	ESTIMATED QUANTITIES	EXTENDED PRICE
(4) WRAP INSTALLATION: Includes materials and labor costs to install wraps on buses (both sides and rear, stopping at the drip rail, new wraps will not cover the windows). The bidder should identify the firm's fixed price unit of measure per Bus. Quantity includes initial purchase order; quantity is subject to change. Unit pricing is expected through the duration of the initial contract period through the end of June 30, 2027.					
4a	KSU.1 Angry Cat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
4b	KSU.2 "Cocaine Willie" (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
4c	KSU.3 Powercat (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
4d	KSU.4 Sailor (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
4e	KSU.5 Willie (Ford Cut-away)	Per Bus (Cut-away)	\$	1	\$
4f	Flint Hills Manhattan City-Wide Fixed Route Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	16	\$
4g	Flint Hills Demand Response Theme (Ford Cut-away)	Per Bus (Cut-away)	\$	4	\$
4g	Flint Hills Demand Response Theme (Ford Transit Van)	Per Bus (Ford Transit Van)	\$	4	\$
	<i>Vendors will be given an opportunity to provide pricing for new wrap designs if it is determined a new design is needed through the duration of contract.</i>		\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
	Extension Year 1: 6/30/2028 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		\$		\$
	Extension Year 1: 6/30/2027 Optional renewal pricing for two 1-year extensions, a maximum not to exceed % increase should be provided. % should not exceed 10% of initial term.		\$		\$

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ITEM NO.	DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE (Not to exceed)	ESTIMATED QUANTITIES	EXTENDED PRICE
<p>(5) TRAVEL AND OTHER COSTS: Contractors will be reimbursed for actual travel and other related costs which must be authorized prior to making travel arrangements. All reimbursements must be accompanied by receipts. Expenses for a traveler's companion are not eligible for reimbursement. Contractors are expected to make prudent business decisions and comparison shop for airfares, rental cars, lodging, etc., GSA Rates are applicable, rates adjustments are allowed when GSA rates are officially updated (must be supported with documentation). Where standard rates do not apply, bidders must provide a not to exceed rate per unit and should indicate unit of measure (per day, per trip, etc). Estimated Quantity should be used to indicate the number of days or trips (not to exceed) to. Actual quantity is subject to change and will be based on actual.</p> <p>Indicate the # of Travelers Expected per Trip _____ Indicate the # of Days per Trip _____</p>					
5a	Transportation Costs: Airfare: Commercial airline, coach class seating only. Travel should be booked for a minimum of two weeks prior to travel.	Round -Trip not to Exceed Per Person	\$		\$
5b	Travel Per Diem Rate: Contractors may bill travel per diems (lodging, meals and incidentals) in accordance with the per diem rates for, Manhattan, Kansas issued by federal government and found at www.gsa.gov . (Most recent September 2024)		\$		\$
	Hotels / Lodging: Kansas (as of 9/2024). Rates in excess of GSA Rate must be approved with prior written authorization prior to making arrangements for travel.	Per Night / Double occupancy	\$107.00 plus taxes and hotel fees		\$
	Meals / Incidentals: Actual costs of meals, including tips less than 17%. Alcoholic beverages are strictly prohibited, and receipts will be disallowed if alcohol is included.	Per person / Per Day	\$59.00 per person / per day		\$
5c	Transportation Costs: Auto rentals: Rental / leased vehicles will not be reimbursed unless pre-approved in writing by FHATA in advance. The class of auto selected, if authorized, should be the lowest class appropriate for the intended use and number of occupants.	Per Day (Group)	\$		\$
5d	Transportation Costs: Other (Uber, Taxi, Public Transportation, etc): A maximum not to exceed per day for other transport cost must be identified for travel to/from hotel and FHATA facility. Contractors will be permitted to ride Flint Hills ATA Public Transportation Services for free and will be provided passes.	Per Day (Group)			\$
5e	Personal Vehicle Mileage: Mileage for usage of personal vehicles for business purpose will be reimbursed at FHATA's current rate (2024) of \$0.67 per mile (based on the IRS current established rate).	Actual Miles	\$.67/mile		\$
5f	Other Costs: Describe				\$
5g	Other Costs: Describe				\$
5h	Other Costs: Describe				\$