**East Baton Rouge Council on Aging**

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**RFP NO. 13-02018(VGWS)-03 VEHICLE GRAPHIC WRAPPING SERVICES**

**JOB SPECIFICATIONS**

**INTRODUCTION**

The East Baton Rouge Council on Aging (Agency) is inviting proposals from qualified vendors who have the capability to, adhere printed graphics (i.e., wraps) to Agency’s fleet of Meals-on-Wheels vehicles. The intent of this RFP is to secure service from a contractor to provide, print, and install graphics for (10) varying vehicle models and types. In responding to this RFP, proposers are encouraged to provide any additional information they believe is relevant (i.e., pictures, graphics, etc.)

**EVENTS**

1. Release of RFP……………………..March 17th, 2018 (General circular; E-procurement; EBRCOA website)
2. Submission of Proposals……….April 2nd, 2018
3. Evaluation and Selection……..April 3rd, 2018

The selection date is subject to extension at the discretion of the EBRCOA.

**EBRCOA’S RESERVATION OF RIGHTS**

**1.1** The EBRCOA reserves the right to reject any or all proposals submitted, to waive any informality in this RFP process, or to terminate the RFP process at any time, if deemed by the EBRCOA to be in its best interests.

* 1. The EBRCOA reserves the right not to award a service agreement pursuant to or subsequent to this RFP. The EBRCOA shall have no obligation to compensate any firm for any costs incurred in responding to this RFP.

**1.3** The EBRCOA reserves the right to terminate a contract awarded pursuant to or subsequent to this RFP, at any time and for any reason, for no reason at all, for incomplete work or defective work not remedied in a timely manner as determined by the EBRCOA, damage to EBRCOA property or private property, via a breach of contract, upon 5-days written notice to the successful proposer(s).

* 1. The EBRCOA reserves the right to determine the days, hours and locations that the successful contractor shall begin to provide, and continue to provide the services called for in this RFP, until all work has been successfully completed.

**1.5** The EBRCOA reserves the right to retain all proposals submitted and shall not permit withdrawal for a period of 45 days subsequent to the deadline for receiving proposals without the written consent of the EBRCOA’s Contracting Officer (CO)/Chief Executive Officer (CEO).

**1.6** The EBRCOA reserves the right to negotiate the cost proposed by the proposer. Proposal costs are to remain firm for the term of the awarded contract, with no change-orders.

* 1. The EBRCOA reserves the right to reject and not consider any proposal that does not meet the minimum requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
	2. The EBRCOA shall reserve the right, at any time during the RFP or contract process, to prohibit any further participation by a proposer or reject any pricing submitted that does not conform to the requirements detailed herein. All proposers shall be notified of the successful proposer via regular mail or electronic mail. A contract that has been awarded does not obligate the EBRCOA to purchase computer equipment, replacement parts, hardware devices, cabling, licenses, or software from the successful proposer.
	3. By agreeing to receive this solicitation each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the EBRCOA in writing of the discovery of any item listed herein or of any item that is issued thereafter by the EBRCOA that he/she feels needs to be addressed. Failure to abide by this shall relieve the EBRCOA, but not the prospective and selected proposer/contractor, of any responsibility pertaining to such issue.

**SCOPE OF WORK / MINIMUM JOB SPECIFICATIONS WHICH SHALL AND MUST BE MET OR EXCEEDED:**

 **1.** Employ and have sufficient personnel capable of successfully completing the

 contract work, as all work must be performed with the least possible disruption to

 Agency operations. Work shall be performed on property owned, maintained, or

 designated as part of this contract by the EBRCOA.

 **2.** Provide all equipment necessary to complete assigned work activity. Contractor shall be responsible for safeguarding their own materials, tools, and equipment. The EBRCOA shall not assume any responsibility for vandalism and/or theft of materials,

 tools, and/or equipment.

 **3.** The project work-site shall be kept clean, neat, and orderly as possible at all times.

 **4.**  Contractor shall designate one person that is responsible for the supervision

 of all work being performed, and who shall serve as the point of contact for the

 Agency.

 **5. Graphic Wrapping Services:**

Laminated/Vinyl wrap pieces shall be printed from graphics provided by the Agency, trimmed to appropriate sizes, and applied/installed on designated vehicles; installation shall occur as specified and negotiated either at the Contractor’s facility or at the Agency’s facility, which, if at the Contractor’s facility, shall be within (60) miles of the main EBRCOA location. Vehicles designated for wrapping, shall be cleaned on the exterior and interior. The Contractor shall transport vehicles to and from the Contractor’s location, unless otherwise specified or negotiated. Contractor is responsible for all prep and clean-up of vehicles. Contractor must be able to remove existing wraps, if any, from vehicles without damage to vehicle bodies, paint, or parts, including metal, windows, and antennae. Contractor must have the capability to remove any vehicle parts necessary for proper installation of graphics and reassemble parts after installation without incurring damage to wrap or vehicle, or incurring additional costs. Full wraps, when applied will cover all surfaces of the vehicle except weather stripping, plastic/vinyl bumpers, roof, and all other non-display or safety elements, which shall include lights, tail lights, wheels, mirrors, etc. Colors used are to match Agency’s logo colors or colors provided by Agency. All materials must withstand outdoor elements for a minimum of 3 years in weather conditions typical for the state of Louisiana with no fading, cracking or peeling. Contractor shall take all responsibility for the work under this contract, for the protection of the work, and for any damage to property while installation, retrieval, and/or delivery is being conducted. Contractor shall bear all losses resulting to Contractor or Owner on account of the amount or character of the work, or account of the weather, elements, or other causes.

**NOTE:** Contractors are encouraged schedule on-site visits, in order to conduct precise vehicle measurements.

##### Proposal Submission: Proposers shall submit proposals, prior to the posted deadline of Monday, April 2nd, 2018 by 11:00 am CST. The EBRCOA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the Contracting Officer (CO), it is in the best interest of the EBRCOA to do so. One (1) copy of the proposal must be received by the above deadline date.

##### Proposals shall be mailed to the EBRCOA’s administrative office located at 5790 Florida Blvd. Baton Rouge, LA 70806. All proposals shall be under a sealed envelope, and plainly marked as “Graphic Wrapping Services Proposal” and received by the EBRCOA by the deadline date and time. Proposal packets received after the deadline date or time, shall be unopened, disqualified, and either returned to sender or secured until proposer retrieves unopened packet.

##### Submission Requirements: Proposals shall be clearly organized under three (3) headings which shall include:

##### Letter of Transmittal- Company name, address, telephone number, email address, taxpayer identification number of company, contact person, brief summary statement of company’s understanding of services to be performed and commitment to provide services as specified.

##### General Vendor Information – Length of time in business, total number of clients to date, number of personnel in installation positions. Provide certification if company is an MBE, WBE, DBE, or VBE.

##### Cost- Proposers shall submit a per vehicle cost for services, in addition to a total cost for services. Proposers must list, specifically, any services, if any which would not be covered in the proposal cost.

**Award & Evaluation Criteria:** If an award is completed pursuant to this RFP, and unless otherwise instructed in writing by the CO, award shall be made to the most responsive and responsible firm that submits the most reasonable cost; possesses the capability to fulfill all requirements; and as determined by the EBRCOA to be within project budget. Proposals shall be evaluated based upon the following: Experience of Company and staff, evidence of end-product, and total cost. An evaluation committee will score all proposals and submit for consideration, the top-rated vendor for selection.

**Unauthorized Sub-Contracting Prohibited:** The successful proposer **shall not** assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and result in cancellation of the contract with the EBRCOA, and shall result in full or partial forfeiture of funds paid to the successful contractor as a result of the proposed service agreement, as determined by the CO.

 **Licensing, Bonding, and Insurance Requirements:** Prior to award (but not as a part of the

 RFP submission) the *successful contractor* will be required to provide:

* An original certificate evidencing the firms’ current **Workers’ Compensation** insurance carrier and coverage amount;
* An original certificate evidencing **General Liability** coverage.
* An original certificate showing the contractor’s **Professional Liability** coverage.
* An original certificate showing the contractor’s **Automobile Insurance** coverage.

If applicable, a copy of the contractor’s license issued by the State of Louisiana licensing authority allowing the contractor to provide the services detailed herein.

 **Contract Service Standards/Compensation:** All work performed pursuant to this RFP must first

 and foremost, comply with all applicable local, state and federal codes, statutes, laws and

 regulations. Final payment may be withheld if work is not performed as described, or to the

 satisfaction of the Agency, and the immediate termination of this agreement could occur.

 This procurement complies with LA R.S. 38:2211, and LA R.S. 38:2310.