

Tri-Valley Transit, Inc.
dba Stagecoach Transportation Services
Request for Quotes:
Brochure Printing Services

BACKGROUND

Tri Valley Transit, Inc. DBA Stagecoach Transportation Services (STSI) was originally established in 1976 to create a network of community transportation alternatives that connect the people and places in Orange and Northern Windsor Counties. In July of 2017 Stagecoach Transportation Services and Addison County Transit Resources merged into the new organization Tri Valley Transit, Inc. (TVT). Our continued goal is to provide services that are safe, reliable, accessible and affordable for everyone.

Tri Valley Transit, Inc. DBA STSI operates two parallel and complementary transportation systems. The Dial-a-Ride (DAR) System takes elders and persons with disabilities, Medicaid-eligible residents and many other vulnerable populations to medical services, work, grocery stores and meal sites. The Bus Route System connects passengers to employment and shopping centers.

Tri Valley Transit, Inc. DBA STSI seeks services to print a four-color professional publication of our passenger guide and route schedule; the brochure will be easy to use, eye catching, and will cultivate awareness about the availability, accessibility and affordability of transportation choices that Tri Valley Transit, Inc. DBA STSI offers.

SCOPE OF WORK

Tri Valley Transit, Inc. DBA STSI will award a professional services agreement for printing production based upon the following specifications:

General Description: Saddle-wired brochure with soft cover
Production Quantity: Prices for 500; 1,000; and 3,000
Page Quantity: Quote Minimum of 40 pages plus fold out cover
Page size: Interior: 8" x 8.5" (flat), 4 x 8.5" (bound book)
Cover: 12" x 8.5" (flat). Final size of folded brochure is 4" x 8.5".
Text Stock: Mohawk Via 70# text (or equivalent house stock)
Cover Stock: Mohawk Via 100# cover (or equivalent house stock)
Ink: 4 color process
Bleeds: 4 sides
Traps: yes
Reverses: yes
Screens: yes
Coverage: medium to heavy
Crossovers: no
Halftones: no
Duotones: no
Color Seeps: Approximately 150 -175 (All images are digital)
Proof: full composite proofs
Finishing: trim, score, fold
Binding: Saddlewire on the 8.5" side

Shipping: Tri Valley Transit, Inc. DBA Stagecoach Transportation Services
Attention: Jesse Davis
1 L Street
PO Box 356
Randolph, VT 05060

Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

ANTICIPATED TIMELINE/SCHEDULE

Files will be transferred from our graphic designer to printer on or before March 15, 2018. Final product should be delivered no later than April 1, 2018.

SELECTION CRITERIA

Tri Valley Transit, Inc. DBA STSI staff will review and evaluate all proposals and select a vendor based on the following criteria:

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Addressing the Scope of Work	10%
2. Understanding of the Project	20%
3. Previous Experience	10%
4. Schedule for completion of draft and final draft	30%
5. Fee Proposal	30%

Once the proposal is discussed and ranked, Tri Valley Transit, Inc. DBA STSI will notify the selected bidder.

SUBMISSION REQUIREMENTS

Please send electronic copies by **12pm (noon) Friday, March 2nd, 2018.**

Emails should be sent to:

Angela McCluskey, Procurement Administrator at angela@actr-vt.org
And Jesse Davis at jdavis@stagecoach-rides.org

Physical address (for in-person delivery):

Tri Valley Transit, Inc. DBA STSI
Attention: Jesse Davis
1 L Street
Randolph, VT 05060

It is the applicant's responsibility to ensure that proposals are complete and delivered to Tri Valley Transit, Inc. DBA STSI by deadline time and date as indicated above.

All proposals are the property of Tri Valley Transit, Inc. DBA STSI upon submission. Any expenses incurred to prepare or submit this RFP are the responsibility of the applicant. Tri Valley Transit, Inc. DBA STSI reserves the right to reject any and all proposals or to cancel this RFP in part or in its entirety if it is in the best interests of Tri Valley Transit, Inc. DBA STSI. The RFP does not obligate Tri Valley Transit, Inc. DBA STSI to award a contract.

Any solicitation, award, procurement, and activity involved with the project shall be done in conformance with Title VI of the 1964 Civil Rights Act, such that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

QUESTIONS

Questions regarding the project scope of work are to be emailed to Jesse Davis at jdavis@stagecoach-rides.org and should be submitted by February 23, 2018. All potential bidders submitting questions will receive all questions and corresponding answers no later than February 26, 2018.