

ROUTE MAP DUE DILIGENCE



Route Map Due Diligence 15.08.17

August 17, 2015

Description of the Work to Be Done

Capital Area Transit requests proposals for the manufacture and delivery of Route Maps in accordance with the terms and conditions set forth in Route Map Due Diligence 15.08.17. The proposal shall be for a one-year contract with options for a second and third year. The work under these contract documents consists of the manufacture and delivery of a base order of up to 20,000 maps each year. Bis-Man Transit prefers to have price breakdowns for quantities of 5,000, 10,000, 15,000 and 20,000 maps. Alterations to the maps may include, but are not limited to, folding, not folding, and lamination. An electronic copy of the maps will also be supplied. The requested quantity of maps may be altered depending on demand by ridership.

Proposal Requirements

Proposals must be received by August 28, 2015, at 5 p.m.

1. Sealed proposals shall be submitted to the following address:
Bis-Man Transit Center
ATTN: Kalen Ost
3750 East Rosser Avenue
Bismarck, ND, 58501
2. Envelopes or boxes containing due diligence proposals shall be sealed and clearly labeled with the agency's proposal number: **Route Map Due Diligence 15.08.17**.
3. Proposers are requested to submit the agency one hard copy marked "Original", two additional printed copies, as well as an electronic PDF copy of the proposal. In case of any discrepancies, the hard copy will be considered by the agency in evaluating the proposal and the electronic version is provided for the agency's administrative convenience only. A proposal is deemed to be late if it is received by the agency after the deadline stated above. Proposals received after the submission deadline may be rejected.

Contracting Officer's Contact Information

Name: Kalen Ost

Title: Marketing Director and Mobility Manager

Address: 3750 East Rosser Avenue, Bismarck, ND, 58501

Phone Number: 258-6817

Email: kaleno.bisman@midconetwork.com

Fax Number: 258-6752

Termination for Default

The Agency may, by written notice of default to the contractor, terminate the whole or any part of a contract if the contractor fails to make delivery of the supplies or to perform the services within a time specified; or if the contractor fails to perform any of the other material provisions of the contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) business days, or such longer period as the contracting officer may authorize in writing, after receipt of notice from the

contracting officer specifying such failure. If the contract is terminated in whole or in part for default, the Agency may procure, upon such terms and in such manner as the contracting officer may deem appropriate, supplies or services similar to those so terminated. The contractor shall be liable to the agency for any excess costs for such similar supplies or services and shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

Technical Specifications

An electronic copy of the present route maps for Bismarck and Mandan can be found online at http://bismantransit.com/files/2015/06/CATmap_4_15.pdf.

Unfolded Dimensions: 18 inches wide x 24 inches high

Color: Full Color

Two-sided: Printed on both sides

Bleed: Yes

Folds: The current map is 18 inches wide by 24 inches high when it is not folded. Presently the map is then folded into thirds horizontally, and then in fourths vertically. When the map is fully folded, it is 4.5 inches wide by 8 inches high.

Paper Weight: Presently the map is printed on 60# offset white paper.

Deviations

Proposers are reminded that some aspects of the technical specifications may be flexible, and Bis-Man Transit prefers to be shown deviations as options, versus simply providing one example of production.

Rate Cost for Work

Please include your rates for work on projects, be it creation or updating, and if there are any differences between those rates, or instances where costs would not be incurred.

Proposal Format Requirements

The hard copy proposals shall be prepared on 8.5x11 inch paper, in at least 11-point font. Use of 11x17 inch foldout sheets for the graphic elements of the map is permissible. Elaborate formatting is not necessary. Do not provide promotional or advertising information, unless this information is requested and/or necessary to support the technical submittal. The proposer is required to complete and execute the agency's pricing schedule, contained as part of the proposal documents, and provide same in the price proposal. The contractor shall be liable for payment of all local taxes applicable to the complete project delivery and should add these amounts into the proposal price.

Public Information

The proposer is advised that the agency is public and as such may be subject to certain state and/or local public records act provisions regarding the release of information concerning this due diligence. If a request is received by the agency for the release of proposer's proprietary/confidential information,

then subject request will be referred to the proposer for review and consideration. If proposer chooses to declare the information proprietary/confidential and withhold it from release, then it shall defend and hold harmless the agency from any legal action arising from such a declaration.

Optional Work

Along with maps, Bis-Man Transit has a variety of other print jobs that could be priced through this due diligence. Bis-Man Transit will consider the Rate Cost for Work listed above as the rate incurred for these optional jobs unless otherwise noted. The optional jobs include the following:

- **Brochures** – Presently we have four brochures that are printed throughout the course of the year. These 8.5x11 inch brochures have a landscape orientation, and are printed on non-glossy paper. The majority of the brochures are two-color jobs (front and back), with at least one brochure being full color. We would like pricing for quantities of 500/1,000/2,500/5,000.
- **Transit Tickets** – Presently we utilize these one-color, business-card sized tickets for our customers to carry instead of cash. For each ride the appropriate dollar value is punched from cards. The cards are numbered. We would like pricing for quantities of 5,000/10,000/25,000.
- **CAT One-Way Fare Tickets** – These tickets are one color, front and back, numbered and printed on blue paper. They are 2 ¾ wide by six inches long and have a glue at the top to stick them together in consistent-quantity bundles. We would like pricing for quantities of 1,000/2,500/5,000/10,000.
- **Transit ID Cards** – These business-card sized pieces are printed on card stock and are two-color on one side, and one-color on the other. We would like to examine options for both one-color and two-color on the one side, with just the one-color option on the other. We would like pricing for quantities for 250/1,000/2,500/5,000.
- **Business Cards** – Members of our administrative office utilize business cards that are of the typical size, with a matte finish. The cards are full color, and printed on just one size. We would like pricing for quantities for 250/500/1,000/5,000.
- **Envelopes** – We utilize #10 envelopes, with and without windows, and printed in one color, on one side. We also utilize a 6 ¾ regular envelope that does not have a window, and is printed one color on one side. We would like pricing for quantities of 1,000/2,500/5,000/10,000.
- **Comment Cards** – These 8.5x5.5 glossy cards are one-color front and back. We would like pricing for quantities of 500/1,000/2,500/5,000.
- **Stickers** – These two-inch diameter circle stickers are a two-color job. We would like pricing for quantities of 500/1,000/2,500/5,000.

Thank You

From everyone at Bis-Man Transit, I would like to thank you for your time and efforts throughout this process. If you have any questions, or if there is anything we can provide to help you in creating your proposal, please do not hesitate to contact me through email, or by calling the administrative office.

Kalen Ost
Bis-Man Transit
Marketing Director and Mobility Manager