



REQUEST FOR PROPOSAL

Fleet Vehicle Decals

ISSUE DATE: April 5, 2018

DEADLINE FOR ENQUIRIES/CLARIFICATION: April 12 at 4:30 p.m.

PROPOSAL SUBMISSION DEADLINE: April 19 at 4:30 p.m.

RETURN TO:

**Fleet Vehicle Decals – RFP
Municipality of Greenstone,
1800 Main Street,
PO BOX 70,
Geraldton ON P0T 1M0
Attn: Haley Garvie, EDCO
Or
haley.garvie@greenstone.ca**

Nature's Home Town

TERMS OF REFERENCE

Fleet Vehicle Decals

Introduction

The Corporation of the Municipality of Greenstone is looking to engage an experienced contractor to print, remove and install new fleet vehicle decals for 44 fleet vehicles in Greenstone. Greenstone recently re-branded and is currently in the process of changing all fleet vehicle decals to fit the new brand. The removal and installation of the fleet vehicle decals must be done within the Municipality of Greenstone.

The successful contractor will be required to print, remove and install fleet vehicle decals within various Wards in Greenstone in a timely manner. (A key part of the fleet vehicle decaling project is that it creates awareness of our brand, and it will allow the new brand identity to be communicated to our communities and our visitors this summer).

The Municipality of Greenstone is requesting three (3) quotes within this RFP.

- 1) A quote on the total cost to print decals for our fleet vehicles
 - I. 88 side door decals (28" wide x 12.5" long)
 - II. 27 tailgate decals (23-25" wide x 4" long)
- 2) A quote on the total cost of installing 115 decals, and
- 3) A quote on the total cost to remove 99 old decals from our fleet vehicles in Greenstone.

Background

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former municipalities of the Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

- Greenstone is located in the District of Thunder Bay and is 3,172 sq km (1224 sq mi) making it one of the largest incorporated municipalities in Canada.
- The Greenstone Region is home to several aboriginal communities – Aroland, Ginoogaming, Long Lake 58, Bingwi Neyaashi Anishinaabek (Sand Point), Biinjitiwaabik Zaaging Anishinaabek (Rocky Bay), and Animbiigoo Zaagi'igan Anishinaabek (Lake Nipigon).

The Greenstone region was built on a history of forestry and mining. The historic mines of the area largely ceased operations by 1970. Since the downturn of the forest industry in northwestern Ontario, Greenstone saw the closure of two plywood mills and two sawmills and a declining population base. Currently we've seen a resurgent as we now have two sawmills in operation and there is potential for a new gold mine. Currently home to approximately 4,636 residents, estimates forecast the population to increase as new mining and tourism opportunities in the area are developed.

Objectives

The Municipality of Greenstone recently adopted a new Visual ID and Brand. One component to re-branding is to remove and replace our fleet vehicles with decals of the new logo. Our logo design has already been completed. Each fleet vehicle will have the logo on each side of the vehicle (see image 1) and some will have the word Greenstone on the back of the vehicle (see image 2).

Image 1



Image 2



There are three primary objectives to the project:

1. Print

Image 1 will be printed in full colour (colours identified in our Visual ID Guide). The side doors will have a dimension width of 28" x height of 12.5".

Image 2 will be printed in full colour (colour identified in our Visual ID Guide). The tailgate will have a dimension width of 23"-25" x height of 4".

Materials used for print should be sustainable in all types of weather and are suitable for long term, multi-year usage. The finished product must be clear, neat and visible to the travelers at all hours of the day. All printed decals must follow the specifications that are provided by the Municipality. There shall be no tampering with the finished design as provided by the Municipality of Greenstone. A Visual ID Guide will be provided to the successful contractor to ensure compliance.

2. Remove/Install

The removal and installation of our fleet vehicle decals must be done within the Municipality of Greenstone. A space to work will be provided in the Wards of Longlac, Geraldton, Nakina and Beardmore for the successful contractor.

Removal of 99 decals

Installation of 115 decals

3. Timeline

The project must be completed in its entirety by July 31, 2018.

Guiding Principles

- Work in partnership with the municipality of Greenstone and follow the design specifications without modifications.
- Ensure decals are installed correctly and in the proper locations.
- Decals must be reflective and durable in all weather conditions as well as suitable for long-term usage.
- Meet our deadline of printing, removal, and installation of all decals by July 31, 2018.

Key Challenges

- Removal of old decals
- Travel to four (4) Wards within Greenstone to complete the work
- Time

Project Deliverables / Scope of Work

Print Material

- Printing of 115 decals.
- Materials used must be suitable material as used in best practice. Materials must be sustainable to all weather conditions, reflective and suitable for long term, multi-year usage.
- Printing of the decals must follow the design given by the municipality.
- A Visual ID Guide will be provided for colours and font.

Location

- The successful contractor will be required to travel to four (4) Wards within Greenstone to remove and install new decals.
- The Public Services Department will provide a clean and dry space with suitable lighting to remove and install the new decals.

Documentation

- Estimated costs to print 88 side door decals (width of 28" x height of 12.5") and 27 tailgate decals (width of 23"-25" x height of 4") in full colour on suitable material.
- Estimated cost to remove 99 old decals from our fleet vehicles in Greenstone.
- Estimated cost to install 115 decals.

Timeline

- Project completion by July 31, 2018.

Reports and Schedule for Deliverables

The medium of communication for the assignment shall be English. The contractor will produce by-weekly reports of activities on the project. The contractor will produce the final report and any associated documents in both electronic and hard copy formats, as Microsoft Word documents wherever possible, and submit them to the Municipality of Greenstone's Chief Administrative Officer at the end of the contract.

Project Term

From May 15, 2018 to July 31, 2018.

Proposal Call and Submission Requirements:

Submissions should include, but not necessarily be limited to, the following:

1. Total cost/fee to the Municipality of Greenstone – A proposed total fixed fee in Canadian dollars (HST Extra) detailing the project fees including a detailed cost breakdown showing the major activity costs and miscellaneous costs associated with the project. Proposals are to be submitted as a lump sum dollar amount and are to include all work as requested in the RFP
2. A brief description of your firm - its clients, its history, its projects, its staff
3. A company description, exact location and address
4. Company contacts, complete with contact information of key personnel
5. A summary of your understanding of this proposal and scope of work
6. Provide an overview of how the project will be managed and the process to be used by your company
7. Details of proposed Work Plan/Schedule
8. A list of references associated with completed projects
9. Any other supporting information you may wish to include with your submission

Procedures for Submission of Request for Proposal

Proposals are to be submitted to the Municipality of Greenstone Municipal Office on or before Thursday, April 19 at 4:30 p.m. local time as follows:

1. One copy of the complete proposal in a sealed envelope clearly marked as follows:

Fleet Vehicle Decals – RFP
Municipality of Greenstone,
1800 Main Street,
PO BOX 70,
Geraldton ON P0T 1M0
Attn: Haley Garvie, EDCO

Or

2. Email the complete proposal clearly marked in the subject line **Fleet Vehicle Decals – RFP** to haley.garvie@greenstone.ca

Process Schedule

The Municipality of Greenstone intends to utilize the following schedule in completion of this process. The Municipality reserves the right to amend the schedule should it be deemed necessary:

1. Issuance of RFP April 5, 2018
2. Deadline for Enquiries/Clarification April 12, 2018
3. Deadline for Submission April 19, 2018

Clarification

Should a proponent find discrepancies in or omissions from the proposal documents, or should there be any doubt as their meaning, inquiry should be including contact name and information. Should a correction, explanation, or interpretation be necessary or desirable, a written addendum will be issued and posted on the Greenstone website at www.greenstone.ca

Any addendum issued during the bidding period, are part of these Proposal Documents.

All enquiries and clarification shall be directed to:

Brent Henley
Tourism Coordinator
Municipality of Greenstone
1800 Main Street, PO BOX 70
Geraldton ON, P0T1M0
Ph: 1-807-854-1100 ext. 2061
Email: brent.henley@greenstone.ca

Reservations

The Municipality reserves the right to reject all requests for proposals for any reason whatsoever. The Municipality shall not be responsible for, and respondents shall not be entitled to reimbursement for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered, including loss of profit or consequential loss, by any respondent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Municipality or by reason of any delay in the acceptance of a request for proposals.

Proposal Evaluation

Proposals will be evaluated from firms or individuals that can demonstrate that;

- Have the necessary staffing, facilities, materials, experience, ability to complete project effectively and on time (20%);
- Suitable and high - performance materials will be used in the printing and installing process (30%);
- Have significant demonstrated knowledge and experience of such projects in Northwestern Ontario (20%);
- Provide appropriate costing (30%)

Contract Negotiation

The Municipality will negotiate a contractual agreement with the preferred proponent. If the Municipality is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected and a contractual agreement developed. The Municipality of Greenstone at any time and without liability, may withdraw from negotiations with any potential proponent.

Freedom of Information

The Municipality is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. As a result, the Municipality cannot guarantee that any information forwarded to the Municipality can be held in confidence.

Respondents must identify in their submission any information which they feel is confidential and which should remain confidential. Respondents must specify their reasons and those sections of Act which support the confidentiality.

Confidential information must be included in a separate section of the submission. This will facilitate the ability to make other parts of the submission available to the public.

In all circumstances, the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* will prevail.

Accommodation for Proponents with Disabilities

The Municipality of Greenstone is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the Ontario Human Rights Code, Ontarians with Disabilities act, 2001 (ODA) and Accessibility for Ontarians with Disabilities act, 2005 (AODA), the Municipality will accommodate for a disability, ensuring full and equitable participation throughout the RFP process.

If a proponent requires this RFP in a different format to accommodate a disability, the proponent must contact the Municipal Contact as soon as possible and in any event prior to the Submissions Deadline. The RFP in the different format will be issued only to the requesting proponent and all addenda will be issued in such a different format only to the requesting proponent.