

ADDENDUM NO. TWO
REQUEST FOR PROPOSAL
VEHICLE DECALS AND WRAPS FOR THORNTON FLEET
PROJECT NO. 253-25
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: September 4, 2025

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following questions and answers are provided for additional clarification to the RFP. All answers from Thornton in response to Vendor submitted questions have been provided below.

Question No. 1: Will the City be purchasing decal kits, or individual decals, or both?

Answer No. 1: Thornton may purchase both kits and individual decals.

Question No. 2: Is Appendix No. 2 – Pricing Form partly filled out template to be expanded by the bidder into a menu of prices for all decals shown? Or are the four pricing items examples for comparison only and not representative of the whole fleet requirement?

Answer No. 2: The Pricing Form, Appendix No. 2, is partially filled out for items that Thornton would expect to have pricing on from a proposing Vendor. If there are additional items for cost, proposing Vendors are to list those as they are available for pricing.

Question No. 3: Can the bidder recommend their preferred brand of vinyl material (e.g., 3M, Arlon, Avery, etc.)?

Answer No. 3: Thornton will accept recommendations for brands, but the material must be high quality, durable against the environment (UV), and maintain professional appearance. Thornton will reserve the right to make the decision on the brands of material.

Question No. 4: Can the City confirm that the City's service location is a temperature-controlled bay above 15 degrees with access to power, light, and water and 3 feet of surrounding workspace?

Answer No. 4: Yes, the Fleet Shop meets the requirements.

Question No. 5: Is the City tax exempt?

Answer No. 5: Yes.

Question No. 6: Will the City accept a minimum order value of \$250.00 for parts only and \$500.00 for parts and labor to cover fixed costs for print runs, trip charges, etc.?

Answer No. 6: This is an item that Thornton may take into consideration of your submitted proposal. Thornton may elect to negotiate this during a final selection process.

Please note the following added Scope of Work consideration regarding what Thornton deems as “reimbursable expenses”.

Reimbursable expenses for travel, photocopying, and office paper printing will not be allowable. All proposed Vendor rates shall be inclusive of standard office equipment, supplies, fuel, trip charges and travel time, rental vehicles, hotel accommodations, and travel incurred by the awarded Vendor during their service to Thornton.

Question No. 7: With regards to Section C, proposal question # C.1.g – Transit buses or vehicles, there are no pictures of such equipment in Appendix No. 1 Brand Guidelines and Examples. We would like to request a photo of such equipment.

Answer No. 7: Thornton does not have large Transit buses, only mini-buses. The mini-bus decal package is the same as a medium/light duty trucks.

Question No. 8: Can the awarded Vendor invoice each job/vehicle separately upon completion?

Answer No. 8: Yes, all job/vehicles will need to be invoiced separately.

Question No. 9: Are orders typically placed per car or in aggregate (e.g., for a month’s work or batch of vehicles)?

Answer No. 9: Typically, orders are placed per car. There may be a circumstance when a batch of vehicles is ordered but this is not typical as this would be dependent on the vehicle manufacturer delivering a “batch” of vehicles.

Question No. 10: Are the orders placed by the individual service owners (e.g., transit police) as separate cost centers or via procurement as a PO?

Answer No. 10: By Procurement via a PO upon request by the Thornton Fleet Management team.

Question No. 11: Will the Vendor quote for the individual job or will the pricing be used from Appendix No. 2?

Answer No. 11: Pricing will be from Appendix No. 2 and the final awarded contract that is executed.

Question No. 12: What is Thornton's fleet size, broken down by each number of or class of unit (e.g., Class 3 vehicle, mower, trailer, etc.)?

Answer No. 12:

- Heavy Duty Trucks - Qty. 70
- Heavy Duty Equipment/Machinery - Qty. 30
- Light & Medium Duty/ - Qty. 314
- Police Patrol Vehicles – Qty. 128
- Trailers – Qty. 89
- Mowers/UTV – Qty. 84
- Miscellaneous Equipment – Qty. 174

Question No. 13: What is the approximate value of work performed by Vendors in the last 12 months?

Answer No. 13: Forty-six thousand thirty-one dollars and ninety-two cents (\$46,031.92)

Question No. 14: What is the approximate number of vehicles that have been decaled in the last 12 months?

Answer No. 14: Fifty-three (53).

Question No. 15: Will Thornton provide the following items:

- Final artwork in high-resolution vector files, such as Adobe Illustrator?
- Vector files for the logos?
- Pantone Matched System (PMS, not CMYK) color codes to avoid the need for color matching?

Answer No. 15: Thornton will work with the final awarded Vendor as to what file types are appropriate and Thornton will make every reasonable effort to provide files in that agreed upon file type.

Question No. 16: Will the City be cleaning the vehicles for pre-installation?

Answer No. 16: Thornton will take the vehicles through the city's automated car wash before installation. If more thorough cleaning is needed, then it will fall upon the vendor.

Question No. 17: Please confirm that the City will provide a contact onsite to move each vehicle as they are completed and then move the next vehicle into place for the next installation.

Answer No. 17: Yes.

Question No. 18: When can installations be scheduled?

Answer No. 18: Thornton's Fleet operational hours are Monday through Friday, 5:00 a.m. to 11:00 p.m.

Question No. 19: Is there a labor agreement for this project?

Answer No. 19: A sample general service agreement (GSA) has been provided with this solicitation that will be executed between Thornton and the awarded Vendor.

Question No. 20: Is the garage/shop (working area) a unionized working environment?

Answer No. 20: No.

Question No. 21: Should a Vendor quote a perforated material to cover the windows or an opaque material?

Answer No. 21: Thornton is not currently installing material over windows. If Thornton does agree to move to installing material on windows, the material must be able to be seen through from the inside of the vehicle.

Question No. 22: Will any OEM or safety decals, not supplied by the Vendor, need to be installed on the paint?

Answer No. 22: There may be a possibility that safety decals (e.g. Caution Frequent Stops, etc.), not supplied by the vendor, may need to be installed by the vendor.

Question No. 23: Does Buy America apply to this procurement?

Answer No. 23: No.

Question No. 24: For vehicles with fresh paint, which party will perform the 'cure test' to ensure that the paint has outgassed and is ready for vinyl application.

Answer No. 24: This is an item that Thornton may take into consideration of your submitted proposal. Thornton may elect to negotiate this during the final selection process.

Question No. 25: Is there a procurement goal for disadvantaged business enterprise (DBE) or historically underutilized businesses?

Answer No. 25: No.

Question No. 26: Will the Vendor be required to remove hardware such as bike racks, license plates, lights?

Answer No. 26: Yes.

Question No. 27: For repairs and parts, please confirm applicable freight charges can be charged separately and indicated as separate line items on invoices.

Answer No. 27: No. All pricing for work and parts shall be F.O.B. Destination to the Main Fleet Shop.

Question No. 28: From the job walk, we believe the installation bays are too small for larger vehicles to be serviced. How far away from Thornton's main fleet shop, in miles, would Thornton be willing to transport these vehicles to and from the Vendor's shop? Our shop is located 27 miles away from Thornton's Main Fleet shop.

Answer No. 28: The shop bays are 18' x 50'. Our large fire engine is 9' wide. If more room is needed, this is an item that Thornton may take into consideration of your submitted proposal. Thornton may elect to negotiate this during the final selection process.

Question No. 29: We were not able to perform an exhaustive fleet assessment measuring up all the possible decals. Would Thornton be willing to evaluate our proposal on a market basket of decals rather than a complete set for all combinations in the fleet?

Answer No. 29: This is an item that Thornton may take into consideration of your submitted proposal. Thornton may elect to negotiate this during a final selection process.

Question No. 30: Will Thornton accept proposals from a Vendor who provides the decals and uses a separate Vendor to do the installation?

Answer No. 30: Thornton views this proposed relationship as a Prime/Subcontractor relationship.

Thornton does realize that proposing Vendors may have different solutions available to them to fill Thornton's needs. Vendors who only sell decals and wraps but subcontract the installation of such items to a 3rd party, will be allowed to propose their solution.

Should a Vendor's proposed solution include their provision of goods (e.g., decals and wraps) but with a 3rd party installer, the proposing Vendor shall identify to Thornton in their proposal who this 3rd party is, and that proposing Vendor will serve as the "Prime" Vendor. The Prime Vendor shall be responsible for any issues with the product itself, and for any workmanship issues with the installation, including but not limited to, any remedies of poor workmanship, warranty claims, insurance coverage, etc.

Proposing Vendors should note that any Vendor who proposes goods only and does not provide a solution for installation, may be considered as non-responsive to this solicitation.

Question No. 31: How will Thornton "accept" an installation after it is complete?

Answer No. 31: The awarded Vendor from this solicitation shall perform all installations in a professional manner. This includes maintaining all necessary insurance coverages for their firm for the entirety of the resulting agreement and being responsible for the equipment and environment in which they are working in.

Upon completion, the Thornton Fleet Manager or assigned personnel shall perform a final walkthrough with the Vendor to ensure that the installation is clean and has been fully completed to the standards and satisfaction of Thornton.

Upon completion of an installation, the Vendor shall not have exposed wiring that presents shock and/or fire hazards or cords that could be caught by a passerby. All vehicle wraps and decals shall be installed in a manner that does not leave an unaesthetically looking appeal, bubbles in the material, and shall have a clean finished and professional look.

Should a final walkthrough with the Vendor and the Thornton Fleet Manager find an installation that has not been installed properly, has exposed wiring, or have left an environment that is aesthetically "unpleasant" which may be considered as unfinished work, then the Vendor shall be required to complete any work found during the final walkthrough that is deemed as unfinished by Thornton, prior to any further payment by Thornton. Thornton shall not be liable for costs associated with rework or work that is not considered a complete job.

Should a Vendor be found to be responsible for damage to equipment or property, whether it be due to negligence or accidental, it shall be at that Vendor's sole cost to repair and/or replace all items that have been found to have been damaged by the Vendor during their time onsite at the Thornton project, unless otherwise absolved in writing by Thornton.

Question No. 32: Can Thornton provide more detailed information on measurements and/or current pricing?

Answer No. 32: No. Thornton has a variety of vehicles within its fleet with varied measurements. Thornton does not have an existing agreement with a Vendor so there is no current pricing to provide.

Question No. 33: Will Thornton accept a price schedule that only contains a reduced subset of the many decals being used by Thornton?

Answer No. 33: The Vendor may include these items as part of their pricing submission, however, Thornton would expect a proposing Vendor to be able to provide pricing on the items Thornton has listed within Appendix No. 2 – Pricing Form. This Pricing Form is a free-type field for Vendors to include additional items that may be included in the cost of installation and goods required for installation.

2. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

END OF ADDENDUM NO. TWO

Andrew Miskell, CPPB Purchasing Manager	Date
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