

SECTION 1. BACKGROUND AND DESCRIPTION OF WORK

- 1.1 The City of Ocala is seeking proposals for the design of transit guides for the public transit system known as SunTran.
- 1.2 The draft version of the guides must be provided within one month of contract execution.
- 1.3 The contractor is primarily responsible for the design of the transit guides. Vendors for this project are expected to provide the following:
 - a. ADA compliant maps and text
 - b. Digital formats for the design to be posted on the website,
 - c. Other design recommendations as necessary to make a high-quality final product
- 1.4 The new transit guide will include general information about riding SunTran, a system map, and timetables for each of its seven routes.
- 1.5 The job specific details are presented as follows:
 - A. Description: Design of SunTran Transit Guide Booklet
 - B. Size: Flat Size: 11" X 8.50"; Final Size: 10.5" X 7.5"; Bleeds: 4 Sides
 - C. Saddle Stitch: Two stitches /staples on 7-inch side fold, along 10 ¼ inch high.
 - D. Page Count
 - o Cover/Back: two (2) pages, 50# gloss book.
 - o Inside: Approximately ten (10) to fifteen (15) pages, #30 newsprint.
 - E. Print files, with cut and bleed
 - F. Digital files, with ADA compliance for upload to website

SECTION 2. FTA GRANT REQUIREMENTS AND COMPLIANCE

- 2.1 This procurement is solicited and will be made with funding assistance from the Federal Government under the Urban Mass Transportation Act of 1964 and in accordance with FTA C 4220.1F. The successful proposer and all contractors will be required to comply with all terms and conditions prescribed for third party contracts in a grant contract between the United States of America and the City of Ocala, Florida. The management contract will comply with FTA C 4220.1F Rev. 4 of March 18, 2013 which is available at:
<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance>
- 2.2 The City of Ocala in accordance with the provisions of the funding of the Title VI of the Civil Rights Act of 1964, (23 U.S.C. 140 and 112), (49 CFR, Part 21), (42 U.S.C. Sub. Sec. 2000D), other applicable federal regulations (23 CFR, Part 633), (23 CFR, Part 635) and orders, Executive Order 11625, (DOT Order 4000.7A), (DOT Order 4600.9A), hereby notifies all participation by minorities in any contract for consultant services entered pursuant to this advertisement. Minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for selection. The transit service shall be operated in compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.

- 2.3 The rules and regulations in the following documents are incorporated by reference: United States of America Department of Transportation Federal Transit Administration Master Agreement, FTA Master Agreement FY 20121 can be obtained at the web site:

<https://www.transit.dot.gov/grantee-resources/sample-fta-agreements/fta-master-agreement-fiscal-year-2021>

- 2.4 Federal Transit Administration Best Practices Procurement Manual can be obtained at web site:

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual>

SECTION 3. VENDOR RESPONSIBILITIES

- 3.1 The responsibilities of the selected vendor will include, but are not limited to, the following:
- A. Transit guide re-design updating on the current version attached. The current transit guide is attached **Exhibit B – Transit Guide Template**.
 - B. Final design to be delivered to City staff by July 15, 2024.
 - C. Provide all design files, along with print files, to the City upon project completion.
 - D. Cooperation and coordination with the City of Ocala staff in the design and printing of the transit guide.

SECTION 4. CITY OF OCALA RESPONSIBILITIES

- 4.1 The responsibilities of the City of Ocala include, but are not limited to the following:
- A. Provision of the up-to-date system map (for the back page of transit guide).
 - B. Provision of the up-to-date route schedules (for the front page of transit guide).
 - C. Provision of City of Ocala style guide and all necessary logos in .eps or other desired format.
 - D. Provision of instructions in the design of transit guide.
 - E. Coordination with the select vendor for designing and printing of transit guide.

PRICING AND AWARD

- 1. Bids will be received on a lump sum basis. Lump sum amount must include all direct and indirect costs to complete the project.
- 2. Award will be made to the lowest bidder meeting all requirements outlined herein.

ATTACHMENTS

- 1. Exhibit A – Scope of Work
- 2. Exhibit B – Transit Guide Template
- 3. Exhibit C – Federal Grant Clauses