

**SECTION 1. BACKGROUND AND DESCRIPTION OF WORK**

- 1.1 The City of Ocala is seeking proposals for the printing of transit guides for the public transit system known as SunTran.
- 1.2 This solicitation is for a total of 10,000 copies of transit guide. The total number of copies are based on estimated needs. Additional, as-needed orders will be placed at the City of Ocala's discretion.
- 1.3 The guides must be printed and delivered within one month after the receipt of the approved final version of the transit guide from the City.
- 1.4 The city is primarily responsible for the design of the transit guides. Vendors for this project are expected to provide the following assistance, as needed:
  - a. Color adjustment recommendations,
  - b. Format adjustment recommendations,
  - c. Other design recommendations as necessary to make a high-quality final product
- 1.5 The new transit guide will include general information about riding SunTran, a system map, and timetables for each of its seven routes.
- 1.6 The job specific details are presented as follows:
  - A. Description: Printing of SunTran Transit Guide
  - B. Size: Flat Size: 11.00 X 8.50; Final Size: 5.5 X 8.50; Bleeds: 4 Sides
  - C. Paper: 80.0lb House Gloss Text (FSC)
  - D. Ink: 4/4 Process
  - E. Prepress: Hard Copy – Digital Proof
  - F. Bindery: Trim, Fold & Saddle Stitch
  - G. Pages: 20 + Cover
  - H. Self-Cover
  - I. Portrait Mode

**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. Assistance in transit guide re-design based on the current version attached. The new transit guide must be formatted as described in **Exhibit B – Transit Guide Template**.
  - B. Printing and shipping of 10,000 copies of transit guides within one month after an award is made by the City.
  - C. Provide feedback on the draft file provided by the City of Ocala to ensure high-quality final product.
  - D. Additional printing and shipping of the transit guide in quantities determined by the City, as needed.

### 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 instructions in the design of transit guide.
  - D. Coordination with the select vendor for the re-design and printing of transit guide.

### SECTION 5. INVOICING

1. All original invoices will be sent to: Tom Duncan, Growth Management Division, 201 SE 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, Ocala, FL 34471, email: [tduncan@ocalafl.gov](mailto:tduncan@ocalafl.gov).
2. Contractor will invoice at least once a month.
3. Invoices will be paid within 30 days after acceptance of the transit guides by the project manager.

**SECTION 6. PRICING AND AWARD**

1. Bidder must upload a completed Price Proposal with their response.
2. Bids will be received on a unit price basis and the City will pay the Vendor only for the actual units that the Vendor provides.
3. 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
4. Exhibit D – Price Proposal
5. Exhibit E – DBE Utilization Form