

Request for Qualifications and Quotations

VEHICLE WRAPS

REED, MAEGAN (LOT)

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Introduction

This Request for Qualifications and Quotations (RFQQ) is a competitive procurement issued by Washington's Lottery (Lottery) pursuant to chapter 39.26 of the Revised Code of Washington (RCW). Lottery intends to establish and award a contract tentatively scheduled to begin March 2020 through March 2022. Lottery reserves the option, at its sole discretion, to extend the contract for up to two (2) additional one (1) year periods.

Lottery has approximately 35 fleet vehicles on the road daily. With sales representatives traveling to all areas of the state, vehicle wraps provide an opportunity to highlight Lottery games and display various advertising campaigns while reaching customers outside the retail store environment.

The purpose of this RFQQ is to provide Lottery with a vendor for timely and high quality production, installation and removal of vehicle wrapping on Lottery vehicles for high visibility of brand advertising.

The successful bidder will have a minimum of four (4) years' experience and be physically located within 15 miles of Lottery Headquarters which is located at: 814 4th Ave E, Olympia, WA 98504.

This RFQQ is divided into 4 Sections:

- [Section 1](#) - Deadlines and Questions.
- [Section 2](#) - How to Prepare and Submit a Proposal for this RFQQ.
- [Section 3](#) - Proposal Evaluation.
- [Section 4](#) - Contract Award.

In addition, this RFQQ includes the following [Exhibits](#):

Exhibit A1 – Bidder Certification and Assurances: This exhibit includes the bidder's acknowledgement of their compliance with the conditions of this RFQQ.

Exhibit A2 – Wage Theft Certification: This exhibit is the bidder's certification regarding Washington's wage laws. See RCW 39.26.160

Exhibit A3 – Certification for Executive Order 18-03: This exhibit is the bidder's certification regarding Executive order 18-03.

Exhibit A4 – Bidder Profile. Information the bidder must provide to be considered a responsive bid.

Exhibit B – Price Proposal: This exhibit provides the pricing information that the bidder will complete as part of the bidder's proposal and the price evaluation tool that Lottery will use to evaluate bids.

Exhibit C – Contract: This exhibit is an example of the form of the contract that will be awarded as a result of this RFQQ.

Exhibit D - Complaint, Debrief, & Protest Requirements: This exhibit details the applicable requirements to file a complaint, request a debriefing conference, or file a protest regarding this RFQQ.

Exhibit E – Doing Business with the State of Washington: This exhibit provides information regarding contracting with the State of Washington.

Section 1 – Deadlines and Questions

This section identifies important deadlines for this RFQQ and where to direct questions regarding the RFQQ.

Important dates: The following table identifies important dates for this RFQQ:

RFQQ Posting Date:	January 9, 2020
Question & Answer Period:	January 9 – 22, 2020
Deadline for Submitting Proposals:	January 29, 2020
Anticipated Announcement of Apparent Successful Bidder:	February 18, 2020
Anticipated Contract Execution:	March 31, 2020

The RFQQ (and award of the contract) is subject to complaints, debriefs, and protests as explained in Exhibit D – Complaint, Debrief & Protest Requirements, which may impact the dates set forth above.

Lottery reserves the right to amend and modify this RFQQ. Only bidders who have properly registered and downloaded the original RFQQ directly via WEBS will receive notifications of amendments to this RFQQ, which bidders must download, and other correspondence pertinent to this procurement. To be awarded a contract, bidders must be registered in WEBS. Visit <https://fortress.wa.gov/ga/webs> to register.

Questions: Questions or concerns regarding this RFQQ must be directed to the following Procurement Coordinator:

Name:	Maegan Reed
Email:	mreed@walottery.com

Section 2 – How to Prepare and Submit a Proposal for this RFQQ

This section identifies how to prepare and submit a proposal to Lottery for this RFQQ. By responding to this RFQQ and submitting a bid, bidder acknowledges having read and understood the entire RFQQ and accepts all information contained within this RFQQ.

Bidder Communications and Questions During the RFQQ process, all bidder communications regarding this RFQQ must be directed to the Procurement Coordinator as set forth in [Section 1](#) of this RFQQ. Bidders should rely only on this RFQQ and written amendments to the RFQQ issued by the Procurement Coordinator. In no event will oral communications regarding the RFQQ be binding.

- Bidders are encouraged to make any inquiry regarding the RFQQ as early in the process as possible to allow Lottery to consider and, if warranted, respond to the inquiry. If a bidder does not notify Lottery of an issue, exception, addition, or omission, Lottery may consider the matter waived by the bidder for protest purposes.
- If bidder inquiries result in changes to the RFQQ, written amendments to the RFQQ will be issued and posted on WEBS.
- Unauthorized contact regarding this RFQQ with other state employees involved with the RFQQ may result in bidder disqualification.

Pricing Proposal Prices must include all cost components needed for the delivery of the goods and/or services as described in this RFQQ. See Exhibit B – Proposal Price. A bidder’s failure to identify all costs in a manner consistent with the instructions in this RFQQ is sufficient grounds for disqualification.

Inclusive Pricing: Bidders must identify and include all cost elements in their pricing. In the event that bidder is awarded a contract, the total price for the goods and/or services shall be bidder’s price as submitted. Except as provided in the contract, there shall be no additional costs of any kind.

Proposal Submittal Checklist The checklist provided below includes all of the documentation that must be submitted with your proposal to be considered a complete proposal. Proposals which do not include the submittals identified below may be rejected as nonresponsive. In addition, a bidder’s failure to complete any submittal as instructed may result in the proposal being rejected. Bidders must identify each page of the submittals and any supplemental materials with bidder’s name and the following naming convention.

- EXHIBIT A1 – BIDDER’S CERTIFICATION AND ASSURANCES**
- EXHIBIT A2 – WAGE THEFT CERTIFICATION**
- EXHIBIT A3 – CERTIFICATION FOR EO 18-03**
- EXHIBIT A4 – BIDDER PROFILE**
- EXHIBIT B –PRICE PROPOSAL**

Proposal Format Proposals must be complete, legible, and, as applicable, signed. Unless otherwise specified in writing by Lottery, documents included must be prepared in MS Word, MS Excel, or Adobe PDF and on plain white paper. The proposal must **not** have Bidder headings. The proposal must be signed (original, electronic, or scanned) by a person authorized to contract for the bidder.

Submitting Proposals Proposals must be delivered as follows:

Bidders are required to submit four (4) copies of their proposal. One copy must have original signatures and the others can have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the Lottery no later than 4:00 p.m., Local time, on January 29, 2020.

The proposal must be sent to and addressed as follows:

Washington's Lottery
Attn: RFQQ #K58-LOT, Maegan Reed
814 4th Ave E
Olympia WA 98506

Bidders assume the risk for the method of delivery chosen. Lottery assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration.

Section 3 – Proposal Evaluation

This section identifies how Lottery will evaluate RFQQ proposals.

Overview

Lottery will evaluate proposals for this RFQQ as described below.

- Lottery reserves the right to determine a bidder’s compliance with the requirements specified in this RFQQ, request clarification, and to waive informalities in a proposal. An informality is an immaterial variation from the exact requirements of the competitive RFQQ, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.
- Lottery reserves the right to: (1) Waive any informality; (2) Reject any or all proposal, or portions thereof; (3) Accept any portion of the items proposed unless the bidder stipulates all or nothing in their proposal; (4) Cancel an RFQQ and re-solicit proposal; and/or (5) Negotiate with the highest scored responsive and responsible bidder to determine if that proposal can be improved.
- Lottery will use the following process and evaluation criteria for an award of a contract
 - Step 1: Responsiveness.
 - Step 2: Requirements and Pricing Evaluation.
 - Step 3: Responsibility Analysis.

Responsiveness (Step 1)

Lottery will review a proposal on a pass/fail basis to determine whether the proposal is responsive to this RFQQ. This means that Lottery will review each proposal to determine whether the proposal is complete. Lottery reserves the right, in its sole discretion, to determine whether a proposal is responsive. Bidders whose proposals are determined to be non-responsive will be rejected and will be notified of the reasons for this rejection.

Requirements and Pricing Evaluation (Step 2)

Lottery’s assigned Evaluation Team will evaluate and score each responsive proposal based on the evaluation criteria provided below.

Evaluation Criteria	Assigned Points
Mandatory Requirements	Pass/Fail
Qualifications and Capabilities	60
Pricing	40
Subtotal	100
Procurement Priorities & Preferences	
Veteran Owned	3% (3pts)
MWBE	3% (3 pts)
Executive Order 18-03 Certification	1% (1 pts)
Total Available Points	107

PROCUREMENT PRIORITIES & PREFERENCES. Lottery will apply the following Washington State procurement priorities and preferences to this competitive solicitation:

- Procurement Preference for Veteran-Owned Businesses. In furtherance of Washington’s business inclusion goals, Lottery will evaluate bids for best value and provide a bid preference in the amount of 3% to any bidder who is certified through the Washington Department of Veteran’s Affairs as a Veteran-owned business.
- Procurement Preference for minority and/or women owned business. In furtherance of Washington’s business inclusion goals, Lottery will evaluate bids for best value and provide a bid preference in the amount of 3% to any bidder who is certified through [Washington State Office of Minority and Women’s Business Enterprises](#).
- Procurement Evaluation for Executive Order 18-03 (Firms without Mandatory Individual Arbitration for Employees). Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 18-03 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), Lottery will evaluate bids for best value and provide a bid preference in the amount of 1% to any bidder who certifies, pursuant to the certification attached as *Exhibit A3 – Contractor Certification for Executive Order 18-03 – Workers’ Rights*, that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

Responsibility Analysis (Step 3)

Lottery will make reasonable inquiry to determine the bidder’s responsibility. Lottery will determine bidder responsibility on a pass/fail basis. In determining whether the bidder is a responsible bidder, Lottery will consider the following elements:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services; and
- Such other information as may be secured having a bearing on the decision to award the contract.

Lottery may request financial statements, credit ratings, record of past performance, clarification of a bidder’s offer, on-site inspection of a bidder’s or subcontractor’s facilities, or other information as necessary.

Lottery may use references to confirm satisfactory customer service, performance, satisfaction with service/product, knowledge of products/service/industry and

timeliness. Lottery reserves the right to be its own reference. Any negative or unsatisfactory reference can be reason for rejecting a bidder as non-responsible.

Section 4 – Contract Award

This section identifies how Lottery will award a contract.

Announcement of Apparent Successful Bidder

Lottery will determine the Apparent Successful Bidder (ASB). The ASB will be the responsive and responsible bidder, whose proposal, in the sole opinion of Lottery, best meets the requirements of this RFQQ and presents the best total value to Lottery.

- Designation as an ASB does not imply that Lottery will issue an award for a contract to that firm. Rather, this designation allows Lottery to perform further analysis and ask for additional documentation. A bidder's failure to provide requested information to Lottery within ten (10) business days may result in disqualification. The bidder must not construe this as an award, impending award, attempt to negotiate, etc. If a bidder acts or fails to act as a result of this notification, it does so at its own risk and expense.
- Upon announcement of the ASB, other bidders may request a debriefing conference as specified in *Exhibit D – Complaint, Debrief & Protest Requirements*.

Contract Negotiations

Lottery will negotiate with the ASB to finalize contract terms and to determine if the proposal may be improved. If, after a reasonable period of time, Lottery, in its judgement, cannot reach agreement on acceptable contract terms with the ASB, Lottery may suspend negotiations and undertake negotiations with the next bidder as determined by the evaluations.

Contract Execution

Subject to protests, if any, Lottery and the ASB will enter into a contract as set forth in *Exhibit C – Contract*.

- An award, in part or full, is made and a contract formed by signature of Lottery and awarded bidder on the contract. Lottery reserves the right to award on an all-or-nothing consolidated basis.
- Following the award of the contract, all bidders will receive a Notice of Award, usually through an email to the bidder's email address provided in the bidder's proposal.

Section 5 – Scope of Work

Washington's Lottery currently has 35 plus vehicles in their fleet. As these vehicles are replaced by the state motor pool the Lottery will need a vendor to remove the existing wrap from the vehicles that are being returned and install wrap for the replacement vehicles. Areas of work to include:

- Removing wrap
- Producing wrap
- Installing new design (full or partial)
- Warranty work – replacing or repairing wear and tear covered by product warranty
- Replacing sections of vehicle wrap due to vehicle accident
- Provide templates for vehicles
- Pickup and Drop-off of vehicle to Lottery Headquarters (optional)

Any prospective bidder for this solicitation must have at least four (4) years' experience with similar work. Bidder must also be located within 15 miles of the Lottery Headquarters, located at 814 4th Ave E, Olympia, WA 98506.

For the work listed, design based off vehicle template would be provided by the Lottery prior to the service work taking place.

Pickup and drop-off of vehicle to Lottery Headquarters located in Olympia is not a required service. If this is a service you can provide, please make note in your bid response. Also make note if this service would be available for each vehicle serviced or on an as-needed basis.

Installation and Removal

Install or remove vehicle wraps on Lottery fleet vehicles. Vehicle templates will be provided by the successful bidder, then design will be provided by the Lottery.

The successful bidder shall complete installs and/or removals within 10 business days from receiving of fleet vehicle. Any delays must be communicated to project manager prior to acceptance of vehicle for service.

The successful bidder must notify the project manager immediately if they are unable to meet the scheduled installation date(s). They will be required to reschedule within 2 business days, or as negotiated with the project manager.

General Requirements

Successful bidder must provide vehicle template for the Lottery to develop artwork.

Artwork files will be provided in Adobe Illustrator or PDF format. The successful bidder must be able to access and edit these file types to successfully complete service work.

Successful bidder may be asked on occasion to provide pickup or drop off of Lottery vehicle from State Motorpool or Lottery Headquarters. (Optional)

If work is performed unsatisfactorily, the successful bidder must redo the work to the satisfaction of the project manager within 3 business days and at no expense to Lottery.

Lottery vehicles are dispersed around the state. Successful bidder must assist in providing warranty work regardless of the vehicle's location.

Licenses

The successful bidder shall maintain, in current and valid form, all licenses and certificates required by law or regulation, for the duration of the contract when performing the contracted services. Services must be performed in accordance with all applicable city, county, state and federal laws and regulations, including the American with Disabilities Act (ADA) guidelines.

NOTE: For those vendors picking up or driving Lottery vehicles, insurance as described in the terms and conditions (Exhibit C) Section 2 will be required.

Invoices

The successful bidder is expected to provide invoices within 7 days of job completion. All invoicing for Lottery's fiscal year (July 1 – June 30) must be submitted no later than June 30th.

Section 6 – Qualifications and Capabilities (60 points)









In the Qualification and Capabilities scored evaluation, the evaluation team will assess the bidder's general qualifications and experience as a contractor successfully providing services in connection with Lottery's Scope of Work. The evaluation team will also determine whether the bidder has a proven track record for delivery of quality services, and the potential to consistently deliver such services, over the life of the contract.

Considerations include, but are not limited to, whether a bidder has a company profile that reflects bidder's present experience, qualifications, and resources to provide superior services now; and the capacity to consistently provide such services as required in the RFQQ and in a resulting contract over the life of the resulting contract.

Bidder must provide a clear and concise response to each criterion listed in this section. It is preferable that bidder restate the criterion, then respond below the criterion description.

- A. Describe services provided by bidder that indicate the firm's ability to provide the services described in this RFQQ.
- B. What is the typical production turnaround time from the day a purchase order is submitted?
- C. Please explain your process if one of your products is identified as defective. Are there identified timelines for issue identification and replacement product?
- D. What current business practices do you have in place to ensure quality and timely work, customer service satisfaction, and value for your customers?
- E. Do you have the ability to make minor adjustments to creative files? For example, minor year to year model changes.
- F. Provide a portfolio of previous vehicle wraps completed by your firm. Please provide a minimum of 3 examples, with at least one completed within the last year. Note: Two of the samples that you provide must be for the references that you will provide in the reference section of Exhibit A4 – Bidder Profile.

EXHIBITS

EXHIBIT TITLE	FILE
EXHIBIT A1 – BIDDER CERTIFICATIONS AND ASSURANCES <i>Complete, sign and include with proposal</i>	 Exhibit A1 - Bidder Certification and As:
EXHIBIT A2 – WAGE THEFT CERTIFICATION <i>Complete, sign and include with proposal</i>	 Exhibit A2 - Wage Theft Certification.d
EXHIBIT A3 – CERTIFICATION FOR EO 18-03 <i>Complete as instructed and include with the proposal</i>	 Exhibit A3 - Certification for EO
EXHIBIT A4 – BIDDER PROFILE	 Exhibit A4 - Bidder Profile.docx
EXHIBIT B – PRICE PROPOSAL <i>Complete as instructed and include with the proposal</i>	 Exhibit B - Price Proposal.docx
EXHIBIT C – CONTRACT <i>For information only, do not include with the proposal</i>	 Exhibit C - Contract - Sample.doc
EXHIBIT D – COMPLAINT, DEBRIEF, & PROTEST REQUIREMENTS <i>For information only, do not include with the proposal</i>	 Exhibit D - Complaint Debrief f
EXHIBIT E – DOING BUSINESS WITH THE STATE OF WASHINGTON <i>For information only, do not include with the proposal</i>	 Exhibit E - Doing Business with the St