



## City of Raleigh

**Request for Proposals #:** 274-RPD2-25

**Title:** *Wrapping of RPD Police Pursuit Vehicles*

**Proposal Due Date and Time:** *February 19, 2025 no later than 5:00 PM EST*

### **ADDENDUM NO. # 1**

Issue Date: January 30, 2025

**Issuing Department: Raleigh Police Department**  
**Direct all inquiries concerning this RFP to:**

*William Summerville*

*Title: Vehicle Fleet Manager*

*Email: [William.Summerville@raleighnc.gov](mailto:William.Summerville@raleighnc.gov)*

City of Raleigh  
Addendum # 1 to RFP 274-RPD2-25 Wrapping of RPD Police Pursuit Vehicles

**Issue Date: January 30, 2025**

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

The following questions were submitted and below are the responses:

1. Q – For the decals that are added to the vehicles over the wrap items, will those need to be reflective vinyl?  
A – **Decals will be installed by RPD fleet.**
2. Q – Can you share with me some better pictures of the hoods, the sides and rears of these vehicles so that we can try to size the decals based on the vehicle templates we use?  
A – **Additional pictures can be taken during the pre-proposal conference.**
3. Q - Will you all be providing us with the vector files for that artwork if we were to win the bid?  
A - **Installed by RPD fleet.**
4. Q - What is the Fleet Size?  
A - **Total fleet size about 826 vehicles.**
5. Q - Please confirm that a full wrap is required e.g. substrates, but no bumpers / windows or roof.  
A – **Front half of vehicle starting at fender seams, hood, front of vehicle all white areas covered, rear quarters starting at seams back of vehicle, if bumpers are white, they will need to be wrapped, no windows, roof, or doors. Vehicles ordered from the factory white in color.**

6. Q – Will there be an opportunity to inspect the vehicles after the Pre-Proposal Conference?  
A – **We will utilize this space to view vehicle and answer any questions.**
7. Q – Is there an approximate number of vehicles for each year?  
A – **Around 40 to 80 per year depending on budget approval.**
8. Q - Question about Appendix I on page 15, do the prices for Initial wrap cost per vehicle exclude the removal of the existing graphics materials e.g. the decals shown on page 14. If yes what is the age and condition.  
A – **Vehicles are new ordered white in color with no decals. Any decal removal due to damage or faulty material may be deemed necessary.**
9. Q – Regarding the statement in paragraph 4 Scope of Services "The contractor must provide a film that is a **color match** and is of high quality. A warranty for the film must be provided and approved by the Raleigh Police Department"" please confirm the contractor will be provided with Pantone Matching System (PMS), not CMYK or rather they will need to provide printed batch samples for color matching and include the cost in their bid prices, also please confirm that the closest match will be accepted by RPD.  
A – **Printed batch samples for color matching will suffice and must match current color as close as possible.**
10. Q – Request to insert a minimum order charge to cover fixed costs.  
A – **Awarded contractor choice.**
11. Q - Please confirm that the MWBE goal is zero.  
A – **There is no MWBE goal.**
12. Q – Please confirm insurance certificates be provided after award.  
A – **Yes.**
13. Q – Request to insert a minimum order charge to cover fixed costs.  
A – **Please quote your best price for the services as stated on the Proposal Cost Form.**

14. Q - Please confirm that the contractor will be provided with a temperature-controlled bay above 15 degrees with access to power, light and water and 3 feet of surrounding working space.  
A – We can provide a warehouse type work area with lighting, water access, and electrical connection.
15. Q – Please confirm that the vehicles will be clean for pre-installation – we appreciate that a final wipe down is needed but just want to be sure the vehicles will not need a power wash (no wax).  
A – We will provide a clean vehicle prior to installation
16. Q – Please confirm that you will provide a contact on site to move each vehicle as they are completed and moved for the next vehicle install.  
A – Area provided inside fleet shop. Personnel will assist with vehicle movement if needed.
17. Q – Please confirm all vinyl material is regular opaque not reflective for night safety.  
A – Non reflective.
18. Q - Are the vehicles being repainted and if so has two weeks been planned for ‘de-gassing’ to ensure proper adhesion of the vinyl material.  
A – Primarily new all vehicles if in the case of a re-wrap due to accident time will be allowed.
19. Q – Confirm whether any OEM or Safety decals, not supplied by the Contractor, need to be installed on the paint?  
A – Vehicle wrapping to specs only, RPD fleet handles all additional decals.
20. Q – Confirm Contractor is required to provide unit numbers and if so, how many sets, how many digits and what size, format (reflective and opaque vinyl material).  
A – Numbers installed by RPD fleet.
21. Q - Please confirm you will provide the final artwork in high-resolution vector files (e.g. Adobe Illustrator).  
A – We will have vehicles on display during pre-proposal conference. Contractor will be allowed to take pictures at this time.

22. Q – Are out of hours installation required?

A – No.

23. Q – Please confirm that a 14 working day turnaround is acceptable.

A – Time will be allowed to complete the task.

24. Q - Can the vehicles be installed in a single batch? If not, what is the batch size?

A – Vehicle are ordered thru various dealers all having different time ranges. There is no set arrival time or amount of vehicles at any given time.

25. Q – Please confirm bid are prices exclude tax.

A – The City of Raleigh is not tax exempt, so it will pay tax on the quoted price of the services.

26. Q – Please confirm that the contractor is not required to remove hardware such as bike racks, license plates, lights etc.

A – Vehicles are wrapped before any up-fit.

27. Q - Currently, vehicles are driving to my shop by Raleigh personnel. Am I required to carry commercial automotive liability insurance since we do not drive the vehicles?

A – Liability insurance required for any type of vehicle operation or movement, including driving in and out of a dwelling or structure.

28. Q – Professional liability says it is only necessary for professional services, including engineering and architecture. Is this contract required for wrapping vehicles?

A – No.

29. Q – I am a one-man operation, does this contract still require me to carry workers compensation due to the fact that state statute does not require me to?

A – In accordance with NC general statute.

30. Q – What is the number of vehicles at any given time?

A – Vehicles are budgeted each FY number could range anywhere from 40 to 80 vehicles are received as ordered could range from 1 to 10 depending on delivery and availability.

31. Q – Are decals installed by awarded contractor?  
A – All decals to be installed by RPD fleet personnel.
32. Q - What are the types of vehicles to be wrapped?  
A – Primary Ford Explorers, Chevy Silverado's and possibility Chevy Blazers.
33. Q – Insurance required?  
A – Liability insurance is required.
34. Q – How old are the vehicles to be wrapped?  
A – All new vehicles white in color with some exceptions older vehicles damaged or in need of replacement wrapping.
35. Q - The most important one is above the statement on page 13 'the contractor must have the facilities and staff to perform at least 60 initial wraps per year' it is unclear if this refers to production or installation and we have to check if the City will be providing a temperature-controlled installation bay with access to power, water and light - could you please advise on this critical point?  
A - This means that the contractor must be able to install initial wraps on at least 60 vehicles per year. This can be done at the contractor's location or at the City's location. The City can provide a temperature-controlled installation bay with access to power, water, and light.
36. Q - Regarding the statement on page 3 "The City of Raleigh (COR) is soliciting proposals from one or more firm(s) with which to contract for the following services.." could you please clarify how the award of business would be split between multiple contractors?  
A - Only 1 contractor will be awarded at this time.
37. Q - Regarding the statement on page 13 'at least 60 initial wraps per year' what is the least number of vehicles to be wrapped in one day/batch?  
A - Depending on receipt of the new vehicle from the dealership average around 1 to 10 at any given time.
38. Q - Regarding the statement on page 13 "The contractor must provide color samples to match the color of the current vehicles as closely as possible and the type of film used" can you provide the color codes from the paint manufacturer?  
A - We don't have a lot of information in this space; wraps are new to us. In the past, we painted vehicles, and the color is Guardsman Blue.

39. Q - Regarding the statement on page 5 “Proposers must respond to the entire Request for Proposals (RFP). Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh” can you please elaborate on any required documents not listed in paragraph 2 PROPOSALS which does not mention Appendix VI – Exceptions to RFP, APPENDIX IV MWBE PARTICIPATION FORM etc.  
A - **Proposers must respond to all sections of the RFP, including all forms in the Appendix section.**
40. Q - Regarding page 8, what is meant by ‘Tab 1,.. Tab 2..’ etc?  
A - **The RFP response must be organized into sections, as described on page 7. Tab 1 is the cover letter, Tab 2 is corporate background and experience, etc. This format is required so that the RFP committee has an idea of where the information is listed so they can judge each one of the criteria listed on the scoring form.**
41. Q - Regarding the Interview/Demonstration described on page 11 please confirm this can be conducted virtually rather than on-site.  
A - **This is up to the RPD’s discretion and is to be determined.**
42. Q - Regarding the physical submission described on page 5 will be able to obtain confirmation of safe receipt  
A - **Yes**
43. Q - Regarding the statement on page 13 “Initial wrapping of new vehicles” please confirm this means production, on-site delivery, and installation.  
A - **Initial wrapping of vehicles means installing the wraps on solid white vehicles.**
44. Q - Please advise how bidders should calculate the dollar amount ‘Section 4 for a not to exceed total amount of..’ on page 15  
A - **Do not be concerned about the total not to exceed amount – just provide the cost per vehicle as shown in the chart on page 15. The not to exceed amount will be determined by RPD based on the estimated number of vehicles that will need initial wraps or wrap repairs.**
45. Q - Will the Cost Formula described on page 11 be calculated from the sum of the 5-year bid prices or by reference to the dollar amount ‘Section 4 for a not to exceed total amount of..’ on page 15?  
A - **It will be calculated based on the five-year bid prices.**
46. Q - Please clarify the statement on page 20 (MWBE PARTICIPATION FORM) ‘REMOVE THIS FORM AND USE THE ABOVE FORM IF COST IS ESTIMATED TO BE BELOW 300K’  
A - **Informational purpose.**
47. Q - Please confirm the Professional Liability described on page 23 is not applicable to this contract  
A - **Yes**

48. Q - Will the response to Tab 4 described on page 10 account for 50% of the evaluation  
e.g. Project Understanding 30 + Project Approach 20

A - **Yes**

*William Summerville*  
*Vehicle Fleet Manager*

**Sign below and return this addendum with your proposal.**

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**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_