
RFP for Vehicle and Equipment Graphics Services

Solicitation Department(s): General Services, Fleet Management Division

Solicitation Number: 269-2025-067

Solicitation Category: Local

Commodity Codes: 25522 - Decals, All Other Types of Transfer

25530 - Decals, Water Transfer Type, Equipment, Vehicles, Windows, etc.

90735 - Design Services

91548 - Graphic Arts Services, Not Printing

96546 - Graphic Design Services for Printing

96622 - Decal Printing

The City of Charlotte is seeking proposals from qualified companies for Vehicle and Equipment Graphics Services.

The full solicitation can be viewed on the Procurement Portal, Bonfire, at:

<https://charlottenc.bonfirehub.com/opportunities/164877>

- **Site Visit Date & Time:**

The non-mandatory Site Visit for the City's Vehicle Commission/Decommission Facility will take place:
Tuesday, January 21st at 2:30 PM.

Facility Address:

**5550 Wilkinson Blvd
Charlotte, NC 28208**

Instructions:

Please RSVP with the designated procurement agent, Julie.Wingfield@charlottenc.gov, if you plan to attend.

Attendees should arrive at Gate 1 (located on Stafford Drive off of Wilkinson Blvd) and buzz the intercom to enter.

You may park anywhere in parking lot. We will meet in the front office (Building "B" SOS Office).

*Attendees must wear closed-toe shoes to enter the garage area.

- **Pre-Proposal Date & Time:**

A Non-Mandatory Pre-Proposal Conference will be conducted on **Thursday, January 23, 2025, at 2:30 PM. (Virtual Only)**

Instructions:

CLICK THIS LINK TO JOIN: [https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGJmOGQ1NGItY2U4Yy00YjgxLWE0NWUtZWZkYzg1ZjYwYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%223392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%228f2fd477-ec3b-43e9-95e2-4da9bbb6927d%22%7d)

[join/19%3ameeting_NGJmOGQ1NGItY2U4Yy00YjgxLWE0NWUtZWZkYzg1ZjYwYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%223392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%228f2fd477-ec3b-43e9-95e2-4da9bbb6927d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGJmOGQ1NGItY2U4Yy00YjgxLWE0NWUtZWZkYzg1ZjYwYTk5%40thread.v2/0?context=%7b%22Tid%22%3a%223392a0ee-6ccb-49c5-94b5-f5e6d8a665d6%22%2c%22Oid%22%3a%228f2fd477-ec3b-43e9-95e2-4da9bbb6927d%22%7d)

Or, to join via phone only:

Dial: 872-256-4172

Conference ID: 385 336 052#

This meeting will review key details of the solicitation. **Attendance is not required but is encouraged.**

This is a great opportunity to ask questions and gain further insight into both the City's process and the project's specifications.

About the City of Charlotte

The City of Charlotte provides services to more than 870,000 residents. The city's priorities are workforce and business development, transportation, planning and the environment, safe communities, and great neighborhoods.

- **Proposal Due Date & Time:**
Wednesday, February 12th, 2025, 2 PM EST

Submission Instructions:

All proposal documents must be submitted on or before but no later than 2 PM via the Procurement Portal, Bonfire. To submit a proposal, please click on the project page link provided (above) and register as a user. Registration is free. All Proposal Documents are located on the opportunity page for download. Once completed, please upload the required documents to submit your proposal.

The City strongly recommends allowing sufficient time to complete this process—ideally, a week prior to the deadline—to finalize your submission and to upload your documents. *Late proposals will not be accepted.*

Questions:

All solicitation questions must be submitted electronically via Bonfire through the “Ask a Question” option of the relevant solicitation project page.

Responses will be posted publicly on Bonfire via addenda, and any attached documents will become available under the Supporting Documentation section.

For any Procurement Portal questions, please contact:

Julie Wingfield
Procurement Agent Senior
Julie.Wingfield@charlottenc.gov
Contact# 704-578-4183

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