

**AGREEMENT FOR
LEETRAN BUS ADVERTISING GRAPHICS**

THIS AGREEMENT ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Larger Than Life, Incorporated, an Ohio corporation authorized to do business in the State of Florida, whose address is 2902 Grandin Road, Cincinnati, OH 45208, and whose federal tax identification number is 61-1370453, hereinafter referred to as "Vendor."

WITNESSETH

WHEREAS, the County intends to purchase bus advertising graphics and installation from the Vendor in connection with "LeeTran Bus Advertising Graphics" (the "Purchase"); and,

WHEREAS, the County issued Solicitation No. B190392RJD on July 19, 2019 (the "Solicitation"); and,

WHEREAS, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

WHEREAS, the County posted a Notice of Intended Decision on September 11, 2019; and,

WHEREAS, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

NOW, THEREFORE, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

I. PRODUCTS AND SERVICES

The Vendor agrees to diligently provide all products and services for the Purchase, a more specific description of the Project Scope of Services is set forth in sections 1 - 4 of the Scope of Work and Detailed Specifications of B190392RJD, a photocopy of said sections being attached hereto and incorporated by reference as Exhibit A. Vendor shall comply strictly with all of the terms and conditions of Solicitation B190392RJD, as modified by its addenda, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

II. TERM AND DELIVERY

- A. This Agreement shall commence immediately upon the effective date and shall continue on an "as needed basis" for a three (3) year period. There may be an option to extend this Agreement upon mutual written agreement of both parties for three (3) additional one (1) year periods. The effective date shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the Vendor.
- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

III. COMPENSATION AND PAYMENT

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

IV. METHOD OF PAYMENT

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

V. ADDITIONAL PURCHASES

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

VI. LIABILITY OF VENDOR

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.

B. This section shall survive the termination or expiration of this Agreement.

VII. VENDOR'S INSURANCE

- A. Vendor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

VIII. RESPONSIBILITIES OF THE VENDOR

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
- 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, publicrecords@leegov.com; <http://www.leegov.com/publicrecords>.

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

IX. OWNERSHIP OF PRODUCTS

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

XI. COMPLIANCE WITH APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

XII. TERMINATION

- A. The County shall have the right at any time upon thirty (30) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination

or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

- C. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

XIII. DISPUTE RESOLUTION

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

XIV. STOP WORK ORDER

The County may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by the County. The County may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XI.

In the event the County does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Vendor to resume work within ninety (90) days, the Vendor may terminate this Agreement.

XV. VENDOR WARRANTY

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise in Exhibit B) and of the most suitable grade for the purpose intended.
- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. In such case, the Vendor shall refund to the County any money which has been paid for same.
- C. Vendor shall secure from the applicable third party manufacturers, and assign and pass through to the County, at no additional cost to the County, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.

XVI. MISCELLANEOUS

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under

this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday
- I. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative:

Name: Krista Widmeyer
Title: Sales
Address: 1440 Jamike Ave
Erlanger, KY 41018
Telephone: 859-647-7000 ex.113
Facsimile: 859-647-7098
E-mail: krista@ltlco.com

County's Representatives:

Names: Roger Desjarlais Mary Tucker
Titles: County Manager Director of
Procurement
Management
Address: P.O. Box 398
Fort Myers, FL 33902
Telephone: 239-533-2221 239-533-8881
Facsimile: 239-485-2262 239-485-8383
E-Mail: rdesjarlais@leegov.com mtucker@leegov.com

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
 - 1. Agreement
 - 2. County's Purchase Order
 - 3. Solicitation
 - 4. Vendor's Submittal in Response to the Solicitation

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last below written.

WITNESS:

Signed By:

Danielle Kurtz
Print Name: Danielle Kurtz

LARGER THAN LIFE, INCORPORATED

Signed By:

Print Name:

Title:

Date:

Bruce Healy
Bruce Healy
President
9/18/19

LEE COUNTY

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

BY:

Brian Hamman
Brian Hamman, Chair

DATE:

11/25/19

ATTEST:

CLERK OF THE CIRCUIT COURT

Linda Doggett, Clerk

BY:

Melissa Butler
DEPUTY CLERK

APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:

BY:

Damanda L. DeLoach
OFFICE OF THE COUNTY ATTORNEY



EXHIBIT A SPECIFICATIONS OR SCOPE OF SERVICES

SCOPE OF WORK AND DETAILED SPECIFICATIONS FOR LEETRAN BUS ADVERTISING GRAPHICS

1. GENERAL SCOPE OF PROJECT

- 1.1 Lee County Board of County Commissioners, on behalf of Lee County Transit, also known as LeeTran, seeks to contract with a skilled and qualified Vendor to provide bus advertising graphics and installation, on an as needed basis, in accordance with the requirements stated herein.

2. DETAILED SCOPE OF PROJECT, DELIVERABLES, & PROJECT PROVISIONS

- 2.1 Installation, removal, and/or repair of bus advertising wraps shall be completed at the LeeTran Headquarters facility located at 3401 Metro Parkway, Fort Myers, FL 33901. In no event shall the Vendor remove a bus from the LeeTran facility.
- 2.2 Vendors are prohibited from driving LeeTran vehicles. If vehicles need to be moved by the Vendor, they must coordinate this effort with the maintenance supervisor or appointed designee on duty.
- 2.3 LeeTran shall make available to the Vendor suitable space for the application, removal, and/or maintenance of advertising. Work shall be completed seven (7) days per week during the hours of 05:00 AM to 12:00 AM.
- 2.4 Work must be scheduled with the maintenance supervisor or appointed designee to guarantee workspace and the availability of the vehicle at least three (3) business days in advance.
- 2.5 All materials, equipment, and tools required to complete services or tasks shall be furnished by the Vendor and are not to be stored on LeeTran property other than during the hours that work is being completed. All equipment used by the Vendor shall be in safe operational condition at all times and free from defects or wear which may in any way constitute a hazard to any person or persons.
- 2.6 All materials and trash shall be removed immediately following the completion of work. Trash receptacles and dumpsters are available.
- 2.7 Smoking is prohibited on LeeTran facilities.
- 2.8 The Vendor shall provide LeeTran with a list of all materials and chemicals along with MSDS sheets that shall be used while on property.
- 2.9 Upon receipt of final artwork, the Vendor shall ship all product to LeeTran Headquarters facility located at 3401 Metro Parkway, Fort Myers, FL 33901 F.O.B. destination within fourteen (14) calendar days.
- 2.10 Upon notification from LeeTran that product has been received, the Vendor shall install product within fourteen (14) days, unless otherwise arranged and/or requested by LeeTran. The installation must be complete within two (2) calendar days per vehicle.
- 2.11 Vendor shall use 3M Graphics products as described in the applicable 3M Graphics Product and Instruction Bulletins found at 3Mgraphics.com/TechInfo to ensure the 3M™ MCS Warranty remains in effect.

- 2.12 The Vendor shall ensure all vehicle wrap material has an over laminate of either luster or matte. The over laminate material used must be 3M™ 8519 Luster Overlaminate or 3M™ 8520 Matte Overlaminate.
- 2.13 Vendor shall be a 3M Certified Graphics Installation Company and/or ensure installers are a 3M Preferred Graphics Installer. LeeTran reserves the right to request proof of certification at any point during term of Agreement, inclusive of any renewals.
- 2.14 Graphics and vehicle designs developed within the course of this Agreement shall become the sole ownership of the LeeTran. This includes transfer of software files, electronic and printed formats of design media to LeeTran.

❖ **FULL BUS WRAP INCLUDING WINDOWS – INSTALLATION REQUIRED**

Coverage: Full bus including windows

Material: 3MIJ46-20 w/laminate

Windows shall be covered in FLEXcon® SEETHRU-SIGN® White/Black Flex

Bus Model/size: 29' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel, 31' Hybrid El Dorado

❖ **FULL BUS WRAP – INSTALLATION REQUIRED**

Coverage: Full bus without window film

Material: 3MIJ46-20 w/laminate

Bus Model/size: 29' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel, 31' Hybrid El Dorado

❖ **SUPER KING AD – INSTALLATION REQUIRED**

Coverage: Driver side of the bus from top to bottom, back of front wheel well to front of rear wheel well.

Material: 3MIJ46-20 w/laminate

Windows shall be covered in FLEXcon® SEETHRU-SIGN® White/Black Flex

Bus Model/size: 29' Gillig, 35' Gillig, 40' Gillig, 35' Hybrid Diesel, 40' Hybrid Diesel, 31' Hybrid El Dorado

❖ **BUS GRAPHICS – INSTALLATION NOT REQUIRED**

Material: FLEXcon® Busmark 5800 with UV Clear Coat

Print: Screen or inkjet printed in full color

Size: Various sizes listed on Proposal Form

❖ **SHELTER GRAPHICS – INSTALLATION NOT REQUIRED**

Material: 13 oz. backlit flexface banner vinyl illuminated Vulite®

Size: 48" x 68.55"

❖ **INFORMATION PANELS – INSTALLATION NOT REQUIRED**

Material: .020 Polystyrene

Print: Full Color

Size: Various sizes listed on Proposal Form

❖ **BUS INTERIOR CARDS – INSTALLATION NOT REQUIRED**

Material: .020 Polystyrene

Print: Full Color

Size: 28" X 11"

3. PERFORMANCE STANDARDS

3.1 Quality Control-Inspection and Acceptance

3.1.1 All services or tasks performed under the Agreement shall be subject to inspection and acceptance by the maintenance supervisor or an appointed designee while the work is in progress or after its completion. If any of the items described within this solicitation are determined to be unsatisfactory or is found to be otherwise not in accordance with the requirements of this Agreement, the maintenance supervisor or appointed designee shall notify the Vendor and the Vendor shall take immediate steps to take corrective action and schedule re-inspection. LeeTran will be the sole judge as to the acceptability of the work and the condition of the facilities.

3.1.2 LeeTran reserves the right to declare service personnel to be unacceptable for work under this Agreement without cause or reason and if so declared, the Vendor shall remove and replace the individual immediately.

3.2 Administrative Charges

3.2.1 In the event of a failure to complete any service(s) or task(s) in accordance with the Agreement or to the satisfaction of LeeTran, within any stipulated time, LeeTran may assess an administrative cost for the failure to perform such work. These charges shall be based on the cost which would be incurred should LeeTran staff or another Vendor have to perform the work and may be assessed on a daily basis.

4. DELIVERY

4.1. Pricing shall include all delivery costs.

4.2. All returns and/or exchanges for any reason other than Lee County error shall be at the Vendor's expense. A shipping return label must be provided upon request.

4.3. All items shall be delivered F.O.B. destination.

4.4. There shall be NO MINIMUM amount required for delivery.

End of Scope of Work and Specifications Section

SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

1. PROJECT TERM

- 1.1 The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department the commodity and/or services on an "as needed basis" for a three (3) year period. There may be an option to extend this contract as specified in the Scope of Work or Detailed Specifications upon the approval of both the County and the Vendor at the time of extension or renewal for three (3) additional one (1) year periods.
- 1.2 This is an annual Agreement, which is not for any specific project. Work will be authorized, scheduled, funded, and accounted for by issuance of a Purchase Order, by the requesting department. No guarantee is expressed or implied as to the quantity of commodities and/or services to be procured under this request for proposal; no work is guaranteed.

2. BASIS OF AWARD

- 2.1 The basis of award shall be determined by the lowest *Grand Total* of the most responsive, responsible, and qualified Vendor meeting all bid specifications.
- 2.2 Vendor(s) are required to bid on all line items to be considered eligible for award. Failure to bid all line items will deem the Vendor as non-responsive.
- 2.3 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.

End of Special Conditions Section



Procurement Management Department
 1500 Monroe Street 4th Floor
 Fort Myers, FL 33901
 Main Line: (239) 533-8881
 Fax Line: (239) 485-8383
www.leegov.com/procurement

Posted Date: August 6, 2019

Solicitation No.: B190392RJD

Solicitation Name: LeeTran Bus Advertising Graphics

Subject: Addendum Number 1


The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. QUESTIONS/ANSWERS

1.	Whether companies from Outside USA can apply for this? (like, from India or Canada)
Answer	Yes, companies outside the USA can submit a proposal for this solicitation.
2.	Whether we need to come over there for meetings?
Answer	No, companies are not required to travel to Lee County, FL USA to complete regularly held meetings.
3.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer	No, installation, removal, and/or repair of bus advertising wraps shall be completed at the LeeTran Headquarters facility located at 3401 Metro Parkway, Fort Myers, FL 33901. In no event shall the Vendor remove a bus from the LeeTran facility.
4.	Can we submit the proposals via email?
Answer	No, those individuals/firms interested in being considered for this solicitation are instructed to submit, in accordance with specifications, their Bids, pertinent to this project prior to <u>2:30 PM Friday, August 23, 2019</u> to the office of the <u>Procurement Management Director, 1500 Monroe Street, 4th Floor, Fort Myers, Florida 33901</u>. The Invitation to Bid shall be received in a sealed envelope, prior to the time scheduled to receive Bid(s), and shall be clearly marked with the solicitation name, solicitation number, bidder name, and contact information as identified in these solicitation documents.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.



Robin Dennard, Procurement Analyst
Lee County Procurement Management



Procurement Management Department
 1500 Monroe Street 4th Floor
 Fort Myers, FL 33901
 Main Line: (239) 533-8881
 Fax Line: (239) 485-8383
www.lee.gov.com/procurement

Posted Date: August 20, 2019

Solicitation No.: B190392RJD

Solicitation Name: LeeTran Bus Advertising Graphics

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. QUESTIONS/ANSWERS

1.	FULL BUS WRAP / Do you want bumpers to be wrapped or not?
Answer	No. LeeTran does not want the bumpers wrapped.

2.	BUS GRAPHICS – INSTALLATION NOT REQUIRED Material: FLEXcon® Busmark 5800 with UV Clear Coat / Would you accept Busmark 5800AE (Spec sheet attached) instead of 5800? 5800AE is easier to apply and remove than 5800. Print: Screen or inkjet printed in full color Size: Various sizes listed on Proposal Form
Answer	No. Busmark 5800AE is not accepted as an alternate product. Please bid according to the specifications provided within the solicitation.

3.	SHELTER GRAPHICS – INSTALLATION NOT REQUIRED Material: 13 oz. backlit flexface banner vinyl illuminated Vulite® / Would you accept 7 oz. backlit instead of 13 oz.? Size: 48" x 68.55"
Answer	No. 7 oz. backlit is not accepted as an alternate product. Please bid according to the specifications provided within the solicitation.

4.	INFORMATION PANELS – INSTALLATION NOT REQUIRED Material: .020 Polystyrene / If vinyl wrapped instead of printed would that work? Print: Full Color Size: Various sizes listed on Proposal Form
Answer	No. Please bid according to the specifications provided within the solicitation.

5.	BUS INTERIOR CARDS – INSTALLATION NOT REQUIRED Material: .020 Polystyrene / if vinyl wrapped with 3M IJ46-20 instead of printed would that work? Print: Full Color Size: 28" X 11"
Answer	No. 3M IJ46-20 is not accepted as an alternate product. Please bid according to the specifications provided within the solicitation.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.



Robin Dennard, Procurement Analyst
Lee County Procurement Management

**EXHIBIT B
FEE SCHEDULE**

LEETRAN BUS ADVERTISING GRAPHICS				
Category 1 - FULL BUS WRAP INCLUDING WINDOWS - INSTALLATION REQUIRED				
ITEM	DESCRIPTION	UNIT	PRICE	
101-1	29' Gillig	Per Bus	\$4,900.00	
101-2	35' Gillig	Per Bus	\$4,900.00	
101-3	40' Gillig	Per Bus	\$4,900.00	
101-4	35' Hybrid Diesel	Per Bus	\$4,900.00	
101-5	40' Hybrid Diesel	Per Bus	\$4,900.00	
101-6	31' Hybrid El Dorado	Per Bus	\$4,900.00	
Category 1 - FULL BUS WRAP - INSTALLATION REQUIRED				
201-1	29' Gillig	Per Bus	\$4,100.00	
201-2	35' Gillig	Per Bus	\$4,100.00	
201-3	40' Gillig	Per Bus	\$4,100.00	
201-4	35' Hybrid Diesel	Per Bus	\$4,100.00	
201-5	40' Hybrid Diesel	Per Bus	\$4,100.00	
201-6	31' Hybrid El Dorado	Per Bus	\$4,100.00	
Category 3 - SUPER KING AD - INSTALLATION REQUIRED				
301-1	29' Gillig	Per Bus	\$1,200.00	
301-2	35' Gillig	Per Bus	\$1,200.00	
301-3	40' Gillig	Per Bus	\$1,200.00	
301-4	35' Hybrid Diesel	Per Bus	\$1,200.00	
301-5	40' Hybrid Diesel	Per Bus	\$1,200.00	
301-6	31' Hybrid El Dorado	Per Bus	\$1,200.00	
Category 4 - BUS GRAPHICS - INSTALLATION NOT REQUIRED				
401-1	90" X 42"	Per Bus	\$62.00	
401-2	137" X 32"	Per Bus	\$73.00	
401-3	140" X 37"	Per Bus	\$84.00	
401-4	90" X 38"	Per Bus	\$57.00	
401-5	71" X 37"	Per Bus	\$44.00	
401-6	71" X 32"	Per Bus	\$38.00	
401-7	90" X 32"	Per Bus	\$48.00	
401-8	140" X 32"	Per Bus	\$73.00	
Category 5 - SHELTER GRAPHICS - INSTALLATION NOT REQUIRED				
501-1	48" X 68.55"	Per Shelter	\$29.00	
Category 6 - INFORMATION PANELS - INSTALLATION NOT REQUIRED				
601-1	23.25" X 35"	Per Panel	\$20.00	
601-2	23.625" X 35"	Per Panel	\$20.00	
601-3	24" X 36"	Per Panel	\$25.00	
601-4	23.25" X 28.25"	Per Panel	\$18.00	
Category 7 - BUS INTERIOR CARDS- INSTALLATION NOT REQUIRED				
701-1	28" X 11"	Unit 1 – 10	Per Unit	\$6.95
701-2	28" X 11"	Unit 11 - 30	Per Unit	\$3.95
701-3	28" X 11"	Unit 31 - 60	Per Unit	\$2.95
701-4	28" X 11"	Unit 61 – 100	Per Unit	\$2.30

Category 8 - Bus Wrap Removal & Repair			
801-1	29' Gillig - Full Wrap Removal	Per Bus	\$300.00
801-2	35' Gillig - Full Wrap Removal	Per Bus	\$300.00
801-3	40' Gillig - Full Wrap Removal	Per Bus	\$300.00
801-4	35' Hybrid Diesel - Full Wrap Removal	Per Bus	\$300.00
801-5	40' Hybrid Diesel - Full Wrap Removal	Per Bus	\$300.00
801-6	31' Hybrid El Dorado - Full Wrap Removal	Per Bus	\$300.00
801-7	29' Gillig - Super King Ad Removal	Per Bus	\$300.00
801-8	35' Gillig - Super King Ad Removal	Per Bus	\$300.00
801-9	40' Gillig - Super King Ad Removal	Per Bus	\$300.00
801-10	35' Hybrid Diesel - Super King Ad Removal	Per Bus	\$300.00
801-11	40' Hybrid Diesel - Super King Ad Removal	Per Bus	\$300.00
801-12	31' Hybrid El Dorado - Super King Ad Removal	Per Bus	\$300.00
801-13	Bus Wrap Repair	Per Bus	\$100.00
<p>Note: There shall not be a cost differential charged in addition to price listed above to wrap bus with "Bus Rapid Transit" BRT body package.</p> <p>Note: No discount will be applied for multiple bus wraps installed at one time or multiple shelter graphics printed at one time.</p>			

EXHIBIT C INSURANCE REQUIREMENTS

INSURANCE GUIDE



Lee County Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of

\$1,000,000 combined single limit (CSL)
\$500,000 bodily injury per person
\$1,000,000 bodily injury per accident
\$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease - policy limit

"The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."

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Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:
 - a. The certificate holder shall read as follows:

Lee County Board of County Commissioners
P O. Box 398
Fort Myers, Florida 33902
 - b. "Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

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End of Insurance Guide Section

**EXHIBIT D
VENDOR BACKGROUND SCREENING AFFIDAVIT**



**VENDOR BACKGROUND
SCREENING AFFIDAVIT**

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit. I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

Date: 9/18/19


Signature

STATE OF Kentucky
COUNTY OF Kenton

Bruce Hedley / President
Name/Title

On the date set forth above, the foregoing instrument was sworn to (or affirmed) and subscribed before me by the above-named person and in their stated capacity, and is either personally known to me or who has produce the following as identification: Passport

[Stamp/seal required]


Signature, Notary Public

